

Banner ID # @	Last Name Jenkins	First Laurence	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) change from temp full time to full time
<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time		

Part II: Assignment/Accounting Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

CURRENT Division/Unit: Technology & Business	Job Vacancy No.: (if applicable) 1704 F 020
Job Title/Position: Temp Instructor of Electronics Engineering Technology	Specialized Area: Electronics Engineering Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY18
Budget Number: 1110-14805-6091-102	Position No. (NBAPOSN): ELE02T
Compensation: \$ 47,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 5	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/21/17	End Date: N/A
<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 05/31/17

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Technology & Business	Job Vacancy No.: (if applicable) 1804 F 028
Job Title/Position: Instructor of Electronics Engineering Technology	Specialized Area: Electronics Engineering Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Cullen Newsom
Funded in which FY? FY18	Position No. (NBAPOSN): ELE002
Budget Number: 1110-14805-6091-102	
Compensation: \$ 47,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 5	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 06/01/18	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
If temporary, anticipated termination date: N/A	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Technology and Business, ou=WCJC, email=davidk@wcjc.edu, c=US Date: 2018.04.09 16:15:36 -0500</small>	Date	Approved by Dean Date
Approved by Division Chair David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Technology and Business, ou=WCJC, email=davidk@wcjc.edu, c=US Date: 2018.04.09 16:15:40 -0500</small>	Date	Approved by Vice President Date 4-13-18
Approved by Cabinet Level Supervisor Date	Date	Reviewed by Human Resources Date 4-19-18
Budget Approval B. Kucera Date 4/19/18	Date	Approved by President Billy Q. McLeod Date 4.23.18