

Banner ID # @	Last Name Tamayo, Wendy D.	First	Middle Initial	Telephone	
Address		City		State Zip	
<b>Part I: Check all that apply</b>					
Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular		<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)	
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time					
<b>Part II: Assignment/Accounting</b> 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.					
<b>CURRENT</b> Division/Unit: Vocational Insatruction			Job Vacancy No.: (if applicable) 2302 A 002		
Job Title/Position: Coordinator of Vocational Support Services			Specialized Area: Perkins Grant		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY23		
Budget Number: 214898-6003-6143-102			Position No. (NBAPOSN): GNC02T		
Compensation: \$ 59,406		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>1</u> Step <u>9</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year	
Start Date: 05/09/23		End Date: n/a		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date: 08/31/23	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)					
<b>PROPOSED</b> Division/Unit: Vocational Instruction			Job Vacancy No.: (if applicable) 2302 A 002		
Job Title/Position: Coordinator of Vocational Support Services			Specialized Area: Perkins Grant		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY24		
Budget Number: 214898-6003-6143-102			Position No. (NBAPOSN): GNC02T		
Compensation: \$ 59,406		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>1</u> Step <u>9</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year	
Start Date: 09/01/23		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 08/31/24	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)					
Explanation of Action:					
<b>Part III: Position/Budget Authorization</b>					
Recommended by Supervisor/Department Head		Date	Approved by Dean		
Approved by Division Chair		Date	Approved by Vice President <b>Leigh Ann Collins</b> Digitally signed by Leigh Ann Collins Date: 2023.07.18 10:57:53 -05'00'		
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>Michael Bahner</i> 08/14/23		
Budget Approval		Date	Approved by President <i>Bruce A. Malreck</i> 8-15-23		