

Banner ID # @	Last Name Villarreal, Ashley	First	Middle Initial	Telephone
Address		City		State      Zip

**Part I: Check all that apply**

<b>Classification:</b> <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time	<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 in title/assignment (going from TFT to regular FT)
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**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.

<b>CURRENT</b> Division/Unit: Vocational Science			Job Vacancy No.: (if applicable) 2303 F 014
Job Title/Position: Temporary Instructor of EMS			Specialized Area: EMS
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY?    FY23
Budget Number:    1110-14026-6091-102			Position No. (NBAPOSN):    EMT04T
Compensation: \$ 62,734	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched    FAC _____ Grade    1 _____ Step      2 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 04/03/23	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:  
☐ 9 months    ☐ 10 ½ months    ☒ 12 months    ☐ Other (specify)

<b>PROPOSED</b> Division/Unit: Vocational Science			Job Vacancy No.: (if applicable) 2302 F 009
Job Title/Position: Instructor of EMS			Specialized Area: EMS
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No      Name of Replaced Employee: Amanda Wetz			Funded in which FY?    FY24
Budget Number:    1110-14026-6091-102			Position No. (NBAPOSN):    EMT004
Compensation: \$ 62,734	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched    FAC _____ Grade    1 _____ Step      2 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/23		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:  
☐ 9 months    ☐ 10 ½ months    ☒ 12 months    ☐ Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Gary Bonewald</b> <small>Digitally signed by Gary Bonewald Date: 2023.06.14 08:18:10 -05'00'</small>	Approved by Dean <b>Donald S Smith</b> <small>Digitally signed by Donald S Smith Date: 2023.06.14 13:24:19 -05'00'</small>
Approved by Division Chair <b>Timothy Guin</b> <small>Digitally signed by Timothy Guin Date: 2023.06.14 09:39:13 -05'00'</small>	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2023.06.15 15:22:00 -05'00'</small>
Approved by Cabinet Level Supervisor  	Reviewed by Human Resources 
Budget Approval 	Approved by President 