

Banner ID #	Last Name Zekavat	First Taraneh	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	<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)
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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.

CURRENT Division/Unit: Instructional Job Vacancy No.: (if applicable) 1608 A 015

Job Title/Position: Director of Adult Education & Literacy Specialized Area: AEL

Budgeted Position? Yes No Funded in which FY? 18

Budget Number: 218913-6012-6185-1012 Position No. (NBAPOSN): DIR25T

Compensation: \$ 64,734	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA _____ Grade 1 _____ Step 11 _____	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 09/01/2018	End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/2018

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

PROPOSED Division/Unit: Instructional Job Vacancy No.: (if applicable) 1608 A 015

Job Title/Position: Director of Adult Education & Literacy Specialized Area: Adult Education & Literacy

Budgeted Position? Yes No Name of Replaced Employee: N/A Funded in which FY? 18

Budget Number: 218914-6012-6185-1012 Position No. (NBAPOSN): DIR25T

Compensation: \$ 64,734	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA _____ Grade 1 _____ Step 11 _____	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 07/01/2018		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/2018

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

Explanation of Action: Difference between AEL Contract FY and WCJC FY/Change of Budget Number

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>[Signature]</i>	Date 7-24-18	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President <i>[Signature]</i>	Date 7-30-18
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 08/06/18
Budget Approval <i>[Signature]</i>	Date 8/6/18	Approved by President <i>[Signature]</i>	Date 8-10-18