

Banner ID #	Last Name Novak	First Kerri	Middle Initial L.	Telenhone
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 checked="" type="radio"/> Regular	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Temporary Replacement for Assistant Human Resources Director
<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: Administration - Human Resources	Job Vacancy No.: (if applicable) 1501 S 006
Job Title/Position: Human Resources Specialist	Specialized Area: Human Resources
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Budget Number: 1110-117-6101-6002	Position No. (NBAPOSN): SPC019
Compensation: \$ 35,500	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>P</u> Grade <u>15</u> Step <u>4</u>	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 8/4/14	End Date: 8/1/19
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date:

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

PROPOSED Division/Unit: Administration - Human Resources	Job Vacancy No.: (if applicable) NA
Job Title/Position: Temporary Assistant Director of Human Resources	Specialized Area: Human Resources
Budgeted Position? <input type="radio"/> Yes <input checked="" type="radio"/> No	Name of Replaced Employee: Deborah Popek
Budgeted Position? <input type="radio"/> Yes <input checked="" type="radio"/> No	Funded in which FY? FY19
Budget Number: 1110-117-6101-6002 1110-117-6093-6002	Position No. (NBAPOSN): ADR03T
Compensation: \$ 58,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>AA</u> Grade <u>1</u> Step <u>5</u>	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 8/1/19	End Date: 8/1/19
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: 9/30/19

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) **Temporary 6 to 9 weeks**

Explanation of Action:
Medical Replacement for Assistant Human Resources Director

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Judy Jones <small>Digitally signed by Judy Jones DN: cn=Judy Jones, ou=Wharton County Junior College, ou=Human Resources, email=judy@wcjc.edu, c=US Date: 2019.08.01 08:14:48 -0500</small>	Date: 8-1-19 Approved by Dean Date:
Approved by Division Chair Date:	Approved by Vice President Date:
Approved by Cabinet Level Supervisor Judy Jones <small>Digitally signed by Judy Jones DN: cn=Judy Jones, ou=Wharton County Junior College, ou=Human Resources, email=judy@wcjc.edu, c=US Date: 2019.08.01 08:03:44 -0500</small>	Date: 8-1-19 Reviewed by Human Resources Judy Jones Date: 8-1-19
Budget Approval B. Kocian Date: 8/1/19	Approved by President Barry A. Malinski Date: 8-1-19