

Banner ID # @	Last Name Goodrich, Lynn S.	First	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 checked="" type="radio"/> Regular	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) going from part time support staff to full time administrative.
<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: Instruction/Student Success	Job Vacancy No.: (if applicable) 2112 S 088
Job Title/Position: Part Time Reading and Writing Tutor	Specialized Area: Learning Center
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 1610-1493-6094-100	Position No. (NBAPOSN): TUTS99
Compensation: \$ 15.00 <input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ 15 per hr x 19 hrs/wk x 48 wks = \$ 13,680 per year
Start Date: 11/11/22 End Date: n/a <input checked="" type="radio"/> At-will-employee <input type="radio"/> 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) 48 weeks

PROPOSED Division/Unit: Instruction/Student Success	Job Vacancy No.: (if applicable) 2306 A 013
Job Title/Position: Learning Center Facilitator	Specialized Area: Learning Center
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1610-1493-6093-100	Position No. (NBAPOSN): LCF003
Compensation: \$ 44,525 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/21/23 <input checked="" 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 Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=lmperson@wcjc.edu, c=US Date: 2023.08.15 08:04:48 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.08.15 08:22:27 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Rachel Johnson</i> 08/15/23	Date
Budget Approval <i>B. McPherson</i>	Date 08/15/2023	Approved by President <i>Steph. McPherson</i> 8-15-23	Date