

Banner ID # @	Last Name Moore, Melissa	First	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification: <input 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="radio"/> Full-Time <input checked="" 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 checked="" type="checkbox"/> Other (explain) extending to include Fall 2020 semester
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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: Math & Physical Science	Job Vacancy No.: (if applicable) 1908 F 044
Job Title/Position: Temporary Full Time Instructor of Developmental Mathematics	Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY20
Budget Number: 1110-14306-6091-100	Position No. (NBAPOSN): DVM06T
Compensation: \$ 23,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 12/14/19	End Date: n/a <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 05/31/20	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) Spring 2020 Semester

PROPOSED Division/Unit: Math & Physical Science	Job Vacancy No.: (if applicable) 1908 F 044
Job Title/Position: Temporary Full Time Instructor of Developmental Mathematics	Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-14306-6091-100	Position No. (NBAPOSN): DVM06T
Compensation: \$ 23,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/24/20	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
If temporary, anticipated termination date: 12/18/20	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) Fall 2020 Semester

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy J. Jones</i>	Date
Budget Approval B. Kocian	Date 05/13/2020	Approved by President Billy H. McClellan	Date 5-12-20

RECEIVED
Vice President of Instruction
Date: 5/7/20 Initial: TC