

Banner ID # - @	Last Name McDaniel, David K.	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 checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time	<input checked="" type="checkbox"/> New Employee <input 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.

<b>CURRENT</b> Division/Unit:		Job Vacancy No.: (if applicable)	
Job Title/Position:		Specialized Area:	
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No		Funded in which FY?	
Budget Number:		Position No. (NBAPOSN):	
Compensation:	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:	<input 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 ½ months ☐ 12 months ☐ Other (specify)

<b>PROPOSED</b> Division/Unit:		Job Vacancy No.: (if applicable)	
Vocational Instruction / Technology and Business		2210 F 063	
Job Title/Position:		Specialized Area:	
Instructor of IT & Networking		IT & Netowrking	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Amelia Maretka	Funded in which FY? FY23	
Budget Number: 1110-14813-6091-102		Position No. (NBAPOSN): CST002	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 10 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 05/17/23		<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 ½ months ☐ 12 months ☐ Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>David Kucera</b> <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=dkucera@wcjc.edu, c=US Date: 2023.04.25 16:05:54 -05'00'</small>	Date	Approved by Dean <b>Donald S Smith</b> <small>Digitally signed by Donald S Smith Date: 2023.04.25 17:21:25 -05'00'</small>	Date
Approved by Division Chair <b>David Kucera</b> <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=dkucera@wcjc.edu, c=US Date: 2023.04.25 16:05:54 -05'00'</small>	Date	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2023.05.04 18:35:51 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <i>[Signature]</i>	Date	Approved by President <i>[Signature]</i>	Date