

Person ID #	Last Name Appling, Phyllis	First	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" 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) change from 9 to 10.5 month contract
<input checked="" type="radio"/> Full-Time <input 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: Communications and Fine Arts	Job Vacancy No.: (if applicable) N/A
Job Title/Position: Instructor of Developmental Reading	Specialized Area: College Readiness-Reading
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY18
Budget Number: 1110-14506-6091-100	Position No. (NBAPOSN): DEV002
Compensation: \$ 61,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 10/01/83	End Date: N/A
Sched FAC _____ Grade 1 _____ Step 34 _____	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
<input checked="" type="radio"/> At-will-employee <input checked="" 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)

PROPOSED Division/Unit: Communications and Fine Arts	Job Vacancy No.: (if applicable) N/A
Job Title/Position: Instructor of Developmental Reading	Specialized Area: College Readiness-Reading
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A
Budget Number: 1110-14503-6091-100	Position No. (NBAPOSN): DEV002
Compensation: \$ 71,807	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 08/21/17	End Date: N/A
Sched FAC _____ Grade 1 _____ Step 34 _____	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
<input checked="" type="radio"/> At-will-employee <input checked="" 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)

Explanation of Action:
 Phyllis will be responsible for all House Bill 5 requirements as well as provide other Developmental Education support for the institution.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head _____ Date _____	Approved by Dean _____ Date _____
Approved by Division Chair Patrick Ralls <small>Digitally signed by Patrick Ralls, o=WCJC Speech Department, email=rralls@wcjc.edu, cn=US Date: 2017.09.06 13:25:17 -0500</small>	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins, o=WCJC, cn=VPL, email=leann@wcjc.edu, cn=US Date: 2017.09.06 15:25:54 -0500</small>
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources _____ Date _____
Budget Approval _____ Date _____	Approved by President _____ Date _____