



Banner ID # @	Last Name Zekavat	First Taraneh	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="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Temporary <input type="radio"/> Regular	<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: Instruction	Job Vacancy No.: (if applicable) 1608 A 015
Job Title/Position: Director of Adult Education & Literacy	Specialized Area: Adult Education & Literacy
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? 22
Budget Number: 218917.6012.6185.1012	Position No. (NBAPOSN): DIR25T
Compensation: \$ 72,068	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched CA Grade 8 Step 13	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 9/01/2021	End Date: N/A
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 8/31/2022
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Instruction	Job Vacancy No.: (if applicable) 1608 A 015
Job Title/Position: Director of Adult Education & Literacy	Specialized Area: Adult Education & Literacy
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A
Budget Number: 218918.6012.6185.1012	Position No. (NBAPOSN): DIR25T
Compensation: \$ 72,068	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched CA Grade 8 Step 13	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 9/01/2022	End Date: N/A
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 8/31/2023
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:
FY23 Extension for AEL Director

Part III: Position/Budget Authorization	
Recommended by Supervisor/Department Head	Date
Approved by Dean	Date
Approved by Division Chair	Date
Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date
Budget Approval	Date
Digitally signed by Leigh Ann Collins Date: 2022.08.10 15:21:29 -05'00'	Date
Reviewed by Human Resources	Date
Approved by President	Date