



Banner ID # @ 00260728	Last Name Villarreal, Ashley	First Ashley	Middle Initial	Telephone 832-600-9978	
Address 6552 CR 169, Wharton, TX 77488		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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input checked="" type="checkbox"/> Other (explain) Part time staff moving to TFT faculty.	
<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: Vocational Science			Job Vacancy No.: (if applicable) 1705 S 034		
Job Title/Position: PT EMS Lab Assistant			Specialized Area: EMS		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY23		
Budget Number: 1210-14026-6112-102, 1110-14026-6112-102			Position No. (NBAPOSN): ELWW99		
Compensation: \$ 20.00		<input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched n/a Grade n/a Step n/a	Hourly Rate: (Part-time only) \$ 20.00 per hr x 2 hrs/wk x 20 wks = \$ 800 per year	
Start Date: 02/23/22		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: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify)					
PROPOSED Division/Unit: Vocational Science			Job Vacancy No.: (if applicable) 2303 F 014		
Job Title/Position: Temporary Instructor of EMS			Specialized Area: EMS		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: Amanda Wetz		Funded in which FY? FY23
Budget Number: 1110-14026-6091-102			Position No. (NBAPOSN): EMT04T		
Compensation: \$ 62,734		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 2	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 04/03/23		<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract		If temporary, anticipated termination date: 08/31/23	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify)					
Explanation of Action:					
Part III: Position/Budget Authorization					
Recommended by Supervisor/Department Head Gary Bonewald Digitally signed by Gary Bonewald Date: 2023.03.29 13:22:45 -05'00'			Approved by Dean Donald S Smith Digitally signed by Donald S Smith Date: 2023.03.29 14:26:20 -05'00'		
Approved by Division Chair Timothy Guin Digitally signed by Timothy Guin Date: 2023.03.29 13:40:49 -05'00'			Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2023.03.29 16:40:16 -05'00'		
Approved by Cabinet Level Supervisor			Reviewed by Human Resources <i>David Johnson</i> 03/30/23		
Budget Approval B. Kocian 03/30/2023			Approved by President <i>Butch McCreath</i> 3-31-23		