



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 checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> Full-Time <input 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 Spring 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 Sciences

Job Title/Position:
Temporary Full Time Instructor of Developmental Mathematics

Budgeted Position? Yes No

Budget Number: 1110-14306-6091-100

Compensation: \$ 23,525
 Annual
 Hourly
 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: 08/19/19
End Date: n/a

At-will-employee
 Per contract

Job Vacancy No.: (if applicable)
1908 F 044

Specialized Area:
Mathematics

Funded in which FY? FY20

Position No. (NBAPOSN): DVM06T

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) Fall 2019 Semester

PROPOSED Division/Unit:
Math & Physical Science

Job Title/Position:
Temporary Full Time Instructor of Developmental Mathematics

Budgeted Position? Yes No Name of Replaced Employee: n/a

Budget Number: 1110-14306-6091-100

Compensation: \$ 23,525
 Annual
 Hourly
 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

At-will-employee
 Per contract

Job Vacancy No.: (if applicable)
1908 F 044

Specialized Area:
Mathematics

Funded in which FY? FY20

Position No. (NBAPOSN): DVM06T

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, o=WCJC, ou=Math and Physical Science, email=smithy@wcjc.edu, c=US Date: 2019.10.30 12:21:06 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, email=mauchj@wcjc.edu, c=US Date: 2019.10.30 13:04:20 -0500</small>	Date	Approved by Vice President <i>Lac</i>	Date 10-30-19
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy Jones</i>	Date 11-5-19
Budget Approval <i>B. Stokic</i>	Date 11/5/19	Approved by President <i>Melissa Moore</i>	Date 11-6-19