

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 checked="" type="radio"/> Faculty <input checked="" 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 checked="" 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.

<b>CURRENT</b> Division/Unit: Instructional	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? 19
Budget Number: 218914-6012-6185-1012	Position No. (NBAPOSN): DIR25T
Compensation: \$ 66067.00	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 9/1/18	End Date: N/A
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 8 Step 12
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 8/31/19

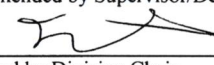

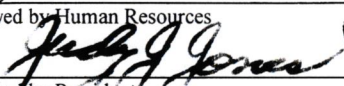
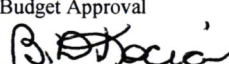

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

<b>PROPOSED</b> Division/Unit: Instructional	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: Taraneh Zekavat
Budget Number: 218915-6012-6185-1012	Position No. (NBAPOSN): DIR25T
Compensation: \$ 66067.00	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 7/1/19	End Date: N/A
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA Grade 8 Step 12
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 8-31-19

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

Explanation of Action:  
Extension July1, 2019 to September 1,2019 AEL Contract with TWC ends June 30 WCJC FY ends August 31

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head 	Date 11-2-19	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President 	Date 11-19-19
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources 	Date 11/19/19
Budget Approval 	Date 11/19/19	Approved by President 	Date 11-25-19