

Banner ID #	Last Name REUTTER, CORRINE M	First M	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification:	<input type="checkbox"/> New Employee	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Administrative/Professional Staff	<input type="checkbox"/> Extension	
<input type="radio"/> Faculty	<input checked="" type="checkbox"/> Salary Adjustment	
<input type="radio"/> Support Staff	<input type="checkbox"/> Separation (date: _____)	
<input type="radio"/> Temporary	<input checked="" type="radio"/> Full-Time	
<input checked="" type="radio"/> Regular	<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: ALLIED HEALTH	Job Vacancy No.: (if applicable) 1005-F-024
Job Title/Position: INSTRUCTOR OF ASSOCIATE DEGREE NURSING	Specialized Area: NURSING
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY18
Budget Number: 1110.14181.6091.102	Position No. (NBAPOSN): ADN012
Compensation: \$ 61,550	Hourly Rate: (Part-time only) \$ <u>NA</u> per hr x <u>NA</u> hrs/wk x <u>NA</u> wks = \$ <u>NA</u> per year
Start Date: 08-22-2017	End Date: <input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: ALLIED HEALTH	Job Vacancy No.: (if applicable) 1005-F-024
Job Title/Position: INSTRUCTOR OF ASSOCIATE DEGREE NURSING	Specialized Area: NURSING
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Budget Number: 1110 1110.14181.6091.102	Position No. (NBAPOSN): ADN012
Compensation: 61,550 \$ 62,050	Hourly Rate: (Part-time only) \$ <u>NA</u> per hr x <u>NA</u> hrs/wk x <u>NA</u> wks = \$ <u>NA</u> per year
Start Date: 08-20-2018	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:
ADJUSTMENT FOR LONGEVITY AS AGREED UPON FEBRUARY/MARCH 2015

Part III: Position/Budget Authorization	
Recommended by Supervisor/Department Head Andrea Shropshire, DNP, MSN, RN <small>Digitally signed by Andrea Shropshire, DNP, MSN, RN DN: cn=Andrea Shropshire, o=WCJC, ou=Wharton County Junior College, ou=Associate Degree Nursing, email=ashrop@wcjc.edu, c=US Date: 2018.07.27 10:36:31 -0500</small>	Date
Approved by Dean	Date
Approved by Division Chair Carol Derkowski <small>Digitally signed by Carol Derkowski DN: cn=Carol Derkowski, o=WCJC, ou=Wharton County Junior College, ou=Associate Degree Nursing, email=cderk@wcjc.edu, c=US Date: 2018.08.03 10:02:26 -0500</small>	Date
Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins DN: cn=Leigh Ann Collins, o=WCJC, ou=VP, email=lcollins@wcjc.edu, c=US Date: 2018.08.03 13:00:46 -0500</small>	Date
Approved by Cabinet Level Supervisor	Date
Reviewed by Human Resources <i>[Signature]</i>	Date 08/06/18
Budget Approval <i>[Signature]</i>	Date 8/6/18
Approved by President <i>[Signature]</i>	Date 8-10-18