

Banner ID # @	Last Name Moran, Justin D.	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 checked="" type="radio"/> Regular	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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:	Job Vacancy No.: (if applicable)
Job Title/Position:	Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: <input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) \$ _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: _____ End Date: _____	<input type="radio"/> At-will-employee <input type="radio"/> Per contract
If temporary, anticipated termination date:	

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

PROPOSED Division/Unit: Vocational Science/Instruction	Job Vacancy No.: (if applicable) 2409 F 036
Job Title/Position: Instructor of Law Enforcement	Specialized Area: Law Enforcement
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Tim Guin
Budget Number: 1110-14024-6091-102 50% 1210-14024-6091-102 50%	Funded in which FY? FY25
Budget Number: 1110-14024-6091-102 50% 1210-14024-6091-102 50%	Position No. (NBAPOSN): LAW002
Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) \$ 71,403	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 01/06/25	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
If temporary, anticipated termination date: n/a	

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Timothy Guin <small>Digitally signed by Timothy Guin Date: 2024.12.09 09:29:17 -06'00'</small>	Approved by Dean Danny Bacot <small>Digitally signed by Danny Bacot Date: 2024.12.10 09:29:22 -06'00'</small>
Approved by Division Chair Timothy Guin <small>Digitally signed by Timothy Guin Date: 2024.12.09 09:29:34 -06'00'</small>	Approved by Vice President
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>[Signature]</i> 12-11-24
Budget Approval <i>[Signature]</i> 12/11/24	Approved by President <i>[Signature]</i> 12-11-24