



Banner ID # @	Last Name Hession, Jenna R.	First	Middle Initial	Telephone
Address		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 type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" 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)	Sched _____ Grade _____ Step _____ Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date: <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract

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

PROPOSED Division/Unit: Allied Health / Instruction	Job Vacancy No.: (if applicable) 2407 F 025
Job Title/Position: Instructor of Vocational Nursing	Specialized Area: Vocational Nursing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Shawna Lindsey
Budget Number: 1110-14184-6091-102	Funded in which FY? FY25
Budget Number:	Position No. (NBAPOSN): LVN002
Compensation: \$ 66,736 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> 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: 10/21/24	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract

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 Kayla Drabek <small>Digitally signed by Kayla Drabek DN: cn=Kayla Drabek, o=Wharton County Junior College, ou=Director, email=drabek@wcjc.edu, c=US Date: 2024.09.18 16:32:58 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair Carol Derkowski <small>Digitally signed by Carol Derkowski Date: 2024.09.18 10:36:41 -05'00'</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2024.09.18 16:10:01 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 9/25/24
Budget Approval <i>[Signature]</i>	Date 9/25/24	Approved by President <i>[Signature]</i>	Date 9/25/24