

Banner ID #	Last Name SHROPSHIRE, ANDREA M	First ANDREA M	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 type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" 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.

<b>CURRENT</b> Division/Unit: ALLIED HEALTH	Job Vacancy No.: (if applicable) 1312-F-096
Job Title/Position: DEPARTMENT HEAD	Specialized Area: NURSING
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? <b>FY18</b>
Budget Number: <b>1110.14181.6091.102</b>	Position No. (NBAPOSN): <b>ADN005</b>
Compensation: \$ <b>85,401</b> <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>7</u> Step <u>26</u> 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: <b>08-22-2017</b> End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

<b>PROPOSED</b> Division/Unit: ALLIED HEALTH	Job Vacancy No.: (if applicable) 1312-F-096
Job Title/Position: DEPARTMENT HEAD	Specialized Area: NURSING
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: <b>NA</b>	Funded in which FY? <b>FY19</b>
Budget Number: <b>1110.14181.6091.102</b>	Position No. (NBAPOSN): <b>ADN005</b>
Compensation: \$ <b>86,068</b> <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>7</u> Step <u>27</u> 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: <b>08-20-2018</b> End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" 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, DNP, MSN, RN, o=Wharton County Junior College, ou=Administrative/Professional Staff, email=ashropshire@wcjc.edu, c=US Date: 2018.07.26 16:48:13 -0500</small>	Approved by Dean Date
Approved by Division Chair Carol Derkowski <small>Digitally signed by Carol Derkowski DN: cn=Carol Derkowski, o=WCJC, ou=Allied Health/General Hygiene, email=cderk@wcjc.edu, c=US Date: 2018.08.03 10:03:43 -0500</small>	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 13:07:07 -0500</small>
Approved by Cabinet Level Supervisor Date	Reviewed by Human Resources <i>Judy Jones</i> 08/06/18 Date
Budget Approval <i>B. Kocian</i> 8/6/18 Date	Approved by President <i>Butch Meluh</i> 8-10-18 Date