

Banner ID #	Last Name Anderson, Peter	First	Middle Initial	Telephone
Address		City		State Zip

<b>Part I: Check all that apply</b>		
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 type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  re-classification from TFT to regular FT
<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: Life Sciences/ Geology		Job Vacancy No.: (if applicable) 1801 F 001
Job Title/Position: Temporary Full Time Geology Instructor		Specialized Area: Geology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY18
Budget Number: 1110.14303.6091.100- 80%; 1210.14303.6091.100 - 20%		Position No. (NBAPOSN): GEO03T
Compensation: \$ 46,550	<input checked="" 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: 8/20/18	End Date: 5/31/2019	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 5/31/2019		
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)		

<b>PROPOSED</b> Division/Unit: Life Sciences/ Geology		Job Vacancy No.: (if applicable) 1901 F 001
Job Title/Position: Geology Instructor		Specialized Area: Geology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Danny Glenn	Funded in which FY? FY18
Budget Number: 1110.14303.6091.100- 80%; 1210.14303.6091.100 - 20%		Position No. (NBAPOSN): GEO03
Compensation: \$ 46,550	<input checked="" 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: 6/1/2019		<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 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:  
 reclassification from TFT to regular FT Geology instructor; 6/1/2019 start date is to prevent lapse in benefits

<b>Part III: Position/Budget Authorization</b>			
Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Approved by Division Chair Kevin Dees	Date	Approved by Vice President <i>Juc</i>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy J Jones</i>	Date 1-8-19
Budget Approval <i>B. Kocian</i>	Date 1/11/19	Approved by President <i>Buty M. ...</i>	Date 1-14-19