

Banner ID #	Last Name Saquer, Muna	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 checked="" type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	<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) Change in contract length (going from 9 month to 10.5 month and acquiring program director duties) <i>Jh</i>
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**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: Technology & Business	Job Vacancy No.: (if applicable) 1904 F 020
Job Title/Position: Instructor of Computer Science	Specialized Area: Computer Science
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Budget Number: 1110-14809-6091-102 10% 1210-14809-6091-102 60% 1610-14809-6091-102 30%	Position No. (NBAPOSN): CST003
Compensation: <i>50,550</i> \$ <del>55,550</del> <i>QUS</i>	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 08/19/19	End Date: n/a
Sched FAC Grade 1 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
	<input type="radio"/> At-will-employee <input checked="" type="radio"/> 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)	
If temporary, anticipated termination date:	

<b>PROPOSED</b> Division/Unit: Technology & Business	Job Vacancy No.: (if applicable) 2107 F 023
Job Title/Position: Instructor of Computer Science	Specialized Area: Computer Science
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Stephen Lyford
Budget Number: 1110-14809-6091-102 40% 1210-14809-6091-102 50% 1610-14809-6091-102 10%	Position No. (NBAPOSN): CST008
Compensation: \$ 58,973	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 08/23/21	End Date: n/a
Sched FAC Grade 1 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input checked="" type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	
If temporary, anticipated termination date: n/a	

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head David Kucera	Date	Approved by Dean	Date
Approved by Division Chair David Kucera	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. Kucera	Date 07/22/2021	Approved by President	Date