



Banner ID # _____ @ _____	Last Name Borg, Nicole C.	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 type="radio"/> Full-Time <input 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) re-classification from TFT to regular FT
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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.

CURRENT Division/Unit: Math & Physical Science	Job Vacancy No.: (if applicable) 1907 F 037
Job Title/Position: Temporary Instructor of Math	Specialized Area: Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY20
Budget Number: 1110-14305-6091-100	Position No. (NBAPOSN): MAT04T
Compensation: \$ 48,050 <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: 08/19/19	End Date: _____ <input type="radio"/> At-will-employee <input checked="" 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: Math & Physical Science	Job Vacancy No.: (if applicable) 2001 F 010
Job Title/Position: Instructor of Math	Specialized Area: Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Amanda Celaya
Budget Number: 1110-14305-6091-100	Funded in which FY? FY20
Budget Number: 1110-14305-6091-100	Position No. (NBAPOSN): MAT004
Compensation: \$ 48,050 <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: 05/18/20	<input type="radio"/> At-will-employee <input checked="" 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:
 Re-classification from TFT to regular FT. Start date of 05/18/2020 is to prevent lapse in benefits.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head _____ Date _____	Approved by Dean _____ Date _____
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=ourWharton County Junior College, email=jmauch@wcjc.edu, c=US Date: 2020.04.14 08:18:53 -0500</small>	Approved by Vice President Ligh Ann Collins TC 7-16-20
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources Judy J. Jones ER 05/19/20
Budget Approval B. Kocia 05/19/2020	Approved by President Ray Melick 5-17-20

RECEIVED
 Vice President of Instruction
 Date: 4/16/20 Initial: