

Banner ID # @	Last Name Shropshire, Andrea	First Andrea	Middle Initial 	Telephone
Address 		City 		State Zip

Part I: Check all that apply

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 checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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.

CURRENT Division/Unit: Allied Health			Job Vacancy No.: (if applicable) N/A
Job Title/Position: Instructor of ADN			Specialized Area: ADN
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY22
Budget Number: 1110-14181-6091-102			Position No. (NBAPOSN): ADN010
Compensation: \$ 79,390	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>7</u> Step <u>31</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x <u>N/A</u> hrs/wk x <u>N/A</u> wks = \$ <u>N/A</u> per year
Start Date: 08/14/14	End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:
☐ 9 months ☒ 10 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Allied Health			Job Vacancy No.: (if applicable) N/A
Job Title/Position: Instructor of ADN			Specialized Area: ADN
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: N/A			Funded in which FY? FY23
Budget Number: 1110-14181-6091-102			Position No. (NBAPOSN): ADN010
Compensation: \$ 79,973	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>7</u> Step <u>32</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x <u>N/A</u> hrs/wk x <u>N/A</u> wks = \$ <u>N/A</u> per year
Start Date: 08/22/22		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:
☐ 9 months ☒ 10 ½ months ☐ 12 months ☐ 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 Date: 2022.08.17 12:02:39 -05'00'</small>	Approved by Dean Donald S Smith <small>Digitally signed by Donald S Smith Date: 2022.08.17 13:39:36 -05'00'</small>
Approved by Division Chair Carol Derkowski <small>Digitally signed by Carol Derkowski Date: 2022.08.17 14:58:43 -05'00'</small>	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2022.08.17 13:20:45 -05'00'</small>
Approved by Cabinet Level Supervisor 	Reviewed by Human Resources <i>Rachel Dahman</i> 8/19/2022
Budget Approval <i>B. R. Kocian</i>	Approved by President <i>Dusty A. McCusker</i> 8-22-22