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|-------------------|----------------------------|-------------|----------------------|-----------------------|
| Runner ID # _____ | Last Name Fira, Sara P. | First _____ | Middle Initial _____ | Telephone _____ |
| Address _____ | | City _____ | | State _____ Zip _____ |

Part I: Check all that apply

| | | | |
|--|--|---|---|
| Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular | <input type="radio"/> Full-Time <input type="radio"/> Part-Time | <input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____) | <input checked="" type="checkbox"/> Other (explain) Extend temporary full time position |
|--|--|---|---|

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.

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| CURRENT Division/Unit: Instruction | Job Vacancy No.: (if applicable) N/A |
| Job Title/Position: GPS Campus Student Success Project Coordinator/Online Academic Advisor | Specialized Area: GPS |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY19 |
| Budget Number: 1110-14101-6093-503 | Position No. (NBAPOSN): CRD18T |
| Compensation: \$ 58,736 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) |
| Start Date: 10/01/15 | End Date: N/A |
| Sched <u>AA</u> Grade <u>1</u> Step <u>4</u> | Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: 08/31/19 |

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

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| PROPOSED Division/Unit: Instruction | Job Vacancy No.: (if applicable) N/A |
| Job Title/Position: GPS Campus Student Success Project Coordinator/Online Academic Advisor | Specialized Area: GPS |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee: N/A |
| Budget Number: 1110-14101-6093-503 | Position No. (NBAPOSN): CRD18T |
| Compensation: \$ 58,736 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) |
| Start Date: 09/01/19 | End Date: N/A |
| Sched <u>AA</u> Grade <u>1</u> Step <u>4</u> | Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: 08/31/20 |

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

| | | | |
|---|------------|-----------------------------------|------------|
| Recommended by Supervisor/Department Head _____ | Date _____ | Approved by Dean _____ | Date _____ |
| Approved by Division Chair _____ | Date _____ | Approved by Vice President _____ | Date _____ |
| Approved by Cabinet Level Supervisor _____ | Date _____ | Reviewed by Human Resources _____ | Date _____ |
| Budget Approval _____ | Date _____ | Approved by President _____ | Date _____ |

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