

Runner ID #	Last Name Rowatt	First Cynthia	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="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) Change from temporary to regular
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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, Readiness & Justice Division / Math Dept. Job Vacancy No.: (if applicable) 1601 F 001

Job Title/Position: Temporary Full-time Math Instructor Specialized Area: Mathematics

Budgeted Position? Yes No Funded in which FY? FY17

Budget Number: 1210.14305.6091.100 Position No. (NBAPOSN): MAT 11T

Compensation: \$ 48,550.00 Annual Hourly Other (explain) Sched FAC _____ Grade 1 _____ Step 9 _____ Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year

Start Date: 08/22/16 End Date: N/A At-will-employee Per contract If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks: 9 months 10 1/2 months 12 months Other (specify) 1702 F 007

PROPOSED Division/Unit: Math, Readiness & Justice / Math Job Vacancy No.: (if applicable) 1702 F 007

Job Title/Position: Instructor of Math Specialized Area: Mathematics

Budgeted Position? Yes No Name of Replaced Employee: Kimberly Benien Funded in which FY? FY17

Budget Number: 1210.14305.6091.100 Position No. (NBAPOSN): MAT011

Compensation: \$ 48,550.00 Annual Hourly Other (explain) Sched FAC _____ Grade 1 _____ Step 9 _____ Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year

Start Date: 06/01/17 At-will-employee Per contract If temporary, anticipated termination date: N/A

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

Explanation of Action: Changing Temporary Full-time Math instructor to Regular Full-time

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>[Signature]</i> Date: 2-16-17	Approved by Dean Date
Approved by Division Chair <i>[Signature]</i> Date: 2-16-17	Approved by Vice President <i>[Signature]</i> Date: 2/20/17
Approved by Cabinet Level Supervisor Date	Reviewed by Human Resources <i>[Signature]</i> Date: 3-1-17
Budget Approval <i>[Signature]</i> Date: 3/1/17	Approved by President <i>[Signature]</i> Date: 3-1-17