

Banner ID #	Last Name Krpec, Tom-Kody W.	First	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 checked="" 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 temp 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: Communications and Fine Arts	Job Vacancy No.: (if applicable) 1808 F 048
Job Title/Position: Temporary Instructor of Developmental English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Budget Number: 1610-14506-6091-100	Position No. (NBAPOSN): DEV03T
Compensation: \$ 45,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>FAC</u> Grade <u>1</u> Step <u>1</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/20/18	End Date: N/A
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/19

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

PROPOSED Division/Unit: Communications and Fine Arts	Job Vacancy No.: (if applicable) 1902 F 006
Job Title/Position: Instructor of Developmental English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: George Robertson
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Budget Number: 1610-14506-6091-100	Position No. (NBAPOSN): DEV003
Compensation: \$ 45,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>FAC</u> Grade <u>1</u> Step <u>1</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 06/01/19	End Date: N/A
<input checked="" 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 1/2 months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Approved by Division Chair Patrick Ralls <small>Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o=Wharton County Junior College, email=pralls@wcjc.edu, c=US Date: 2019.02.08 09:07:23 -0600</small>	Date Approved by Dean Approved by Vice President Leigh Ann collins <small>Digitally signed by Leigh Ann Collins DN: cn=Leigh Ann Collins, o=WCJC, cn=VP, email=acollins@wcjc.edu, c=US Date: 2019.02.08 13:36:57 -0600</small>
Approved by Cabinet Level Supervisor Budget Approval B. Krpec 2/14/19	Date Reviewed by Human Resources Judy J. Jones 02/14/19 Approved by President Christy R. Mallick 2-15-19