



Banner ID # @	Last Name Theobald, Eugene	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)
<input type="radio"/> Full-Time <input checked="" 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:			Job Vacancy No.: (if applicable)	
Job Title/Position:			Specialized Area:	
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No			Funded in which FY?	
Budget Number:			Position No. (NBAPOSN):	
Compensation:	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
\$				
Start Date:	End Date:	<input type="radio"/> At-will-employee <input type="radio"/> Per contract		If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Vocational Science / Instruction			Job Vacancy No.: (if applicable) 2410 F 037	
Job Title/Position: Instructor of Process Technology			Specialized Area: Process Technology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: Ricky Schooler		Funded in which FY? FY24
Budget Number: 1210-14308-6091-102			Position No. (NBAPOSN): PTC002	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>10</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	
\$ 53,550				
Start Date: 01/06/24		<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: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head Steve Streblow Digitally signed by Steve Streblow Date: 2024.11.13 14:06:09 -06'00'		Approved by Dean Danny Bacot Digitally signed by Danny Bacot Date: 2024.11.19 10:25:37 -06'00'		
Approved by Division Chair Timothy Guin Digitally signed by Timothy Guin Date: 2024.11.13 14:18:18 -06'00'		Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2024.11.21 08:09:03 -06'00'		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources		
Budget Approval BOK Betty A. McCracken		Approved by President Bobby McEachern 11-25-24		