

Banner ID # @	Last Name Schooler, Ricky L.	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 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)  <b>Change from temp full time to full time</b>
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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: Vocational Sciences

Job Vacancy No. (if applicable): 1708 F 058

Job Title/Position: Temporary Instructor of Process Technology

Specialized Area: Process Technology

Budgeted Position?  Yes  No

Funded in which FY? FY18

Budget Number: 1210-14308-6091-102

Position No. (NBAPOSN): PTC02T

Compensation: \$ 49,550

Annual  Hourly  Other (explain)

Sched: FAC  
Grade: 1  
Step: 10

Hourly Rate (Part-time only): \$ N/A per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks = \$ \_\_\_\_\_ per year

Start Date: 08/21/17

End Date: N/A

At-will-employee  Per contract

If temporary, anticipated termination date: 05/31/18

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

**PROPOSED** Division/Unit: Vocational Sciences

Job Vacancy No. (if applicable): 1804 F 033

Job Title/Position: Instructor of Process Technology

Specialized Area: Process Technology

Budgeted Position?  Yes  No

Name of Replaced Employee: N/A

Funded in which FY? FY18

Budget Number: 1210-14308-6091-102

Position No. (NBAPOSN): PTC002

Compensation: \$ 49,550

Annual  Hourly  Other (explain)

Sched: FAC  
Grade: 1  
Step: 10

Hourly Rate (Part-time only): \$ N/A per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks = \$ \_\_\_\_\_ per year

Start Date: 06/01/18

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:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Willie Myles</b> <small>Digitally signed by Willie Myles DN: cn=Willie Myles, o=Wharton County Junior College, ou=Process Technology, email=willie@wcjc.edu, c=US Date: 2018.05.18 12:28:05 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair <b>Timothy W Guin</b> <small>Digitally signed by Timothy W Guin DN: cn=Timothy W Guin, o=Wharton County Junior College, ou=Process Technology, email=timguin@wcjc.edu, c=US Date: 2018.05.18 12:03:03 -0500</small>	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <b>B. Okocian</b>	Date	Approved by President <i>[Signature]</i>	Date

*5-16-18*  
*5-18-18*  
*5-18-18*  
*5-21-18*

*DD*