

Banner ID # @	Last Name Jacobs, Jeanette	First	Middle Initial	Telephone
Address		City	State	Zip

**Part I: Check all that apply**

<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 checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Completed 12 additional grad hours for a total of 36 hours.
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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: Allied Health Job Vacancy No.: (if applicable) 1909 F 052

Job Title/Position: Instructor of Associate Degree Nursing Specialized Area: Associate Degree Nursing

Budgeted Position?  Yes  No Funded in which FY? FY21

Budget Number: 1110-14181-6091-102 Position No. (NBAPOSN): ADN008

Compensation: \$ 67,723  Annual  Hourly  Other (explain) Sched F Grade 3 Step 21 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: 08/24/20 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)

**PROPOSED** Division/Unit: Allied Health Job Vacancy No.: (if applicable) 1909 F 052

Job Title/Position: Instructor of Associate Degree Nursing Specialized Area: Associate Degree Nursing

Budgeted Position?  Yes  No Name of Replaced Employee: n/a Funded in which FY? FY21

Budget Number: 1110-14181-6091-102 Position No. (NBAPOSN): ADN008

Compensation: \$ 68,890  Annual  Hourly  Other (explain) Sched FAC Grade 4 Step 21 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: 08/23/21  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:  
 Completed 12 additional grad hours for a total of 36 hours.

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <i>[Signature]</i>	Date 6-16-21	Approved by Dean	Date
Approved by Division Chair <i>[Signature]</i>	Date 6-16-21	Approved by Vice President <i>[Signature]</i>	Date 6-22-21
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 6-28-21
Budget Approval <i>[Signature]</i>	Date 06/28/2021	Approved by President <i>[Signature]</i>	Date 6-28-21