

Employee ID # @	Last Name Free, Adriana S	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"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Full-Time <input 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:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Communication & Fine Arts	Job Vacancy No.: (if applicable) 2211 F 071
Job Title/Position: Temporary Online Instructor of English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Suzan King
Funded in which FY? FY23	
Budget Number: 1110-14503-6091-100	Position No. (NBAPOSN): ENG16T
Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>F</u> Grade <u>1</u> Step <u>9</u>
\$ 25,275	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
Start Date: 01/09/23	End Date:
	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 05/31/23	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) **Spring 2023**

Explanation of Action:
 (\$50,550 Annually 9 Mo.; \$25,275-starting Spring 2023)

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Sharon L. Prince	Date Digitally signed by Sharon L. Prince Date: 2022.12.07 13:00:10 -06'00'	Approved by Dean	Date
Approved by Division Chair	Date 12/8/22	Approved by Vice President Leigh Ann Collins	Date Digitally signed by Leigh Ann Collins Date: 2022.12.08 13:04:49 -06'00'
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date 12/9/22
Budget Approval B. Skocian	Date 12/09/2022	Approved by President Betty A. McCreckle	Date 12-12-22