



Banner ID # @	Last Name Ramey, Randy 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 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 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?  Yes  No Funded in which FY? \_\_\_\_\_

Budget Number: \_\_\_\_\_ Position No. (NBAPOSN): \_\_\_\_\_

Compensation:  Annual Sched \_\_\_\_\_ Hourly Grade \_\_\_\_\_ Other (explain) Step \_\_\_\_\_

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  At-will-employee  Per contract If temporary, anticipated termination date: \_\_\_\_\_

Position is funded for the following number of months/weeks:  
 9 months  10 ½ months  12 months  Other (specify) \_\_\_\_\_

**PROPOSED** Division/Unit: Vocational Instruction Job Vacancy No.: (if applicable) 2603 F 016

Job Title/Position: Continuing Education Instructor - Carpentry Specialized Area: Continuing Education

Budgeted Position?  Yes  No Name of Replaced Employee: Bruce Holley Funded in which FY? FY26

Budget Number: 1510-14027-6091-103 Position No. (NBAPOSN): CEC02T

Compensation:  Annual Sched FAC Hourly Grade 1 Other (explain) Step 10

\$ 72,737 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: 06/17/26  At-will-employee  Per contract If temporary, anticipated termination date: 08/31/26

Position is funded for the following number of months/weeks:  
 9 months  10 ½ months  12 months  Other (specify) \_\_\_\_\_

Explanation of Action: \_\_\_\_\_

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President <b>Leigh Ann Collins</b>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date

*5/19/26* *5/19/26* *05/19/26*