

Banner ID # @	Last Name Meh, Jacob	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 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"/> Temporary <input type="radio"/> Regular	<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: Math and Physical Sciences	Job Vacancy No.: (if applicable) 1804 F 022
Job Title/Position: Temporary Instructor of Math	Specialized Area: Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Fred Ermis
Budget Number: 1110-14305-6091-100 80 %, 1510-14305-6091-100 20%	Funded in which FY? FY18
Budget Number:	Position No. (NBAPOSN): MAT03T
Compensation: \$ 45,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 1 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/20/18	End Date:
<input checked="" type="radio"/> At-will-employee <input checked="" 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)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, ou=Wharton County Junior College, ou=Mathematics, email=jmauch@wcjc.edu, c=US Date: 2018.05.11 10:03:30 -0500</small>	Approved by Dean
Approved by Division Chair Kelley Whitley <small>Digitally signed by Kelley Whitley, ou=Wharton County Junior College, ou=Chemistry Department, email=whitley@wcjc.edu, c=US Date: 2018.05.11 10:12:59 -0500</small>	Approved by Vice President <i>JLC</i> 5-22-18
Approved by Cabinet Level Supervisor 	Reviewed by Human Resources
Budget Approval B. Kocia 5/24/18	Approved by President <i>Judy J. Jones</i> 05/24/18 <i>Betsy P. Mearns</i> 5-25-18