



Banner ID #	Last Name Baumgarten, Douglas A.	First	Middle Initial	Telenehone
Address		City		State Zip

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time	<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)
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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: _____ Job Vacancy No.: (if applicable) _____

Job Title/Position: _____ Specialized Area: _____

Budgeted Position? Yes 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 _____	Hourly Rate (Part-time only)
\$ _____		Grade _____	\$ _____ per hr x _____ hrs/wk x _____ wks =
		Step _____	\$ _____ 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 1/2 months 12 months Other (specify) _____

PROPOSED Division/Unit: _____ Job Vacancy No.: (if applicable) _____

Administrative Services 1608 A 014

Job Title/Position: _____ Specialized Area: _____

Assistant Director of Facilities Management Maintenance

Budgeted Position? Yes No Name of Replaced Employee: Alvin Schultz Funded in which FY? FY17

Budget Number: 1110-1193-6093-702 Position No. (NBAPOSN): ADR002

Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA _____	Hourly Rate (Part-time only)
\$ 60,735		Grade 1 _____	\$ N/A per hr x _____ hrs/wk x _____ wks =
		Step 10 _____	\$ _____ per year

Start Date: 10/19/16 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	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Mike Feyen			9-20-16
Budget Approval	Date	Approved by President	Date
B. P. Kocian	9/16/16	Betsy G. Melcher	9-20-16