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| Banner ID # @ | Last Name Gilmore, Torey J | First | Middle Initial | Telephone |
| Address | | City | | State Zip |

Part I: Check all that apply

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|---|---|--|
| Classification: <input 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"/> 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.

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| 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 |

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

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| PROPOSED Division/Unit: Student Success | Job Vacancy No.: (if applicable) 2211 F 070 |
| Job Title/Position: Counselor | Specialized Area: Counseling & Disability Services |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY23 |
| Name of Replaced Employee: Ayesha Kadri | Position No. (NBAPOSN): COU002 |
| Budget Number: 1210-14101-6093-503 | |
| Compensation: \$ 68,068 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched F Grade 01 Step 10 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year |
| Start Date: 02/22/23 | <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract |

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

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|---|--------------------|--|-----------------|
| Recommended by Supervisor/Department Head Amber Barbee <small>Digitally signed by Amber Barbee DN: cn=Amber Barbee, o=WCJC, email=ambar@wcjc.edu, c=US Date: 2023.02.13 09:29:10 -0600</small> | Date | Approved by Dean <i>Lindsay McPherson</i> | Date 2/13/23 |
| Approved by Division Chair | Date | Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.02.13 10:18:14 -06'00'</small> | Date |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources | Date |
| Budget Approval <i>B. A. Keenan</i> | Date 02/13/2023 | Approved by President <i>Dee A. Melnick</i> | Date 2-13-23 |