

Banner ID # @ 00301963	Last Name Jenkins, Laurence	First Laurence	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 type="radio"/> Regular	<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change from Part Time Faculty to Temporary Full Time Faculty
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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? <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: Technology & Business	Job Vacancy No.: (if applicable) 1704 F 020	
Job Title/Position: Temporary Full Time Instructor of Electronics Engineering Technology	Specialized Area: Electronics Engineering Technology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Cullen Newsom	
Budget Number: 1110-14805-6091-102	Funded in which FY? FY17	
Budget Number: 1110-14805-6091-102	Position No. (NBAPOSN): ELE02T	
Compensation: \$ 46,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>5</u> Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/21/17	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 05/31/17

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 David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Technology and Business, ou=WCJC, email=dkucera@wcjc.edu, c=US Date: 2017.04.18 13:28:27 -0500</small>	Date	Approved by Dean Megan Costanza <small>Digitally signed by Megan Costanza DN: cn=Megan Costanza, o=WCJC, ou=DIV, email=costanzam@wcjc.edu, c=US Date: 2017.04.20 10:43:34 -0500</small>	Date
Approved by Division Chair David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Technology and Business, ou=WCJC, email=dkucera@wcjc.edu, c=US Date: 2017.04.18 13:28:46 -0500</small>	Date	Approved by Vice President Leigh Ann collins <small>Digitally signed by Leigh Ann collins DN: cn=Leigh Ann collins, o=WCJC, ou=VP, email=lacollins@wcjc.edu, c=US Date: 2017.04.20 15:53:25 -0500</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy J. Jones</i>	Date 04/28/17
Budget Approval <i>B. Skocian</i>	Date 4/27/17	Approved by President <i>W. L. McCreary</i>	Date 4-28-17

DP