

Banner ID # - @	Last Name Lindsey, Shawna	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="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.

**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  Hourly  Other (explain) \_\_\_\_\_

Sched \_\_\_\_\_ Grade \_\_\_\_\_ 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: Allied Health / Instruction Job Vacancy No.: (if applicable) 2305 F 022

Job Title/Position: Instructor of Vocational Nursing Specialized Area: Vocational Nursing

Budgeted Position?  Yes  No Name of Replaced Employee: Wanda Taylor Funded in which FY? FY23

Budget Number: 1110-14184-6091-102 Position No. (NBAPOSN): LVN002

Compensation: \$ 68,068  Annual  Hourly  Other (explain) \_\_\_\_\_

Sched FAC \_\_\_\_\_ Grade 1 \_\_\_\_\_ 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: 08/21/23  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 ½ months  12 months  Other (specify) \_\_\_\_\_

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

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Kayla Drabek</b> <small>Digitally signed by Kayla Drabek DN: cn=Kayla Drabek, o=Wharton County Junior College, ou=Director, email=drabek@wcjc.edu, c=US Date: 2023.07.17 07:45:31 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair <b>Carol Derkowski</b> <small>Digitally signed by Carol Derkowski Date: 2023.07.17 17:06:58 -05'00'</small>	Date	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2023.07.18 07:40:37 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i> 7/18/23	Date
Budget Approval <i>[Signature]</i>	Date 07/18/2023	Approved by President <i>[Signature]</i> 7-18-23	Date