

Banner ID # @		Last Name Shropshire, Andrea		First	Middle Initial	Telephone
Address				City	State	Zip
Part I: Check all that apply						
Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input checked="" type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular		<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)		
<input type="radio"/> Full-Time <input checked="" 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: Allied Health / Vocational Instruction				Job Vacancy No.: (if applicable) n/a		
Job Title/Position: Instructor of Associate Degree Nursing				Specialized Area: Associate Degree Nursing		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Funded in which FY? FY23		
Budget Number: 1110-14181-6091-102				Position No. (NBAPOSN): ADN010		
Compensation: \$ 79,973		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched FAC Grade 7 Step 32		Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/22/23		End Date: n/a		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input checked="" type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)						
PROPOSED Division/Unit: Allied Health / Vocational Instruction				Job Vacancy No.: (if applicable) n/a		
Job Title/Position: Instructor of Associate Degree Nursing				Specialized Area: Associate Degree Nursing		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Name of Replaced Employee: n/a		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Funded in which FY? FY24		
Budget Number: 1110-14181-6091-102				Position No. (NBAPOSN): ADN010		
Compensation: \$ 82,306		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched FAC Grade 7 Step 34		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				<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input checked="" type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)						
Explanation of Action: Adjustment for longevity as agreed upon during the January 2015 BOT meeting.						
Part III: Position/Budget Authorization						
Recommended by Supervisor/Department Head Sandra Davis Digitally signed by Sandra Davis Date: 2023.09.20 13:43:21 -05'00'			Date			
Approved by Division Chair Carol J. Derkowski, RDH, MAIE Digitally signed by Carol J. Derkowski, RDH, MAIE Date: 2023.09.13 15:27:38 -05'00'			Date			
Approved by Cabinet Level Supervisor			Date			
Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2023.09.07 17:13:46 -05'00'			Date			
Reviewed by Human Resources <i>Cheryl Johnson</i>			Date 9/25/23			
Budget Approval <i>B. D. Kocian</i>			Date 09/25/2023			
Approved by President <i>Betty A. Melick</i>			Date 9/26/23			