

Banner ID # @	Last Name Wallace, Kelly	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 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)  <b>Change in title/assignment</b>
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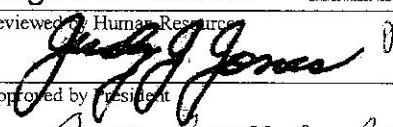
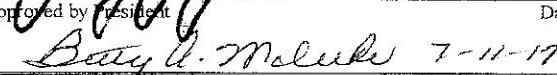
**Part II: Assignment/Accounting** Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

<b>CURRENT</b> Division/Unit: Allied Health	Job Vacancy No.: (if applicable)
Job Title/Position: Instructor of Physical Therapy Assistant	Specialized Area: PTA
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? <b>FY17</b>
Budget Number: <b>1110-14186-6091-102</b>	Position No. (NBAPOSN): <b>PHY002</b>
Compensation: \$ <b>68,308</b> <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>7</u> Step <u>16</u>
Start Date: <b>08/23/10</b> End Date: <b>N/A</b>	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
If temporary, anticipated termination date: <b>N/A</b>	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input checked="" type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

<b>PROPOSED</b> Division/Unit: Allied Health	Job Vacancy No.: (if applicable) <b>1704 F 021</b>
Job Title/Position: Instructor/Program Director of PTA	Specialized Area: PTA
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: <b>Betty Salas</b>
Funded in which FY? <b>FY17</b>	Position No. (NBAPOSN): <b>PHY001</b>
Budget Number: <b>1110-14186-6091-102</b>	
Compensation: \$ <b>78,067</b> <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>7</u> Step <u>16</u>
Start Date: <b>08/01/17</b>	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
If temporary, anticipated termination date: <b>N/A</b>	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Carol J. Derkowski</b> Digitally signed by Carol J. Derkowski Date: 2017.06.28 09:17:00 -05'00'	Approved by Dean <b>Megan Costanza</b> <small>Digitally signed by Megan Costanza          DN: cn=Megan Costanza, o=WCJC, ou=Vocational Instruction,          email=mcostanza@wcjc.edu, c=US          Date: 2017.06.29 12:28:19 -0500</small>
Approved by Division Chair <b>Carol J. Derkowski</b> Digitally signed by Carol J. Derkowski Date: 2017.06.28 09:17:18 -05'00'	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins          DN: cn=Leigh Ann Collins, o=WCJC, ou=VPL, email=leahcollins@wcjc.edu, c=US          Date: 2017.06.29 15:51:04 -0500</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources  <b>Judy J. Jones</b> 07/11/17
Budget Approval  <b>Betty L. Malulu</b> 7/11/17	Approved by President  <b>Betty L. Malulu</b> 7-11-17