

Banner ID #	Last Name Rowatt, Cynthia	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> 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 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)	Hourly Rate (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: _____ End Date: _____ <input checked="" 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: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: **Math, Justice, and Readiness**

Job Title/Position: Temporary Instructor of Mathematics	Specialized Area: Mathematics
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Kimberly Benien
Budget Number: 1210-14305-6091-100	Position No. (NBAPOSN): MAT011
Compensation: \$ 47,550 <input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year
Start Date: 08/22/16 <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: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	
Explanation of Action:	

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>[Signature]</i> Date: 6/9/16	Approved by Dean Date
Approved by Division Chair G.G. Hunt Digitally signed by G.G. Hunt Date: 2016.06.09 09:43:05'00	Approved by Vice President <i>[Signature]</i> Date: 6-14-16
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>[Signature]</i> Date: 06/16/16
Budget Approval <i>[Signature]</i> Date: 6/16/16	Approved by President <i>[Signature]</i> Date: 6-16-16