

Banner ID # @	Last Name Mutua, Jonah	First	Middle Initial	Telephone
Address		City		State Zip

**Part I: Check all that apply**

Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input 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 1/2 months  12 months  Other (specify) \_\_\_\_\_

**PROPOSED** Division/Unit: Math and Physical Sciences Job Vacancy No.: (if applicable) 1801 F 002

Job Title/Position: Temporary Instructor of Mathematics Specialized Area: Mathematics

Budgeted Position?  Yes  No Name of Replaced Employee: Kirby Pressly Funded in which FY? FY18

Budget Number: 1110-14305-6091-100 90%; 1210-14305-6091-100 10% Position No. (NBAPOSN): MAT06T

Compensation:  Annual  Hourly  Other (explain) \_\_\_\_\_

\$ 49,050 48,550 Sched FAC \_\_\_\_\_ Grade 1 \_\_\_\_\_ Step 8 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: 08/20/2018  At-will-employee  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) \_\_\_\_\_

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

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Jennifer Mauch</b> <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, ou=Mathematics, email=jmauch@wcjc.edu, c=US Date: 2018.05.11 10:00:42 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair <b>Kelley Whitley</b> <small>Digitally signed by Kelley Whitley DN: cn=Kelley Whitley, o=Wharton County Junior College, ou=Curriculum Department, email=kwhitley@wcjc.edu, c=US Date: 2018.05.11 10:00:42 -0500</small>	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 5-15-18
Budget Approval <i>[Signature]</i>	Date 5/18/18	Approved by President <i>[Signature]</i>	Date 5-17-18