



Banner ID # @	Last Name McCarstle, Sandra	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 checked="" type="radio"/> Regular	<input checked="" type="radio"/> 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 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:	Job Vacancy No.: (if applicable)
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)	Sched _____ Grade _____ Step _____ Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:
	<input type="radio"/> At-will-employee <input checked="" 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: Technology and Business	Job Vacancy No.: (if applicable) 2203 F 020
Job Title/Position: Instructor of Education & Early Childhood	Specialized Area: Education & Early Childhood
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Barbara Lynn
Funded in which FY? FY22	
Budget Number: 1110-14707-6091-102	Position No. (NBAPOSN): ELC001
Compensation: \$ 57,807 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 4A Step 1 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/22/22	End Date:
	<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 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 Barbara Lynn Digitally signed by Barbara Lynn Date: 2022.05.12 16:38:59 -05'00'	Date	Approved by Dean Donald S Smith Digitally signed by Donald S Smith Date: 2022.05.13 13:24:02 -05'00'	Date
Approved by Division Chair David Kucera Digitally signed by David Kucera DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=davidkucera@wcjc.edu, c=US Date: 2022.05.13 09:57:41 -05'00'	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2022.05.13 13:52:40 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>David Dabrysen</i> 5/16/2022	Date
Budget Approval <i>B. Kucera</i>	Date 05/16/2022	Approved by President <i>Betty A. Melnick</i> 5-16-22	Date