

Banner ID # @	Last Name Kirby, Kimberly	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="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Change in title/assignment (change from Temp FT to Regular FT)</b>
<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.

<b>CURRENT</b> Division/Unit: Math and Physical Sciences	Job Vacancy No.: (if applicable) 2308 F 042
Job Title/Position: Temp Developmental Math Instructor	Specialized Area: Developmental Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY24
Budget Number: 1110-14306-6091-100 40%, 1210-14306-6091-100 60%	Position No. (NBAPOSN): DVM02T
Compensation: \$ 52,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 10 _____ 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 End Date: n/a	<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:  
 9 months  10 ½ months  12 months  Other (specify)

<b>PROPOSED</b> Division/Unit: Math and Physical Sciences	Job Vacancy No.: (if applicable) 2309 F 046
Job Title/Position: Developmental Math Instructor	Specialized Area: Developmental Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Anna Casteen Funded in which FY? FY24
Budget Number: 1110-14306-6091-100 40%, 1210-14306-6091-100 60%	Position No. (NBAPOSN): DVM002
Compensation: \$ 52,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 10 _____ Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/19/24	<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:  
 9 months  10 ½ months  12 months  Other (specify)

Explanation of Action:  
 Benefits should be extended through Summer 2024 months.

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Yvonne Smith</b> <small>Digitally signed by Yvonne Smith Date: 2024.04.11 10:49:56 -05'00'</small>	Approved by Dean _____ Date
Approved by Division Chair <b>Jennifer Mauch</b> <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, ou, email=jmauch@wcjcedu, c=US Date: 2024.04.11 11:55:57 -05'00'</small>	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2024.04.15 11:44:49 -05'00'</small>
Approved by Cabinet Level Supervisor _____ Date	Reviewed by Human Resources  _____ Date
Budget Approval  _____ Date	Approved by President  _____ Date