



Banner ID #	Last Name Schooler, Ricky L.	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="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 from part time to temporary full time</b>
<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.

<b>CURRENT</b> 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 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: Vocational Science	Job Vacancy No.: (if applicable) 1708 F 058
Job Title/Position: Temporary Instructor of Process Technology	Specialized Area: Process Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A
Funded in which FY? FY18	
Budget Number: 1210-14308-6091-102	Position No. (NBAPOSN): PTC02T
Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>10</u>
\$ <b>49,550</b>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: <u>8/21/17</u>	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 05/31/18	

Position is funded for the following number of months/weeks:  
 9 months  10 ½ months  12 months  Other (specify)

Explanation of Action:  
3/21

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Megan Costanza</b> <small>Digitally signed by Megan Costanza DN: cn=Megan Costanza, o=WCJC, ou=Vocational Instruction, email=costanza@wcjc.edu, c=US Date: 2017.09.07 14:55:43 -0500</small>	Date	Approved by Dean <b>Megan Costanza</b> <small>Digitally signed by Megan Costanza DN: cn=Megan Costanza, o=WCJC, ou=Vocational Instruction, email=costanza@wcjc.edu, c=US Date: 2017.09.07 14:05:57 -0500</small>	Date
Approved by Division Chair <b>Megan Costanza</b> <small>Digitally signed by Megan Costanza DN: cn=Megan Costanza, o=WCJC, ou=Vocational Instruction, email=costanza@wcjc.edu, c=US Date: 2017.09.07 14:55:50 -0500</small>	Date	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=lcollins@wcjc.edu, c=US Date: 2017.09.11 12:11:52 -0500</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 9-14-17
Budget Approval <b>B. P. Kocian</b>	Date 9/14/17	Approved by President <i>[Signature]</i>	Date 9-14-17