



Banner ID # @	Last Name Tougas, Matthew A	First Matthew	Middle Initial A
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="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 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: **Communications and Fine Arts** Job Vacancy No.: (if applicable) **2104 F 014**

Job Title/Position: **Instructor of English** Specialized Area: **English**

Budgeted Position?  Yes  No Name of Replaced Employee: **Eric Reyes** Funded in which FY? **FY21**

Budget Number: **1210-14503-6091-100** Position No. (NBAPOSN): **ENG012**

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

\$ **55,050**

Sched FAC Grade 6A 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: **08/23/21**

At-will-employee  
 Per contract

If temporary, anticipated termination date: **n/a**

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>Sharon L. Prince</b> <small>Digitally signed by Sharon L. Prince Date: 2021.06.29 19:50:03 -05'00'</small>	Approved by Dean  
Approved by Division Chair <b>Patrick Ralls</b> <small>Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou, email=ralls@wcjc.edu, c=US Date: 2021.07.01 19:02:35 -05'00'</small>	Approved by Vice President <b>Leigh Ann collins</b> <small>Digitally signed by Leigh Ann collins DN: cn=Leigh Ann collins, o=WCJC, ou=VPI, email=lacollins@wcjc.edu, c=US Date: 2021.07.02 07:48:01 -05'00'</small>
Approved by Cabinet Level Supervisor  	Reviewed by Human Resources  
Budget Approval <b>B. Thorne</b>  	Approved by President  

Date: **07/06/2021**