



Banner ID # @	Last Name Conway	First Theodore	Middle Initial	Telephone
Address			City	State Zip

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
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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:	Instruction	Job Vacancy No.: (if applicable) 2304 A 007
Job Title/Position: Adult Education & Literacy Career Advisor	Specialized Area: Adult Education & Literacy	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? 23	
Budget Number: 218918.6012.6101.1012	Position No. (NBAPOSN): GNC17T	
Compensation: \$ 44,525.00	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched. A Grade 5 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: July 24, 2023	End Date: N/A	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: August 31, 2023

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit:	Instruction	Job Vacancy No.: (if applicable)
Job Title/Position: Adult Education & Literacy Career Advisor	Specialized Area: Adult Education & Literacy	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Adult Education & Literacy Career Advisor	Funded in which FY? 24
Budget Number: 218919.6012.6101.1012	Position No. (NBAPOSN): GNC17T	
Compensation: \$ 44,525.00	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched. A Grade 5 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: September 1, 2023		<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: August 31, 2024

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:
FY24 Extension for AEL Grant FT Support Staff

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Tara Zekavat Digitally signed by Tara Zekavat Date: 2023.08.14 13:18:07 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2023.08.14 15:37:26 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Rachel Johnson</i>	Date 08/17/23
Budget Approval <i>B. K. Kavan</i>	Date 08/17/2023	Approved by President <i>Boyd A. McCreath</i>	Date 8-17-23