

Banner ID #	Last Name Easley, Rebecca	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 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? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: \$	<input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date:	End Date:
	<input type="radio"/> At-will-employee <input type="radio"/> Per contract
	Hourly Rate (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
	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: Math, Readiness, and Justice	Job Vacancy No.: (if applicable) 1601 F 001
Job Title/Position: Instructor of Mathematics	Specialized Area: Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Kimberly Benien
Budget Number: 1110.14305.6091.100	Funded in which FY? FY 16
Compensation: \$ 54,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 08/22/16	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
	Hourly Rate (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
	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 <i>Jeff March</i> 3-21-16	Date	Approved by Dean	Date
Approved by Division Chair <i>ghunt</i> 3-21-16	Date	Approved by Vice President <i>JUV</i> 3-22-16	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Jeff Yona</i> 3-28-16	Date
Budget Approval <i>B. Kocian</i> 3/28/16	Date	Approved by President <i>Betsy A. Melchior</i> 3-28-16	Date