

Banner ID #	Last Name Stauder, Dolly	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 type="radio"/> Regular	<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)
<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: Vocational Sciences	Job Vacancy No.: (if applicable) 1811 F 074
Job Title/Position: Temporary Instructor of Cosmetology	Specialized Area: Cosmetology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Budget Number: 1210-14022-6091-102	Position No. (NBAPOSN): COS04T
Compensation: \$ 62,068 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>3</u>
Start Date: 01/14/19 End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
If temporary, anticipated termination date: 08/31/19	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Vocational Sciences	Job Vacancy No.: (if applicable) 1811 F 074
Job Title/Position: Temporary Instructor of Cosmetology	Specialized Area: Cosmetology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: N/A	Funded in which FY? FY20
Budget Number: 1210-14022-6091-102	Position No. (NBAPOSN): COS04T
Compensation: \$ 63,401 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>4</u>
Start Date: 09/01/19 End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
If temporary, anticipated termination date: 08/31/20	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <small>Digitally signed by Jacqueline Kuehn DN: cn=Jacqueline Kuehn, o=WCJC, ou=Cosmetology, email=jaqelr@wcjc.edu, c=US Date: 2019.09.04 11:32:41 -05'00'</small>	Approved by Dean Paul J. Quinn <small>Digitally signed by Paul J. Quinn Date: 2019.09.04 12:48:35 -05'00'</small>
Approved by Division Chair Timothy Guin <small>Digitally signed by Timothy Guin DN: cn=Timothy Guin, o=Division Chair, ou=VOCS, email=timguin@wcjc.edu, c=US Date: 2019.08.29 07:47:54 -05'00'</small>	Approved by Vice President Leigh Ann collins <small>Digitally signed by Leigh Ann collins DN: cn=Leigh Ann collins, o=WCJC, ou=VPL, email=llcollins@wcjc.edu, c=US Date: 2019.09.05 08:50:27 -05'00'</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>[Signature]</i> 9-11-19
Budget Approval B. Stocian	Approved by President <i>[Signature]</i> 9-12-17