

Banner ID #	Last Name Zekavat	First Taraneh	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 type="radio"/> Temporary <input checked="" 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.

<b>CURRENT</b> Division/Unit: Instructional	Job Vacancy No.: (if applicable) 1608 A 015
Job Title/Position: Director of Adult Education & Literacy	Specialized Area: Adult Education & Literacy
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? 20
Budget Number: 218915-6012-6185-1012	Position No. (NBAPOSN): DIR25T
Compensation: \$ 72,068.00 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year Sched CA Grade 8 Step 13
Start Date: 9/1/19 End Date: N/A	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract If temporary, anticipated termination date: 8/31/20
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

<b>PROPOSED</b> Division/Unit: Instructional	Job Vacancy No.: (if applicable) 1608 A 015
Job Title/Position: Director of Adult Education & Literacy	Specialized Area: Adult Education & Literacy
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: N/A	Funded in which FY? 20
Budget Number: 218916-6012-6185-1012	Position No. (NBAPOSN): DIR25T
Compensation: \$ 72,068.00 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year Sched CA Grade 8 Step 13
Start Date: 7/1/20	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract If temporary, anticipated termination date: 8-31-20
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify) 9 weeks	

Explanation of Action:  
Extension July1, 2020 through August 31, 2020; AEL Contract with H-GAC ends June 30th WCJC FY ends August 31st

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Tara Zekavat</b> Digitally signed by Tara Zekavat Date: 2020.07.27 15:23:56 -05'00'	Approved by Dean Date
Approved by Division Chair Date	Approved by Vice President <i>JLV</i> 7-29-20 Date
Approved by Cabinet Level Supervisor Date	Reviewed by Human Resources <i>Judy J. Jones</i> 8/7/2020 Date
Budget Approval <i>B. B. B.</i> 8/7/2020 Date	Approved by President <i>Betty M...</i> 8-7-20 Date