



Banner ID # @	Last Name Tamayo, Wendy D.	First	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"/> Full-Time <input type="radio"/> Regular <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)	
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 Instruction			Job Vacancy No.: (if applicable) 2206 A 027		
Job Title/Position: Continuing Education Interim Facilitator			Specialized Area: Continuing Education		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY23		
Budget Number: 1110-14034-6093-401			Position No. (NBAPOSN): CEF01T		
Compensation: \$ 47,859		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A _____ Grade 10 _____ 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: 09/01/22		End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 09/30/22
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) 2.5 weeks					
PROPOSED Division/Unit: Vocational Instruction			Job Vacancy No.: (if applicable) 2206 A 027		
Job Title/Position: Continuing Education Interim Facilitator			Specialized Area: Continuing Education		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: n/a		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY23		
Budget Number: 1110-14034-6093-401			Position No. (NBAPOSN): CEF01T		
Compensation: \$ 47,859		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A _____ Grade 10 _____ 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: 10/01/22		<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 10/19/22	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)					
Explanation of Action:					
Part III: Position/Budget Authorization					
Recommended by Supervisor/Department Head		Date	Approved by Dean Donald S Smith <small>Digitally signed by Donald S Smith Date: 2022.10.03 11:32:42 -05'00'</small>		Date
Approved by Division Chair		Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2022.10.03 11:55:08 -05'00'</small>		Date
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>[Signature]</i>		Date 10/11/22
Budget Approval <i>[Signature]</i>		Date 10/11/2022	Approved by President <i>[Signature]</i>		Date 10/12/22