

Banner ID # @	Last Name Tamayo, Wendy D.	First Wendy	Middle Initial D.	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 type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Temporary change in title/assignment</b>
<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 Instruction Job Vacancy No.: (if applicable) 1602 S 008

Job Title/Position: Continuing Education Specialist Specialized Area: Continuing Education

Budgeted Position?  Yes  No Funded in which FY? FY22

Budget Number: 1610-14027-6101-103 50%, 1610-14028-6101-1010 50% Position No. (NBAPOSN): SPC012

Compensation: \$ 35,500	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched P _____ Grade 15 _____ Step 3 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
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Start Date: 05/11/16 End Date: n/a  At-will-employee  Per contract If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:  
 9 months  10 ½ months  12 months  Other (specify)

**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?  Yes  No Name of Replaced Employee: Tamara Sealy Funded in which FY? FY22

Budget Number: 1110-14034-6093-401 Position No. (NBAPOSN): CEF01T

Compensation: \$ 46,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A _____ Grade 10 _____ Step 9 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
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Start Date: 06/06/22  At-will-employee  Per contract If temporary, anticipated termination date: 08/31/22

Position is funded for the following number of months/weeks:  
 9 months  10 ½ months  12 months  Other (specify)

Explanation of Action:  
Temp position until CE Director position is filled

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Donald S Smith</b> Digitally signed by Donald S Smith Date: 2022.06.09 14:03:34 -05'00'	Date	Approved by Dean <b>Donald S Smith</b> Digitally signed by Donald S Smith Date: 2022.06.09 14:03:51 -05'00'	Date
Approved by Division Chair	Date	Approved by Vice President <b>Leigh Ann Collins</b> Digitally signed by Leigh Ann Collins Date: 2022.06.09 16:57:59 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>B. Maclean</i>	Date 06/13/2022	Approved by President <i>Betty A. Maclean</i>	Date 6-13-22