



Banner ID # -	Last Name Valdez	First Sean	Middle Initial A.	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 type="radio"/> Full-Time <input type="radio"/> Part-Time	<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)  Change in assignment (temporary full time to regular full time instructor)
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**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: Life and Physical Sciences	Job Vacancy No.: (if applicable) 1506 F 034
Job Title/Position: Temporary Instructor of Biology	Specialized Area: Biology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY16
Budget Number: 1610.14301.6091.100	Position No. (NBAPOSN): BIO08T
Compensation: \$ 45,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 8/24/15	End Date: N/A
Sched F _____ Grade 1 _____ Step 5 _____	Hourly Rate (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
	If temporary, anticipated termination date: 5/31/2016

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

<b>PROPOSED</b> Division/Unit: Life and Physical Sciences	Job Vacancy No.: (if applicable) 1509 F 058
Job Title/Position: Instructor of Biology	Specialized Area: Biology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Doug Walker
Budget Number: 1610.14301.6091.100	Funded in which FY? FY17
Budget Number: 1610.14301.6091.100	Position No. (NBAPOSN): BIO008
Compensation: \$ 45,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 6/1/2016	End Date: N/A
Sched F _____ Grade 1 _____ Step 5 _____	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
	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>Ken Row</i>	Date 2-10-16	Approved by Dean	Date
Approved by Division Chair <i>[Signature]</i>	Date 2/11/2016	Approved by Vice President <i>[Signature]</i>	Date 2-16-16
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 2-19-14
Budget Approval <i>B. Okocin</i>	Date 2/19/16	Approved by President <i>[Signature]</i>	Date 2-24-16