



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Betty McCrohan

DATE: November 1, 2021

FROM: Amanda Allen

DIV or UNIT: Planning and IE

SUBJ: PPA request for: Emily Voulgaris

Title of PPA activity: Additional duties related to the management of the OAR

Dates (or semesters) of activity: November 2021 - February 2022

A. Activity and Expected Outcomes. Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Ms. Emily Voulgaris currently serves as the Assistant Director for the OAR and will be managing operations within the office while we search for a replacement for the current Director who has resigned. Due to the expected duration of the hiring process and the high level of need expected during the summer months, I am requesting a PPA for Ms. Voulgaris to compensate her for the additional responsibilities, time, and level of autonomy that will be required during the intervening months.

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	4 months * \$1,000 per month		4000
TOTAL		\$	\$ 4000

Budget Number : 1110.1310.6093.500

C. Approvals

Supervisor: Date: _____

VP: Date: 11/01/2021

President: Date: 10.27.21