



**Wharton County  
Junior College**

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

TO: Betty A. McCrohan

DATE: 2/15/19

FROM: \_\_\_\_\_

DIV or UNIT: Human Resources Department

SUBJ: PPA request for: Deborah Popek  
 Title of PPA activity: Interim Director of HR  
 Dates (or semesters) of activity: January 2019 and February 2019

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.  
 To act as interim director until directors return.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 500.00	\$ 1,000.00
<b>TOTAL</b>		\$ 500.00	\$ 1,000.00

Budget Number : 1110-117-6093-6002

C. **Approvals**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

VP: \_\_\_\_\_ Date: \_\_\_\_\_

President: Betty McCrohan Date: 2-15-2019