



**Wharton County  
Junior College**

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

TO: Betty McCrohan

DATE: 11-02-2020

FROM: Lac

DIV or UNIT: Vocational Science - NUCP

SUBJ: PPA request for: Daniel Johnson  
 Title of PPA activity: Temporary Instructor of Nuclear Technology  
 Dates (or semesters) of activity: November & December 2020

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.

Mr. Johnson will be serving as a Temporary Full-time Instructor of Nuclear Power Technology, for the Spring 2021 and Summer 2021 semesters. The hiring process through HR has commenced and a FT Instructor is anticipated to be in Place for Fall 2021. Mr. Johnson will be trained by Rudolph Henry starting in November 2020 through the end of the semester to include rules of Nuclear Uniform Curriculum Program, National Energy Institute, & Nuclear Regulatory Commission. Mr. Henry will review the Program Director manual with Mr. Johnson, with emphasis on Spring and Summer task. Mr. Johnson will be trained in the process of creation of the text books for Plant specific courses (NUCP), book orders for the WCJC Bookstore, the Evergreen process that occur in the Spring, Summer and Fall Semesters. Mr. Johnson will receive specific training on NPI all NUCP Lab equipment, including but not limited to, Switch Gear, Robotic controls, Computer Simulators, Radiation protection trainers, as well as all other trainers. Mr. Johnson will be trained in setting up all Lab projects for all courses. Mr. Johnson will be trained in start of semester and end of semester processes, including but not limited to entering grades in online services, documenting "Never Attended" status, Mr. Henry will review NUCP student recruitment and enrollment as well as other topics as necessary. Mr. Johnson also is assigned all duties as outlined in the WCJC Instructional Procedures manual as well as the WCJC Program Director/Department Head Procedures manual.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	\$2100/16= \$131.25 \$131.25 X 7=\$918.75	\$ 918.75	\$ 918.75
<b>TOTAL</b>		\$ 918.75	\$ 918.75

Budget Number : 1510.14310.6092.102

C. **Approvals**

Supervisor: Timothy Guin  
Digitally signed by Timothy Guin  
 DN: cn=Timothy Guin, o=Division  
 Chair, ou=VOCS,  
 email=guint@wcjc.edu, c=US  
 Date: 2020.11.02 14:40:03 -06'00'

Date: 11/02/2020

VP: Leigh Ann collins  
Digitally signed by Leigh Ann collins  
 DN: cn=Leigh Ann collins, o=WCJC,  
 ou=VPI, email=lacollins@wcjc.edu, c=US  
 Date: 2020.11.02 14:48:48 -06'00'

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

President: Betty L. Melnick

Date: 11-4-20