



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Payroll/Rachel Bahnsen

DATE: May 5, 2025

FROM: Betty McCrohan

DIV or UNIT: Administrative Services/Facilities

SUBJ: PPA request for: Doug Baumgarten

Title of PPA activity: Additional duties related to Facilities Management

Dates (or semesters) of activity: May 1-31, 2025

- 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.

Compensation for Doug Baumgarten for the additional duties related to the vacancy of the Director of Facilities Management from May 1, 2025 through May 31, 2025.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 1,200.00	\$ 1,200.00
TOTAL		\$ 1,200.00	\$ 1,200.00

Budget Number : 1110-110-6102-6001

C. **Approvals**

Supervisor: _____ Date: _____

VP: _____ Date: _____

President: Betty McCrohan Date: 5-5-25