



**Wharton County  
Junior College**

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

TO: President Betty McCrohan

DATE: September 1, 2023

FROM: Rachel Bahnsen

DIV or UNIT: Human Resources

SUBJ: PPA request for: Kerri Novak  
 Title of PPA activity: Additional duties and responsibilities related to HR  
 Dates (or semesters) of activity: September 2023 to November 2023

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.

Kerri Novak is Human Resources Coordinator and is performing the job duties and responsibilities of the Human Resources Specialist and Human Resources Reporting and Compliance Specialist until those positions are filled. Due to the duration of the hiring process and the high level of need in the Human Resources Department, I am requesting a PPA for Ms. Novak to compensate her for the additional responsibilities, time, and oversight she is providing to the HR Department during this period.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 3,000.00	\$ 3,000.00
<b>TOTAL</b>		<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>

Budget Number : 1110.117.6101.6002

C. **Approvals**

Supervisor: Rachel Y. Bahnsen Digitally signed by Rachel Y. Bahnsen  
Date: 2023.09.01 12:44:12 -05'00' Date: 09/01/2023

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

President: Betty A. McCrohan Date: 9-5-23