



**Wharton County
Junior College**

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

TO: President McCrohan

DATE: 02/05/2025

FROM: Rachel Bahnsen

DIV or UNIT: Human Resources

SUBJ: PPA request for: Kerri Novak
 Title of PPA activity: Additional duties related to HR vacancy
 Dates (or semesters) of activity: February to April

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, Human Resources Coordinator will perform the responsibilities of the Human Resources Reporting and Compliance Specialist until the position is 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)		\$ 2,400.00	\$ 2,400.00
TOTAL		\$ 2,400.00	\$ 2,400.00

Budget Number : 1110.117.6101.6002

C. **Approvals**

Supervisor: Rachel Y. Bahnsen Digitally signed by Rachel Y. Bahnsen
Date: 2025.02.05 16:19:37 -06'00' Date: _____

VP: _____ Date: _____

President: Betty Melnick Date: 2-6-25