



**Wharton County
Junior College**

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

TO: Payroll/Rachel Bahnsen

DATE: February 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: February 1, 2025 - February 28, 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 February 1, 2025 through February 28, 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 Melrose Date: 2-5-25