



**Wharton County
Junior College**

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

TO: President McCrohan

DATE: 11/06/2023

FROM: Rachel Bahnsen

DIV or UNIT: Human Resources Department

SUBJ: PPA request for: Kerri Novak
 Title of PPA activity: Additional duties/responsibilities related to HR vacancies
 Dates (or semesters) of activity: December 2023 and January 2024

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 will perform the job duties and responsibilities of the Human Resources Administrative Assistant 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)		\$ 2,000.00	\$ 2,000.00
TOTAL		\$ 2,000.00	\$ 2,000.00

Budget Number : 1110.117.6101.6002

C. **Approvals**

Supervisor: Rachel Y. Bahnsen Digitally signed by Rachel Y. Bahnsen
 Date: 2023.11.06 13:19:34 -06'00' Date: 11/06/2023

VP: _____ Date: _____

President: Billy A. McCreed Date: 11-7-23