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|  Wharton County Junior College | ADMINISTRATIVE PROCEDURE MANUAL | |
| WCJC Title: Paid Professional Assignments | Section D: Personnel | Page(s): 2 |
| BASED ON BOARD OF TRUSTEES POLICY | | |
| Policy Title: Compensation and Benefits | Policy: DEA | |
| Subtitle: Salaries and Wages | Date Adopted: 08/01/2020 | |

Purpose

This administrative procedure outlines the process for submission and approval of paid professional assignments (PPA) for faculty and administrative staff.

Procedure

1. A PPA Request Form (available on the College intranet) must be initiated by an employee's immediate supervisor (department head, division chair, director, or dean) and forwarded to the appropriate Vice President (VP) for approval. A PPA may also be initiated by the supervising VP.
2. PPA requests must be submitted to the President for final approval.
3. VPs are responsible for ensuring completion of PPA activities.

Guidelines

- A. Terms of the PPA request are determined jointly by the faculty or administrative staff member and the immediate supervisor and are subject to the approval of the VP.
- B. PPA costs are computed as (1) a percentage of contractual load or (2) as an overload, depending on the specific situation. In the former case, the individual is granted release time from contractual teaching to undertake the PPA activity; in the latter case, the individual is compensated by extra pay, the amount of which is stipulated on the PPA request form. When extra pay is granted for PPA activities, this compensation is for the term of the activities only.
- C. Continuing two-semester or year-long activities are presented in a single request.

- D. Activities performed within the guidelines of a grant, or as part of contractual obligations, do not require request forms.

Date Prepared: 10/25/22 (RYB)

Revised Date: 07/06/23 (RYB)