

**NUECES COUNTY
TEMPORARY WORKER REQUEST WORKSHEET**

NOTE: Approval in Commissioners Court and budget availability must be verified prior to employee working.

PART A: General Information

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Renewal	Department No: 1328	Department Name: DA
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: Mayra Flores	Expected completion date of assignment: January 04, 2013	Effective Date: 10-1-12	Expiration Date: 12-31-12
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Position Title (comparable to a permanent position with similar duties): ACCT ASST HOT CHECK	Proposed Hourly Rate: 9.86	Hours per Week: 40	Number of Weeks (maximum of 13): 13	Total Salary Requested: 5127.20
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Hourly Salary of Above Position Title at Step 1 10.95 X 90% = 9.86

Hourly Rate Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills: TEMPORARY EMPLOYEE TO ASSIST PERMANENT EMPLOYEE IN HOT CHECK DIVISION RECEIPTING MONEY, FILING, DATA ENTRY, CUSTOMER SERVICE, ANSWERING TELEPHONES.	Work Hours Per Week

PART B: Reason Temporary Worker is Requested (please check one):

- Unforeseen increase in workload due to statutory or regulatory requirement.
- Replacing regular employee on leave (please provide name and job title of absent employee):
Name _____ Job Title: _____
- Special Project – Estimated Duration _____
If project previously authorized, specify percentage of project completed to date: _____

PART C: Department Authorization

Elected Official/Department Head: Florrie Hernandez Date: 10/25/12

PART D: Human Resources Recommendation:

Base hourly salary within required range: Julie Guad Date: 11/5/12

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: 11/16/12 Budget Transfer Required: _____

Authorized By Authorized By

Date Temporary Position Was First Authorized: .	Date Approved in Commissioners Court:
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OCT 25 2012

**NUECES COUNTY
TEMPORARY WORKER REQUEST WORKSHEET**

NOTE: Approval in Commissioners Court and budget availability must be verified prior to employee working.

PART A: General Information

<input type="checkbox"/> New or <input type="checkbox"/> Renewal	Department No: <u>3330</u>	Department Name: <u>105th</u>
Fiscal Year Budget Amount (\$): <u>\$2,000</u>	Actual + Encumbered (\$):	Available Balance (\$): <u>\$2,000</u>

Employee Name: <u>Yvette Mendez</u>	Expected completion date of assignment: <u>10/26/12</u>	Effective Date: <u>10/22/12</u>	Expiration Date: <u>10/26/12</u>
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Position Title (comparable to a permanent position with similar duties): <u>Court Manager</u>	Proposed Hourly Rate: <u>17.51</u>	Hours per Week: <u>40</u>	Number of Weeks (maximum of 13): <u>4</u>	Total Salary Requested: <u>700.40</u>
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Hourly Salary of Above Position Title at Step 1 19.45 X 90% = 17.51

Hourly Rate Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills:	Work Hours Per Week

PART B: Reason Temporary Worker is Requested (please check one):

- Foreseen increase in workload due to statutory or regulatory requirement.
- Replacing regular employee on leave (please provide name and job title of absent employee):
Name _____ Job Title: _____
- Special Project – Estimated Duration _____
If project previously authorized, specify percentage of project completed to date: _____

PART C: Department Authorization

Elected Official/Department Head: [Signature] Date: 10/23/12

PART D: Human Resources Recommendation:

The hourly salary within required range: Julie Guada Date: 10/30/12

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: [Signature] Budget Transfer Required: _____
Authorized By Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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**NUECES COUNTY
TEMPORARY WORKER REQUEST WORKSHEET**

NOTE: Approval in Commissioners Court and budget availability must be verified prior to employee working.

PART A: General Information

<input type="checkbox"/> New or <input type="checkbox"/> Renewal	Department No: 3520	Department Name: DA
Fiscal Year Budget Amount (\$): <u>0</u>	Actual + Encumbered (\$):	Available Balance (\$): <u>0</u>

Employee Name: <u>Melba Savoy</u>	Expected completion date of assignment:	Effective Date: 10/29/2012	Expiration Date: 1/18/2012
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Position Title (comparable to a permanent position with similar duties):	Proposed Hourly Rate:	Hours per Week:	Number of Weeks (maximum of 13):	Total Salary Requested:
Senior Clerk <u>II</u>	<u>11.11</u>	40	13	<u>5,111.2</u>

Hourly Salary of Above Position Title at Step 1 12.34 X 90% = 11.11

Hourly Rate Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills: Answer multi telephone lines, typing, faxing, copying etc.	Work Hours Per Week

PART B: Reason Temporary Worker is Requested (please check one):

- Foreseen increase in workload due to statutory or regulatory requirement.
- Replacing regular employee on leave (please provide name and job title of absent employee):
Name _____ Job Title: _____
- Special Project – Estimated Duration _____
If project previously authorized, specify percentage of project completed to date: _____

PART C: Department Authorization

Elected Official/Department Head: Corrie Hernandez Date: 10/29/12

PART D: Human Resources Recommendation:

The hourly salary within required range: Julie Gueard Date: 11/5/12
No temp funding. Budget Transfer Required JK

PART E: Temporary Salary Budget Availability:

- Budgeted funds available in 5126: _____
- Budget Transfer Required: _____

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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OCT 29 2012

NUECES COUNTY

TEMPORARY WORKER REQUEST WORKSHEET

PART A: General Information

<input checked="" type="checkbox"/> New or <input type="checkbox"/> Renewal	Department No: <u>3613</u>	Department Name: <u>JPI-3</u>
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Employee Name: <u>Lori L. DeLosSantos</u>	Expected completion date of assignment:	Effective Date: <u>10-29-12</u>	Expiration Date: <u>12-31-12</u>
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Position Title (comparable to a permanent position with similar duties): <u>Temp JP Clerk</u> Executive Secretary	Proposed Hourly Rate: <u>8.50</u>	Hours per Week: <u>25</u>	Number of Weeks (maximum of 13): <u>13</u>	Total Salary Requested: <u>2762.50</u>
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Hourly Salary of Above Position Title at Step 1

11.03

X 90%

=

9.93

Hourly Rate

Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills:

Work Hours Per Week

<u>Preparing docket for court, Data Entry of Truancy cases, answer phones, assist citizens, help other clerks enter traffic tickets and other tasks as they arise.</u>	
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PART B: Reason Temporary Worker is Requested (please check one):

- Unforeseen increase in workload due to statutory or regulatory require/ment.
- Replacing regular employee on leave (please provide name and job title of absent employee):
Name _____ Job Title: _____
- Special Project – Estimated Duration _____
If project previously authorized, specify percentage of project completed to date: _____

PART C: Department Authorization

Elected Official/Department Head: Judge Robert D. Bledsoe Date: 10-29-12

PART D: Human Resources Recommendation:

Base hourly salary within required range: Julie Guedes Date: 10/30/12

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: Julie Guedes Budget Transfer Required: _____
Authorized By _____ Authorized By _____

NOTE: Approval in Commissioners Court and budget availability must be verified prior to employee working.

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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OCT 30 2012

NCF-13 (12/02) (revised 07/09)

**NUECES COUNTY
TEMPORARY WORKER REQUEST WORKSHEET**

NOTE: Approval in Commissioners Court and budget availability must be verified prior to employee working.

PART A: General Information

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Renewal	Department No: 4190	Department Name: Community Services
Fiscal Year Budget Amount (\$): 15,000	Actual + Encumbered (\$): 15,000	Available Balance (\$): 15,000

Employee Name: Silvestre Solis / <i>Sandra Vela</i>	Expected completion date of assignment: N/A	Effective Date: 10/01/2012	Expiration Date: 12/31/2012
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Position Title (comparable to a permanent position with similar duties):	Proposed Hourly Rate:	Hours per Week:	Number of Weeks (maximum of 13):	Total Salary Requested:
Van/Driver/Elderly	\$7.25	20	8	\$1,160.00

Hourly Salary of Above Position Title at Step 1 11.58 X 90% = 10.42

Hourly Rate Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills:

Work Hours Per Week

Delivers meals to clients who are homebound in the Bishop area. Duties include maintenance such as sweeping,

Mopping, cleaning and throwing trash and other assigned duties.

20

PART B: Reason Temporary Worker is Requested (please check one):

- Unforeseen increase in workload due to statutory or regulatory requirement.
- Replacing regular employee on leave (please provide name and job title of absent employee):
Name _____ Job Title: _____
- Special Project – Estimated Duration _____
If project previously authorized, specify percentage of project completed to date: n/a

PART C: Department Authorization

Elected Official/Department Head: *[Signature]* Date: 10-16-12

PART D: Human Resources Recommendation:

Base hourly salary within required range: *Julie Guard* Date: 11/6/12

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: *11/16/12* Budget Transfer Required: _____
Authorized By Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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