

**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 checked="" type="checkbox"/> New or <input type="checkbox"/> Renewal	Department No: 0139	Department Name: COUNTY CLERK - Records Archive fee
Fiscal Year Budget Amount (\$): SPECIAL FUNDS	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: DEIRDRE CASTILLO	Expected completion date of assignment: 11-2-13	Effective Date: 2-4-13	Expiration Date: 3-31-13
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Position Title (comparable to a permanent position with similar duties): INTERMEDIATE CLERK	Proposed Hourly Rate: \$9.04	Hours per Week: 40	Number of Weeks (maximum of 13): 8	Total Salary Requested: \$2,892.80
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Hourly Salary of Above Position Title at Step 1 10.04 X 90% = 9.04

Hourly Rate Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:  
Job Duties, Responsibilities and Skills:

Job Duties, Responsibilities and Skills:	Work Hours Per Week
QUALITY AND ASSURANCE FOR SCANNED IMAGES OF RECORDS	40 HRS
BOOKS RETURNED FROM OUTSOURCED SCANNING.	

**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: Juan J. Bonner Date: 2/7/13

**PART D: Human Resources Recommendation:**

The hourly salary within required range: Julie Guedes Date: 2/7/13

**PART E: Temporary Salary Budget Availability:**

Budgeted funds available in 5126: 2/15/13 Authorized By  Budget Transfer Required: \_\_\_\_\_ Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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**NOTE: Approval in Commissioners Court and budget availability must be verified prior to employee working.**

**PART A: General Information**

<input checked="" type="checkbox"/> New or <input type="checkbox"/> Renewal	Department No: 0139	Department Name: COUNTY CLERK
Fiscal Year Budget Amount (\$): SPECIAL FUNDS	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: OSCAR J. DIAZ	Expected completion date of assignment: 11-2-13	Effective Date: 2-4-13	Expiration Date: 3-31-13
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Position Title (comparable to a permanent position with similar duties): INTERMEDIATE CLERK	Proposed Hourly Rate: \$ 9.04	Hours per Week: 40	Number of Weeks (maximum of 13): 8	Total Salary Requested: \$ 2,892.80
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Hourly Salary of Above Position Title at Step 1 10.04 X 90% = 9.04

Hourly Rate  Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:  
Job Duties, Responsibilities and Skills:

QUALITY AND ASSURANCE FOR SCANNED IMAGES OF RECORDS BOOKS RETURNED FROM OUTSOURCED SCANNING.	Work Hours Per Week 40 HRS
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**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: Oliver J. Barnes Date: 2/7/13

**PART D: Human Resources Recommendation:**

The hourly salary within required range: Julie Gwend Date: 2/7/13

**PART E: Temporary Salary Budget Availability:**

Budgeted funds available in 5126: 2/15/13  Budget Transfer Required: \_\_\_\_\_  
Authorized By Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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**PART A: General Information**

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

Employee Name: <i>Yvette Escobar</i>	Expected completion date of assignment: <b>March 31, 2013</b>	Effective Date: <i>Jan 01, 2013</i>	Expiration Date: <b>March 31, 2013</b>
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Position Title (comparable to a permanent position with similar duties): <b>ACCT ASST HOT CHECK</b>	Proposed Hourly Rate: <b>9.86</b>	Hours per Week: <b>40</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>5127.20</b>
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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 for witness coordinator/hot check division, receipting money, filing, data entry, customer service, answering phones, calling witness's for trial**

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: *Carrie Hernandez* Date: *1/28/13*

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: *Julie Gueard* Date: *2/4/13*

**PART E: Temporary Salary Budget Availability:**

Budgeted funds available in 5126: *2/15/13* Authorized By  Budget Transfer Required: \_\_\_\_\_ Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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**PART A: General Information**

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Renewal	Department No: <u>3613</u>	Department Name: <u>JPI-3</u>
Fiscal Year Budget Amount (\$): <u>\$ 12,800.</u>	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <u>Lori L. DeLosSantos</u>	Expected completion date of assignment:	Effective Date: <u>1-1-13</u>	Expiration Date: <u>3-31-13</u>
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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:
<u>Temp JPClerk</u>	<u>\$ 8.50</u>	<u>25</u>	<u>13</u>	<u>2762.50</u>

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: <u>DATA entering of Truancy Cases, answer phones, assist citizens, help other clerks enter traffic tickets and other task as they arise.</u>	Work Hours Per Week
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**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: Judge Robert D. Bledsoe Date: 2-8-13

**PART D: Human Resources Recommendation:**

The hourly salary within required range: Julie Guared Date: 2/11/13

**PART E: Temporary Salary Budget Availability:**

Budgeted funds available in 5126: 2/15/13  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

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

FEB 8 2013

**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>3890</u>	Department Name: <u>MEDICAL EXAMINER</u>
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <u>EMILY I. BRENNAN</u>	Expected completion date of assignment:	Effective Date: <u>1-28-13</u>	Expiration Date: <u>3-31-13</u>
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Position Title (comparable to a permanent position with similar duties): <u>AUTOPSY TECH</u>	Proposed Hourly Rate: <u>12.81</u>	Hours per Week: <u>20</u>	Number of Weeks (maximum of 13): <u>9</u>	Total Salary Requested: <u>2,305.80</u>
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Hourly Salary of Above Position Title at Step 1 14.24 X 90% = 12.81

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: 1/24/13

**PART D: Human Resources Recommendation:**

The hourly salary within required range: [Signature] Date: 2/7/13

**PART E: Temporary Salary Budget Availability:**

Budgeted funds available in 5126: 2/15/13  Budget Transfer Required: \_\_\_\_\_

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

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FEB 1 2013

**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>3890</u>	Department Name: <u>MEDICAL EXAMINER</u>
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <u>ELIZABETH LAWSON</u>	Expected completion date of assignment:	Effective Date: <u>1-28-13</u>	Expiration Date: <u>3-31-13</u>
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Position Title (comparable to a permanent position with similar duties): <u>AUTOPSY TECH</u>	Proposed Hourly Rate: <u>12.81</u>	Hours per Week: <u>20</u>	Number of Weeks (maximum of 13): <u>9</u>	Total Salary Requested: <u>2,305.80</u>
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Hourly Salary of Above Position Title at Step 1 14.24 X 90% = 12.81

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):**

- 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:  Date: 1/27/13

**PART D: Human Resources Recommendation:**

The hourly salary within required range:  Date: 2/6/13

**PART E: Temporary Salary Budget Availability:**

Budgeted funds available in 5126 2/15/13  Budget Transfer Required: \_\_\_\_\_

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

FEB 1 2013