

**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: 3640	Department Name: J.P. #4
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name:	Expected completion date of assignment: May 03, 2013	Effective Date: March 11, 13	Expiration Date: May 6, 13
----------------	--	------------------------------	----------------------------

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:
Clerk	8.50	40 ³⁴	7	2150

Hourly Salary of Above Position Title at Step 1: 11.25

Hourly Rate: 11.25 X 90% = 10.12

Maximum Hourly Salary for Temporary Worker: 10.12

Total Salary Requested: \$2142

Provide the following information for this position:

Job Duties, Responsibilities and Skills:	Work Hours Per Week
Filing cases, telephones, receipting payments.	40

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: Siobhan Allen Job Title: Court Admin. Secretary
- Special Project - Estimated Duration: March 11 - May 6
If project previously authorized, specify percentage of project completed to date: _____

PART C: Department Authorization

Elected Official/Department Head: [Signature] Date: 3/4/13

PART D: Human Resources Recommendation:

The hourly salary within required range: Julie Guard Date: 3/28/13

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: _____ Budget Transfer Required: Pending BCO #12 Date: 3/4/13

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

RECEIVED

MAR 4 2013