

**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: <u>1200</u>	Department Name: <u>Tax A/c</u>
Fiscal Year Budget Amount (\$): <u>\$ 23,500</u>	Actual + Encumbered (\$): <u>15,692.</u>	Available Balance (\$): <u>7808.00</u>

Employee Name:	Expected completion date of assignment: <u>8-30-13</u>	Effective Date: <u>4-15-13</u>	Expiration Date: <u>7-19-13</u>
----------------	---	-----------------------------------	------------------------------------

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>Temporary Clerk</u>	<u>10.00</u>	<u>40</u>	<u>13</u>	<u>\$ 5,200.00</u>

Hourly Salary of Above Position Title at Step 1 12.10 X 90% = 11.61

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>Motor Vehicle Registrations - Process Mail</u>	<u>40</u>
<u>Answer Phones - Relief of employees on vacation</u>	

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

- 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:  Date: 4/5/13

**PART D: Human Resources Recommendation:**

The hourly salary within required range: Julie Grand Date: 4/9/13

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

- Budgeted funds available in 5126: By 4/19/13  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

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

**RECEIVED**

APR 8 2013

**RECEIVED**

APR 17 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 checked="" type="checkbox"/> Renewal	Department No: <u>1301</u>	Department Name: <u>Bail Bond Board</u>
Fiscal Year Budget Amount (\$): <u>\$30,000.00</u>	Actual + Encumbered (\$): <u>\$6261.35</u>	Available Balance (\$): <u>23,738.65</u>

Employee Name: <u>Elizabeth Rodriguez</u>	Expected completion date of assignment: <u>09/30/13</u>	Effective Date: <u>04/01/13</u>	Expiration Date: <u>06/30/13</u>
--	--	------------------------------------	-------------------------------------

Position Title (comparable to a permanent position with similar duties): <u>Bail Bond Clerk</u>	Proposed Hourly Rate: <u>10.13</u>	Hours per Week: <u>40</u>	Number of Weeks (maximum of 13): <u>13</u>	Total Salary Requested: <u>\$,267.60</u>
--	---------------------------------------	------------------------------	---	---

Hourly Salary of Above Position Title at Step 1 11.25 X 90% = 10.13

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>Update bail bond liabilities for sureties &amp; bond attorneys, provide administrative support for the Bail Bond Board.</u>	<u>40</u>

**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 09/30/13  
If project previously authorized, specify percentage of project completed to date: \_\_\_\_\_

**PART C: Department Authorization**

Elected Official/Department Head: [Signature] Date: 03/29/13

**PART D: Human Resources Recommendation:**

The hourly salary within required range: [Signature] Date: 4/8/13

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

- Budgeted funds available in 5126: 4/19/13  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

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

**RECEIVED**

MAR 29 2013

**NUECES COUNTY  
TEMPORARY WORKER REQUEST WORKSHEET**

**PART A: General Information**

<input checked="" type="checkbox"/> New or Renewal	Department No: 1391	Department Name: County Library
--	------------------------	------------------------------------

Employee Name & Employee #:  Monica Saldana	Expected completion date of assignment:  07/30/2013	Effective Date:  04/13/2013	Expiration Date:  07/30/2013
---	---	-----------------------------------	------------------------------------

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:
Temporary Library Clerk	\$7.50	10	13 weeks	\$975.00

Hourly Salary of Above Position Title at Step 1      \$8.40      X 90%      = \$7.50

Hourly Rate      Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills: \_\_\_\_\_

Work Hours Per Week

Process library cards for new patrons, shelf books, check-in materials, checkout materials to patrons.      10

---

Process new materials, assist staff in the circulation area and patrons in the computer area.

**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 60 weeks

If project previously authorized, specify percentage of project completed to date: 10%

**PART C: Department Authorization**

Elected Official/Department Head: [Signature] Date: 03/30/2013  
Ida Gonzalez-Garza, County Library Director

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: [Signature] Date: 4/8/13

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

Budgeted funds available in 5126: 4/19/13 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: _____
---	---

**RECEIVED**

APR 4 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 checked="" type="checkbox"/> Renewal	Department No: <u>3613</u>	Department Name: <u>JPI-3</u>
Fiscal Year Budget Amount (\$): <u>\$12,800.00</u>	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <u>Lori L. DeLosSantos</u>	Expected completion date of assignment:	Effective Date: <u>4-1-13</u>	Expiration Date: <u>6-30-13</u>
--	---	----------------------------------	------------------------------------

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 JP Clerk</u>	<u>\$8.50</u>	<u>25</u>	<u>13</u>	<u>2,762.50</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:

Work Hours Per Week

Data entering of Truancy Cases, answer phones  
assist citizens, help other clerks enter traffic tickets  
and other tasks as they arise.

**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: Robert Baldy Balderas Date: 4-1-13

**PART D: Human Resources Recommendation:**

The hourly salary within required range: Julie Guent Date: 4/8/13

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

Budgeted funds available in 5126: 4/19/13  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

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

**RECEIVED**

APR 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 checked="" type="checkbox"/> New or <input type="checkbox"/> Renewal	Department No: <u>3655</u>	Department Name: <u>JP Pct. 5 Place 2</u>
Fiscal Year Budget Amount (\$): <u>\$ 8840.00</u>	Actual + Encumbered (\$):	Available Balance (\$): <u>\$ 6,005.62</u>

Employee Name: <u>DONNA KAY FATHEREE</u>	Expected completion date of assignment: <u>9-30-2013</u>	Effective Date: <u>4-1-2013</u>	Expiration Date:
---	---	------------------------------------	------------------

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>TEMPORARY COURT CLERK</u>	<u>\$ 8.50</u>	<u>20</u>	<u>13</u>	<u>\$ 2210.00</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:

Work Hours Per Week

DATA ENTRY, ANSWER TELEPHONE, GREET + ASSIST PUBLIC IN OUR OFFICE. Prepare documents + ASSIST IN ALL CLERICAL FUNCTION REQUESTED BY THE JUDGE

**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:

DA DUE TO DETERMINATION OF TWO FULL TIME EMPLOYEES BY COMMISSIONERS COURT AND THE COMMISSIONERS COURT APPROVAL FOR A TEMPORARY POSITION

Elected Official/Department Head: [Signature] Date: 4-03-13

**PART D: Human Resources Recommendation**  
 The hourly salary within required range: [Signature] Date: 4/8/13

**PART E: Temporary Salary Budget Availability:**  
 Budgeted funds available in 5126: 4/19/13  Budget Transfer Required: \_\_\_\_\_  
Authorized By [Signature] Authorized By \_\_\_\_\_

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

**RECEIVED**

APR 4 2013