

**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 Renewal	Department No: 0182	Department Name: Bob Hall Pier Operations / Coastal Parks
Fiscal Year Budget Amount (\$): \$45,000.00	Actual + Encumbered (\$): \$7,934.74	Available Balance (\$): \$37,065.26

Employee Name: Vacant	Expected completion date of assignment: Indefinitely – Coastal Parks taking over pier gate operations at Bob Hall Pier	Effective Date: May 15, 2013	Expiration Date: June 30, 2013
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Position Title (comparable to a permanent position with similar duties): Intermediate Clerk	Proposed Hourly Rate: \$9.22	Hours per Week: 40	Number of Weeks (maximum of 13): <del>13</del> 7 <sup>15</sup>	Total Salary Requested: <del>\$4,794.40</del>
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Hourly Salary of Above Position Title at Step 1      10.24      X 90%      =      9.22

Hourly Rate      Maximum Hourly Salary for Temporary Worker

**\$ 2581.60**

OS

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

Work Hours Per Week

Take gate fees and sell bait, tackle and fishing pole rental.

40

**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):  
Vacant Positions    Job Title: \_\_\_\_\_

Special Project

If project previously authorized, specify percentage of project completed to date: \_\_\_\_\_

**PART C: Department Authorization**

Elected Official/Department Head: *[Signature]*      Date: 5/8/13

**PART D: Human Resources Recommendation:**

- Base hourly salary within required range: *Julie Guard*      Date: 5/13/13

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

- Budgeted funds available in 5126: 5/17/13       Budget Transfer Required: \_\_\_\_\_

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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MAY 09 2013

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<input checked="" type="checkbox"/> New or Renewal	Department No: 0182	Department Name: Bob Hall Pier Operations / Coastal Parks
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Hourly Rate      Maximum Hourly Salary for Temporary Worker

**\$ 2581.60**

JIS

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

Work Hours Per Week

Take gate fees and sell bait, tackle and fishing pole rental.	40
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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):  
Vacant Positions    Job Title: \_\_\_\_\_

Special Project  
If project previously authorized, specify percentage of project completed to date: \_\_\_\_\_

**PART C: Department Authorization**

Elected Official/Department Head: *Rebecca Spalding*      Date: 5/8/13

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: *Julie Guard*      Date: 5/13/13

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

Budgeted funds available in 5126: *As of 5/7/13*       Budget Transfer Required: \_\_\_\_\_

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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Hourly Salary of Above Position Title at Step 1      10.24      X 90%      =      9.22

Hourly Rate      Maximum Hourly Salary for Temporary Worker

**\$2581.60**

J5

Provide the following information for this position:

Job Duties, Responsibilities and Skills:  Take gate fees and sell bait, tackle and fishing pole rental.	Work Hours Per Week:  40
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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):  
Vacant Positions    Job Title: \_\_\_\_\_

Special Project  
If project previously authorized, specify percentage of project completed to date: \_\_\_\_\_

**PART C: Department Authorization**

Elected Official/Department Head: *Renata ...* Date: 5/8/13

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: *Julie Guend* Date: 5/13/13

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

Budgeted funds available in 5126: 5/17/13  Budget Transfer Required: \_\_\_\_\_  
Authorized By      Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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Hourly Salary of Above Position Title at Step 1      10.24      X 90%      =      9.22

Hourly Rate

Maximum Hourly Salary for Temporary Worker

**\$2581.60** *80*

Provide the following information for this position:

Job Duties, Responsibilities and Skills:

Work Hours Per Week

Take gate fees and sell bait, tackle and fishing pole rental.

40

**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):  
Vacant Positions    Job Title: \_\_\_\_\_

**Special Project**

If project previously authorized, specify percentage of project completed to date: \_\_\_\_\_

**PART C: Department Authorization**

Elected Official/Department Head: *[Signature]*      Date: 5/8/13

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: *[Signature]*      Date: 5/13/13

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

Budgeted funds available in 5126: 5/17/13       Budget Transfer Required: \_\_\_\_\_  
Authorized By      Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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NCF-13 (12/02) (Rev 07/09; 8/10)

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Hourly Rate      Maximum Hourly Salary for Temporary Worker

\$2581.60 *rs*

Provide the following information for this position:

Job Duties, Responsibilities and Skills:	Work Hours Per Week
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**PART B: Reason Temporary Worker is Requested (please check one):**

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- Replacing regular employee on leave (please provide name and job title of absent employee):  
Vacant Positions Job Title: \_\_\_\_\_

Special Project  
If project previously authorized, specify percentage of project completed to date: \_\_\_\_\_

**PART C: Department Authorization**

Elected Official/Department Head: *Renetta Hall* Date: 5/8/13

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: *Julie Guend* Date: 5/13/13

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

Budgeted funds available in 5126: *5/17/13* Authorized By  Budget Transfer Required: \_\_\_\_\_ Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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MAY 09 2013

**NUECES COUNTY  
TEMPORARY WORKER REQUEST WORKSHEET**

**PART A: General Information**

<input checked="" type="checkbox"/> New or <input type="checkbox"/> Renewal	Department No: 3621	Department Name: JP2-1
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Employee Name: <b>VACANT</b>	Expected completion date of assignment:	Effective Date: 6-3-13	Expiration Date: <b>6-30-13</b>
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Position Title (comparable to a permanent position with similar duties): <b>JP Court Clerk</b>	Proposed Hourly Rate: 10.00	Hours per Week: 36	Number of Weeks (maximum of 13): <b>4</b>	Total Salary Requested: <b>1,440.00</b>
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Hourly Salary of Above Position Title at Step 1 11.25 X 90% = 10.12

Hourly Rate  Maximum Hourly Salary for Temporary Worker

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

Work Hours Per Week

Define and correct issues on converted cases. Prepare and report cases to collections (OmniBase and Linebarger).

36

**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: *Janice Steiner* Date: *5/22/13*

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: *Julie Guord* Date: *5/22/13*

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

Budgeted funds available in 5126: \_\_\_\_\_ Authorized By \_\_\_\_\_

Budget Transfer Required: *5/22/13* Authorized By *Pendray BCO#16*

**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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# NUECES COUNTY TEMPORARY WORKER REQUEST WORKSHEET

**PART A: General Information**

<input checked="" type="checkbox"/> New or <input type="checkbox"/> Renewal	Department No: 3621	Department Name: JP2-1
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Employee Name: <b>VACANT</b>	Expected completion date of assignment:	Effective Date: <b>7-1-13</b>	Expiration Date: 8-30-13
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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:
JP Court Clerk	10.00	36	9	3,240.00

Hourly Salary of Above Position Title at Step 1 11.25 X 90% = 10.12

Hourly Rate  Maximum Hourly Salary for Temporary Worker

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

Work Hours Per Week

Define and correct issues on converted cases. Prepare and report cases to collections (OmniBase and Linebarger).

36

**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: *Janice Steiner* Date: 5/22/13

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: *Julie Guard* Date: 5/22/13

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

Budgeted funds available in 5126: \_\_\_\_\_ Authorized By \_\_\_\_\_  Budget Transfer Required: *By 5/22/13* Authorized By *Pending BLOT#16*

**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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