

**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: <b>1240</b>	Department Name: <b>INFORMATION TECHNOLOGY</b>
Fiscal Year Budget Amount (\$): <b>\$25,920.00</b>	Actual + Encumbered (\$): <b>\$13,186.63</b>	Available Balance (\$): <b>\$12,733.37</b>

Employee Name: <b>MICHAEL A. SMITH</b>	Expected completion date of assignment:	Effective Date: <b>7/01/2013</b>	Expiration Date: <b>9-30-13</b>
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Position Title (comparable to a permanent position with similar duties) <b>DATA COORDINATOR - TEMP</b>	Proposed Hourly Rate: <b>\$13.37</b>	Hours per Week: <b>24</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>\$4,171.44</b>
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Hourly Salary of Above Position Title at Step 1 **\$14.85** X 90% = **\$13.37**

Hourly Rate  Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills: PREPARE DOCUMENTS FOR SHREDDING. REMOVE BINDERS, STAPLES, COVERS, PAPER CLIPS AND SORT PRIOR TO SHREDDING.	Work Hours Per Week AS REQUIRED
PERFORM HOUSEKEEPING DUTIES, SWEEP, MOP, DUST UPDATE STOCK. FILE RECORDS AND BOXES, ANSWER PHONE, MAKE COPIES, SEND AND RECEIVE FAXES.	AS REQUIRED

**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: 8/14/13

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guard Date: 8/20/13

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

Budgeted funds available in 5126: 8/22/13  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

<b>RECEIVED</b> Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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AUG 15 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: <b>1470</b>	Department Name: <b>RECORDS WAREHOUSE</b>
Fiscal Year Budget Amount (\$): \$36,000.00	Actual + Encumbered (\$): \$22,803.99	Available Balance (\$): \$13,196.01

Employee Name: <b>BOBBY TAMEZ</b>	Expected completion date of assignment:	Effective Date: <b>07/01/2013</b>	Expiration Date: <b>9/30/13</b>
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Position Title (comparable to a permanent position with similar duties) <b>RECORDS CLERK - TEMP</b>	Proposed Hourly Rate: <b>\$9.18</b>	Hours per Week: <b>20</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>\$2,386.80</b>
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Hourly Salary of Above Position Title at Step 1 **\$10.20** X 90% = **\$9.18**

Hourly Rate  Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills: PREPARE DOCUMENTS FOR SHREDDING. REMOVE BINDERS, STAPLES, COVERS, PAPER CLIPS AND SORT PRIOR TO SHREDDING.	Work Hours Per Week AS REQUIRED
PERFORM HOUSEKEEPING DUTIES, SWEEP, MOP, DUST UPDATE STOCK. FILE RECORDS AND BOXES, ANSWER PHONE, MAKE COPIES, SEND AND RECEIVE FAXES.	AS REQUIRED

**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: 8/14/13

**PART D: Human Resources Recommendation:**

Base hourly salary within required range:  Date: 8/20/13

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

Budgeted funds available in 5126: 8/23/13  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

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

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Renewal	Department No: <b>1470</b>	Department Name: <b>RECORDS WAREHOUSE</b>
Fiscal Year Budget Amount (\$): <b>\$36,000</b>	Actual + Encumbered (\$): <b>\$22,803.99</b>	Available Balance (\$): <b>\$13,196.01</b>

Employee Name: <b>MANUEL V. VELASCO</b>	Expected completion date of assignment:	Effective Date: <b>07/01/2013</b>	Expiration Date: <b>9-30-13</b>
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Position Title (comparable to a permanent position with similar duties) <b>RECORDS CLERK - TEMP</b>	Proposed Hourly Rate: <b>\$9.18</b>	Hours per Week: <b>40</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>\$4,773.60</b>
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Hourly Salary of Above Position Title at Step 1 **\$10.20** X 90% = **\$9.18**

Hourly Rate  Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills: PREPARE DOCUMENTS FOR SHREDDING. REMOVE BINDERS, STAPLES, COVERS, PAPER CLIPS AND SORT PRIOR TO SHREDDING.	Work Hours Per Week AS REQUIRED
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- 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: **8/14/13**

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guend Date: **8/20/13**

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

Budgeted funds available in 5126: 8/23/13  Budget Transfer Required: \_\_\_\_\_

<b>RECEIVED</b>	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: <b>1470</b>	Department Name: <b>RECORDS WAREHOUSE</b>
Fiscal Year Budget Amount (\$): <b>\$36,000.00</b>	Actual + Encumbered (\$): <b>\$16,302.72</b>	Available Balance (\$): <b>\$19,697.28</b>

Employee Name: <b>SARAH A. CERVANTES</b>	Expected completion date of assignment:	Effective Date: <b>7/01/2013</b>	Expiration Date: <b>9-30-13</b>
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Position Title (comparable to a permanent position with similar duties) <b>RECORDS CLERK - TEMP</b>	Proposed Hourly Rate: <b>\$9.18</b>	Hours per Week: <b>20</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>\$2,386.80</b>
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Hourly Salary of Above Position Title at Step 1 **\$10.20** X 90% = **\$9.18**

Hourly Rate  Maximum Hourly Salary for Temporary Worker

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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: 8/14/13

**PART D: Human Resources Recommendation:**

Base hourly salary within required range:  Date: 8/20/13

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

Budgeted funds available in 5126: 8/23/13  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: <b>1470</b>	Department Name: <b>RECORDS WAREHOUSE</b>
Fiscal Year Budget Amount (\$): <b>\$36,000.00</b>	Actual + Encumbered (\$): <b>\$22,803.99</b>	Available Balance (\$): <b>\$13,196.01</b>

Employee Name: <b>RITA M. HERNANDEZ</b>	Expected completion date of assignment:	Effective Date: <b>7/01/2013</b>	Expiration Date: <b>9-30-13</b>
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Position Title (comparable to a permanent position with similar duties) <b>RECORDS CLERK - TEMP</b>	Proposed Hourly Rate: <b>\$9.18</b>	Hours per Week: <b>20</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>\$2,386.80</b>
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Hourly Salary of Above Position Title at Step 1 **\$10.20** X 90% = **\$9.18**

Hourly Rate  Maximum Hourly Salary for Temporary Worker

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- 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: 8/14/13

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Grand Date: 8/20/13

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

Budgeted funds available in 5126: 8/23/13  Budget Transfer Required: \_\_\_\_\_

<b>RECEIVED</b>	Authorized By _____	Authorized By _____
Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:	

AUG 15 2013

NCF-13 (12/02) (Rev 07/09; 8/10)