

**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>0131</b>	Department Name: <b>RECORDS IMAGING</b>
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <b>BRITTANY RODRIGUEZ</b>	Expected completion date of assignment:	Effective Date: <b>10/01/2012</b>	Expiration Date: <b>12-31-12</b>
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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:
<b>DOCUMENT/SCANNING/INDEXING CLERK - TEMP</b>	<b>\$8.26</b>	<b>40</b>	<b>13</b>	<b>\$4,295.20</b>

Hourly Salary of Above Position Title at Step 1 **\$9.18** X 90% = **\$8.26**

Hourly Rate  Maximum Hourly Salary for Temporary Worker


Provide the following information for this position:

Job Duties, Responsibilities and Skills: SEPARATING AND PREPARING DOCUMENT FOR SCANNING. SORTING DOCUMENTS INTO BATCHES AND MAINTAINING PROPER ORDER AND SEQUENCE.	Work Hours Per Week AS REQUIRED
COLLATING SCANNED DOCUMENTS AND RE-FILEING INTO ORIGINAL FOLDERS AND BINDERS.	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: 10/10/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Gueard Date: 10/11/12

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

Budgeted funds available in 5126: 11/2/12  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

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

OCT 10 2012

**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 (\$):	Available Balance (\$): <u>\$ 23,500</u>

Employee Name:	Expected completion date of assignment: <u>2-15-13</u>	Effective Date: <u>10-8-12</u>	Expiration Date: <u>1-14-13</u>
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Position Title (comparable to a permanent position with similar duties): <u>Temporary Clerk</u>	Proposed Hourly Rate: <u>\$10.00</u>	Hours per Week: <u>40</u>	Number of Weeks (maximum of 13): <u>13</u>	Total Salary Requested: <u>\$5,200</u>
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Hourly Salary of Above Position Title at Step 1 12.10 X 90% = 10.89

Hourly Rate Maximum Hourly Salary for Temporary Worker

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

<u>Processing mail for Tax Season</u>	Work Hours Per Week <u>40</u>
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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: *Velma Perez* Date: 8/24/12

**PART D: Human Resources Recommendation:**

The hourly salary within required range: *Julie Guend* Date: 10/12/12

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

Budgeted funds available in 5126: By 11/2/12  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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**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 (\$):	Available Balance (\$): <u>\$ 23,500</u>

Employee Name:	Expected completion date of assignment: <u>2-15-13</u>	Effective Date: <u>10-8-12</u>	Expiration Date: <u>1-14-13</u>
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Position Title (comparable to a permanent position with similar duties): <u>Temporary Clerk</u>	Proposed Hourly Rate: <u>\$ 10.00</u>	Hours per Week: <u>40</u>	Number of Weeks (maximum of 13): <u>13</u>	Total Salary Requested: <u>\$5,200</u>
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Hourly Salary of Above Position Title at Step 1 12.10 X 90% = 10.89

Hourly Rate Maximum Hourly Salary for Temporary Worker

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

<u>Processing mail for Tax Season</u>	Work Hours Per Week <u>40</u>
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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: *Veronica Perez* Date: 8-24-12

**PART D: Human Resources Recommendation:**

The hourly salary within required range: *Julie Gueda* Date: 10/12/12

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

- Budgeted funds available in 5126: 8/11/12  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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**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 (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <b>MICHAEL A. SMITH</b>	Expected completion date of assignment:	Effective Date: <b>10/01/2012</b>	Expiration Date: <b>12-31-12</b>
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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:
<b>DATA COORDINATOR - TEMP</b>	<b>\$13.37</b>	<b>24</b>	<b>13</b>	<b>\$4,171.44</b>

Hourly Salary of Above Position Title at Step 1 **\$14.85** X 90% = **\$13.37**

Hourly Rate  Maximum Hourly Salary for Temporary Worker

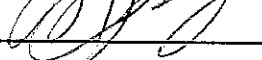
Provide the following information for this position:

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: 10/10/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guard Date: 10/11/12

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

Budgeted funds available in 5126: 11/2/12  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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OCT 10 2012

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

**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>1270</u>	Department Name: <u>Purchasing</u>
Fiscal Year Budget Amount (\$): <u>2,160</u>	Actual + Encumbered (\$): <u>0</u>	Available Balance (\$): <u>\$2,160</u>

Employee Name: <u>N/A</u>	Expected completion date of assignment: <u>11/31/13</u>	Effective Date: <u>11/19/12</u>	Expiration Date: <u>11/1/13</u> <i>due to holidays</i>
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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>Intermediate Clerk</u>	<u>9.21</u>	<u>30hrs</u>	<u>7</u>	<u>1,934.10</u>

Hourly Salary of Above Position Title at Step 1 10.24 X 90% = 9.21

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
<u>answer phone, receive people, print purchase order, file, fax purchase order</u>	<u>30hrs</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 Romeo Ramirez Job Title: Inventory Specialist
- Special Project – Estimated Duration \_\_\_\_\_  
If project previously authorized, specify percentage of project completed to date: \_\_\_\_\_

**PART C: Department Authorization**

Elected Official/Department Head: Donna R. Saenz Date: 10/29/12

**PART D: Human Resources Recommendation:**

The hourly salary within required range: Julie Guad Date: 10/30/12

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

- Budgeted funds available in 5126: by 11/2/12  Budget Transfer Required: \_\_\_\_\_
- Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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**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>1304</b>	Department Name: <b>COUNTY RECORDS MANAGEMENT</b>
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <b>JULIAN A. GARCIA</b>	Expected completion date of assignment:	Effective Date: <b>10/01/2012</b>	Expiration Date: <b>12-31-12</b>
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Position Title (comparable to a permanent position with similar duties) <b>RECORDS CLERK - TEMP</b>	Proposed Hourly Rate: <b>\$9.50</b>	Hours per Week: <b>40</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>\$4,940.00</b>
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Hourly Salary of Above Position Title at Step 1 **\$10.55** X 90% = **\$9.50**

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: \_\_\_\_\_

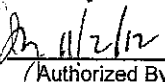
**PART C: Department Authorization**

Elected Official/Department Head:  Date: 10/10/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range:  Date: 10/11/12

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

- Budgeted funds available in 5126:   Budget Transfer Required: \_\_\_\_\_

Date Temporary Position Was First Authorized:	Authorized By _____	Date Approved in Commissioners Court:	Authorized By _____
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**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>1304</b>	Department Name: <b>COUNTY RECORDS MANAGEMENT</b>
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <b>OLIVIA A. RAMIREZ</b>	Expected completion date of assignment:	Effective Date: <b>10/01/2012</b>	Expiration Date: <b>12-31-12</b>
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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:
<b>RECORDS CLERK - TEMP</b>	<b>\$9.50</b>	<b>40</b>	<b>13</b>	<b>\$4,940.00</b>

Hourly Salary of Above Position Title at Step 1 10.55 X 90% = \$9.50

Hourly Rate  Maximum Hourly Salary for Temporary Worker

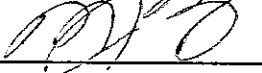
Provide the following information for this position:

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: 10/10/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guend Date: 10/11/12

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

Budgeted funds available in 5126: 11/2/12  Budget Transfer Required: \_\_\_\_\_

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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OCT 10 2012

**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>1304</b>	Department Name: <b>COUNTY RECORDS MANAGEMENT</b>
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <b>RODOLFO L. HERNANDEZ</b>	Expected completion date of assignment:	Effective Date: <b>10/01/2012</b>	Expiration Date: <b>12-31-12</b>
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Position Title (comparable to a permanent position with similar duties) <b>RECORDS CLERK - TEMP</b>	Proposed Hourly Rate: <b>\$10.42</b>	Hours per Week: <b>40</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>\$5,418.40</b>
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Hourly Salary of Above Position Title at Step 1 **\$11.58** X 90% = **\$10.42**

Hourly Rate  Maximum Hourly Salary for Temporary Worker

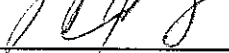
Provide the following information for this position:

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: 10/10/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guard Date: 10/11/12

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

Budgeted funds available in 5126: 10/12/12  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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OCT 10 2012

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



**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 (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <b>BOBBY TAMEZ</b>	Expected completion date of assignment:	Effective Date: <b>10/01/2012</b>	Expiration Date: <b>12-31-12</b>
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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:
<b>RECORDS CLERK - TEMP</b>	<b>\$9.18</b>	<b>20</b>	<b>13</b>	<b>\$2,386.80</b>

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: 10/10/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guevara Date: 10/11/12

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

Budgeted funds available in 5126: 10/12/12  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_ Authorized By \_\_\_\_\_

<b>Date Temporary Position Was First Authorized:</b> <b>RECEIVED</b>	<b>Date Approved in Commissioners Court:</b>
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OCT 10 2012

**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 (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <b>RITA M. HERNANDEZ</b>	Expected completion date of assignment:	Effective Date: <b>10/01/2012</b>	Expiration Date: <b>12-31-12</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

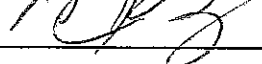
Provide the following information for this position:

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: \_\_\_\_\_

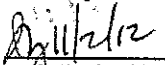
**PART C: Department Authorization**

Elected Official/Department Head:  Date: 10/10/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range:  Date: 10/11/12

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

Budgeted funds available in 5126:   Budget Transfer Required: \_\_\_\_\_

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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OCT 10 2012

**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 (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <b>MANUEL V. VELASCO</b>	Expected completion date of assignment:	Effective Date: <b>10/01/2012</b>	Expiration Date: <b>12-31-12</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

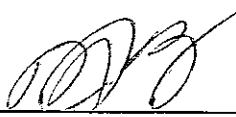
Provide the following information for this position:

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
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: \_\_\_\_\_

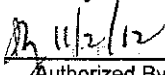
**PART C: Department Authorization**

Elected Official/Department Head:  Date: 10/10/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range:  Date: 10/11/12

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

Budgeted funds available in 5126:   Budget Transfer Required: \_\_\_\_\_  
Authorized By  Authorized By

Date Temporary Position Was First Authorized: <b>RECEIVED</b>	Date Approved in Commissioners Court:
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OCT 10 2012

**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 (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: <b>SARAH A. CERVANTES</b>	Expected completion date of assignment:	Effective Date: <b>10/01/2012</b>	Expiration Date: <b>12-31-12</b>
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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:
<b>RECORDS CLERK - TEMP</b>	<b>\$9.18</b>	<b>20</b>	<b>13</b>	<b>\$2,386.80</b>

Hourly Salary of Above Position Title at Step 1 **\$10.20** X 90% = **\$9.18**

Hourly Rate  Maximum Hourly Salary for Temporary Worker

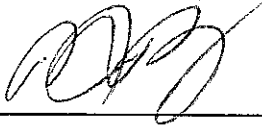
Provide the following information for this position:

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: 10/01/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guard Date: 10/11/12

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

Budgeted funds available in 5126: 10/11/12  Budget Transfer Required: \_\_\_\_\_  
Authorized By \_\_\_\_\_

Date Temporary Position Was First Authorized: <b>RECEIVED</b>	Date Approved in Commissioners Court: Authorized By _____
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OCT 10 2012

**NUECES COUNTY**  
**TEMPORARY WORKERS 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>3710</b>	Department Name: Identification
Fiscal Year Budget Amount (\$): <b>\$7,001.80</b>	Actual + Encumbered (\$): <b>\$2,633.80</b>	Available Balance (\$): <b>\$4,368.00</b>

Employee Name: <b>Michael A. Silvas (10454)</b>	Expected completion date of assignment: <b>N/A</b>	Effective Date: <b>10/01/12</b>	Expiration Date: <b>12-31-12</b>
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Position Title (comparable to a permanent position with similar duties): <b>ID Clerk</b>	Proposed Hourly Rate: <b>10.13</b>	Hours per Week: <b>20</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>2,633.80</b>
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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

Fingerprints and takes mugshots when processing inmates, establishes and maintains records and files, ensuring that records are accurate and maintained in a confidential and secure manner, conducts background checks and performs other clerical duties, etc.

**20 HOURS**

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

**Part C: Department Authorization**

Elected Official/Department Head: J S Salas Date: 10/11/2012

**Part D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guard Date: 10/12/12

**Part E: Temporary Salary Budget Availability:**

Budgeted funds available in 5126: \_\_\_\_\_  Budget Transfer Required: by 11/6/12  
 Authorized By Pending Blotter Authorized By \_\_\_\_\_

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

OCT 12 2012

**NUECES COUNTY**  
**TEMPORARY WORKERS 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>3710</b>	Department Name: Identification
Fiscal Year Budget Amount (\$): <b>\$9,635.60</b>	Actual + Encumbered (\$): <b>\$2,633.80</b>	Available Balance (\$): <b>\$7,001.80</b>

Employee Name: <b>Mary H. Killingsworth (09642)</b>	Expected completion date of assignment: <b>N/A</b>	Effective Date: <b>10/01/12</b>	Expiration Date: <b>12-31-12</b>
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Position Title (comparable to a permanent position with similar duties): <b>ID Clerk</b>	Proposed Hourly Rate: <b>10.13</b>	Hours per Week: <b>20</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>2,633.80</b>
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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**

Fingerprints and takes mugshots when processing inmates, establishes and maintains records and files, ensuring that records are accurate and maintained in a confidential and secure manner, conducts background checks and performs other clerical duties, etc.	<b>20 HOURS</b>
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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 **13 WEEKS**  
 If project previously authorized, specify percentage of project completed to date: \_\_\_\_\_

**Part C: Department Authorization**

Elected Official/Department Head: *J. L. Sahn* Date: 10/11/2012

**Part D: Human Resources Recommendation:**

Base hourly salary within required range: *Julie Guard* Date: 10/12/12

**Part E: Temporary Salary Budget Availability:**

Budgeted funds available in 5126: \_\_\_\_\_  Budget Transfer Required: *By 11/6/12*  
 Authorized By: *Pending b/w #2* Authorized By: \_\_\_\_\_

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

OCT 12 2012

**NUECES COUNTY**  
**TEMPORARY WORKERS 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>3710</b>	Department Name: Identification
Fiscal Year Budget Amount (\$): <b>\$12,269.40</b>	Actual + Encumbered (\$): <b>\$2,633.80</b>	Available Balance (\$): <b>\$9,635.60</b>

Employee Name: <b>Philip E. Griffin (10367)</b>	Expected completion date of assignment: <b>N/A</b>	Effective Date: <b>10/01/12</b>	Expiration Date: <b>12-31-12</b>
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Position Title (comparable to a permanent position with similar duties): <b>ID Clerk</b>	Proposed Hourly Rate: <b>10.13</b>	Hours per Week: <b>20</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>2,633.80</b>
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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

Fingerprints and takes mugshots when processing inmates, establishes and maintains records and files, ensuring that records are accurate and maintained in a confidential and secure manner, conducts background checks and performs other clerical duties, etc.	<b>20 HOURS</b>
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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 13 WEEKS  
 If project previously authorized, specify percentage of project completed to date: \_\_\_\_\_

**Part C: Department Authorization**

Elected Official/Department Head: J. S. Schum Date: 10/11/2012

**Part D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guenzel Date: 10/12/12

**Part E: Temporary Salary Budget Availability:**

Budgeted funds available in 5126: \_\_\_\_\_  Budget Transfer Required: 11/6/12  
 Authorized By \_\_\_\_\_ Authorized By Pending BO #2

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

OCT 12 2012

**NUECES COUNTY**  
**TEMPORARY WORKERS 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>3710</b>	Department Name: Identification
Fiscal Year Budget Amount (\$): <b>\$14,903.20</b>	Actual + Encumbered (\$): <b>\$2,633.80</b>	Available Balance (\$): <b>\$12,269.40</b>

Employee Name: <b>Joshua Carreon (10294)</b>	Expected completion date of assignment: <b>N/A</b>	Effective Date: <b>10/01/12</b>	Expiration Date: <b>12-31-12</b>
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Position Title (comparable to a permanent position with similar duties): <b>ID Clerk</b>	Proposed Hourly Rate: <b>10.13</b>	Hours per Week: <b>20</b>	Number of Weeks (maximum of 13): <b>13</b>	Total Salary Requested: <b>2,633.80</b>
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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**

Fingerprints and takes mugshots when processing inmates, establishes and maintains records and files, ensuring that records are accurate and maintained in a confidential and secure manner, conducts background checks and performs other clerical duties, etc.

**20 HOURS**

**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 **13 WEEKS**

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

**Part C: Department Authorization**

Elected Official/Department Head: *J. S. Bahr* Date: 10/11/2012

**Part D: Human Resources Recommendation:**

- Base hourly salary within required range: *Julie Guad* Date: 10/12/12

**Part E: Temporary Salary Budget Availability:**

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

Budget Transfer Required: *Pending 6/2* *11/6/12*

Authorized By \_\_\_\_\_

Authorized By \_\_\_\_\_

Date Temporary Position Was First Authorized: <b>10/01/12</b>	Date Approved in Commissioners Court: <b>10/11/12</b>
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**RECEIVED**

OCT 12 2012



**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: 4190	Department Name: Community Services
Fiscal Year Budget Amount (\$): 15,000	Actual + Encumbered (\$): 15,000	Available Balance (\$): 15,000

Employee Name:	Expected completion date of assignment: N/A	Effective Date: 10/01/2012	Expiration Date: 12/31/2012
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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:
Menu Planner	\$7.25	20	1	\$145.00

Hourly Salary of Above Position Title at Step 1 11.03 X 90% = 9.92

Hourly Rate  Maximum Hourly Salary for Temporary Worker

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

Assist in preparing meals. Assist in cleaning, washing and organizing

Work Hours Per Week

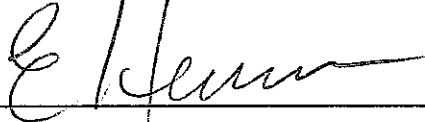
Kitchen duties.

20

**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 Enrique Ortega Job Title: Menu Planner
- Special Project – Estimated Duration \_\_\_\_\_  
If project previously authorized, specify percentage of project completed to date: n/a

**PART C: Department Authorization**

Elected Official/Department Head:  Date: 10/16/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: Julie Guevara Date: 10/30/12

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

Budgeted funds available in 5126: 10/12/12  Budget Transfer Required: \_\_\_\_\_  
Authorized By  Authorized By

Date Temporary Position Was First Authorized: <b>RECEIVED</b>	Date Approved in Commissioners Court:
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OCT 18 2012

**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: 4190	Department Name: Community Services
Fiscal Year Budget Amount (\$): 15,000	Actual + Encumbered (\$): 15,000	Available Balance (\$): 15,000

Employee Name: Mirna Ramirez	Expected completion date of assignment: N/A	Effective Date: 10/01/2012	Expiration Date: 12/31/2012
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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:
Van/Driver/Elderly	\$7.25	20	13	\$1,885

Hourly Salary of Above Position Title at Step 1 11.58 X 90% = 10.42

Hourly Rate  Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills:	Work Hours Per Week
Delivers meals to clients who are homebound in the Banquete area. Duties include maintenance such as sweeping.	
Mopping, cleaning and throwing trash and other assigned duties.	20

**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: n/a

**PART C: Department Authorization**

Elected Official/Department Head: *E. Herrera* Date: 10/26/12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range: *Julie Guend* Date: 10/30/12

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

Budgeted funds available in 5126: *11/2/12*  Budget Transfer Required: \_\_\_\_\_  
Authorized By  Authorized By

Date Temporary Position Was First Authorized: <b>RECEIVED</b>	Date Approved in Commissioners Court:
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OCT 18 2012

**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: 4190	Department Name: Community Services
Fiscal Year Budget Amount (\$): 15,000	Actual + Encumbered (\$): 15,000	Available Balance (\$): 15,000

Employee Name: Silvestre Solis	Expected completion date of assignment: N/A	Effective Date: 10/01/2012	Expiration Date: 12/31/2012
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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:
Van/Driver/Elderly	\$7.25	20	8	\$1,160.00

Hourly Salary of Above Position Title at Step 1 11.58 X 90% = 10.42

Hourly Rate  Maximum Hourly Salary for Temporary Worker

Provide the following information for this position:

Job Duties, Responsibilities and Skills:	Work Hours Per Week
Delivers meals to clients who are homebound in the Bishop area. Duties include maintenance such as sweeping.	
Mopping, cleaning and throwing trash and other assigned duties.	20

**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: n/a

**PART C: Department Authorization**

Elected Official/Department Head:  Date: 10-16-12

**PART D: Human Resources Recommendation:**

Base hourly salary within required range:  Date: 10/30/12

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

Budgeted funds available in 5126: 11/2/12  Budget Transfer Required: \_\_\_\_\_  
Authorized By  Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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OCT 18 2012