

**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: 0170	Department Name: Inland Parks
Fiscal Year Budget Amount (\$): 3,000	Actual + Encumbered (\$): 286.80	Available Balance (\$): 2,613.20

Employee Name: VACANT	Expected completion date of assignment: N/A	Effective Date: 7/01/2013	Expiration Date: 09/30/2013
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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:
Parks Bldg & Grounds Worker I	\$9.67	13.33	12	\$1,547.20

Hourly Salary of Above Position Title at Step 1 10.75 X 90% = 9.67

Hourly Rate Maximum Hourly Salary for Temporary Worker

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

Work Hours Per Week

CUTTING GRASS, FIELD MAINTENANCE AND OTHER MAINTENANCE JOB RELATED DUTIES

Picking and throwing trash.

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):
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. Jew* Date: 6/13/13

PART D: Human Resources Recommendation:

Base hourly salary within required range: *Julie Guend* Date: 10/26/13

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: *by 6/28/13* Budget Transfer Required: _____
Authorized By Authorized By

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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**NUECES COUNTY
TEMPORARY WORKER REQUEST WORKSHEET**

NOTE: Approval in Commissioners Court and budget availability must be verified prior to employee working.

PART A: General Information

New or X Renewal	Department No: 0180	Department Name: Coastal Parks
Fiscal Year Budget Amount (\$): \$40,000.00	Actual + Encumbered (\$): \$0.00	Available Balance (\$): \$40,000

Employee Name: Vacant	Expected completion date of assignment: September 6, 2013	Effective Date: July 1, 2013	Expiration Date: September 6, 2013
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Position Title (comparable to a permanent position with similar duties): Parks/Beach Worker	Proposed Hourly Rate: \$9.68	Hours per Week: 40	Number of Weeks (maximum of 13): 13	Total Salary Requested: \$5,033.60
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Hourly Salary of Above Position Title at Step 1 10.75 X 90% = 9.68

Hourly Rate Maximum Hourly Salary for Temporary Worker

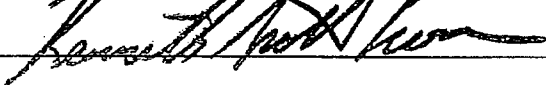
Provide the following information for this position:
Job Duties, Responsibilities and Skills:

Summer help for maintenance in parks. Cleaning restrooms, picking up trash, mowing, weedeating, painting, shoveling sand, turtle patrol, etc.	Work Hours Per Week 40
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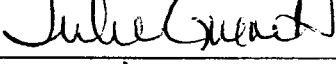
PART B: Reason Temporary Worker is Requested (please check one):

- Unforeseen increase in workload due to statutory or regulatory requirement.
- Replacing regular employee on leave (please provide name and job title of absent employee):
Name _____ Job Title: _____
- Special Project – Estimated Duration September 6, 2013
If project previously authorized, specify percentage of project completed to date: _____

PART C: Department Authorization

Elected Official/Department Head:  Date: 6/10/13

PART D: Human Resources Recommendation:

Base hourly salary within required range:  Date: 6/14/13

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126 2/26/13 Budget Transfer Required: _____
Authorized By _____ Authorized By _____

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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**NUECES COUNTY
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: 1304	Department Name: County Records Management
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: COLENE BLANTON	Expected completion date of assignment:	Effective Date: 06/12/2013	Expiration Date: 6-30-13
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Position Title (comparable to a permanent position with similar duties) RECORDS CLERK - TEMP	Proposed Hourly Rate: \$9.50	Hours per Week: 40	Number of Weeks (maximum of 13): 3	Total Salary Requested: 1,140.00
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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

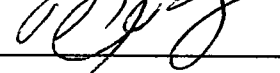
Provide the following information for this position:

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: 6/20/13

PART D: Human Resources Recommendation:

Base hourly salary within required range: Julie Guend Date: 6/26/13

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: By 6/28/13 Budget Transfer Required: _____

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: 1304	Department Name: County Records Management
Fiscal Year Budget Amount (\$):	Actual + Encumbered (\$):	Available Balance (\$):

Employee Name: COLENE BLANTON	Expected completion date of assignment:	Effective Date: 7-1-13	Expiration Date: 9-30-13
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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:
RECORDS CLERK - TEMP	\$9.50	40	13	\$4,940.00

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: 6/20/13

PART D: Human Resources Recommendation:

Base hourly salary within required range:  Date: 6/26/13

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: 6/28/13 Budget Transfer Required: _____
Authorized By _____

Date Temporary Worker Was First Authorized:	Date Approved in Commissioners Court:
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JUN 20 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: 1304	Department Name: County Records Management
Fiscal Year Budget Amount (\$): \$62,400.00	Actual + Encumbered (\$): \$33,634.42	Available Balance (\$): \$28,765.58

Employee Name: NYSSA A. SAENZ	Expected completion date of assignment:	Effective Date: 06/10/2013	Expiration Date: 6-30-13
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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:
RECORDS CLERK - TEMP	\$9.50	40	3	1140.00

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: 6/20/13

PART D: Human Resources Recommendation:

Base hourly salary within required range:  Date: 6/26/13

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: 6/29/13 Budget Transfer Required: _____

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

JUN 20 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: 1304	Department Name: County Records Management
Fiscal Year Budget Amount (\$): \$62,400.00	Actual + Encumbered (\$): \$33,634.42	Available Balance (\$): \$28,765.58

Employee Name: YSSA A. SAENZ	Expected completion date of assignment:	Effective Date: 7-1-13	Expiration Date: 9-30-13
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Position Title (comparable to a permanent position with similar duties) RECORDS CLERK - TEMP	Proposed Hourly Rate: \$9.50	Hours per Week: 40	Number of Weeks (maximum of 13): 13	Total Salary Requested: \$4,940.00
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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: 6/20/13

PART D: Human Resources Recommendation:

Base hourly salary within required range: Julie Guad Date: 6/26/13

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: 6/28/13 Budget Transfer Required: _____
Authorized By _____

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

**NUECES COUNTY
TEMPORARY WORKER REQUEST WORKSHEET**

NOTE: Approval in Commissioners Court and budget availability must be verified prior to employee working.

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PART A: General Information

<input checked="" type="checkbox"/> New or <input type="checkbox"/> Renewal	Department No: <u>3530</u>	Department Name: <u>District Clerk</u>
Fiscal Year Budget Amount (\$): <u>8000.00</u>	Actual + Encumbered (\$): <u>0</u>	Available Balance (\$): <u>8000.00</u>

Employee Name: <u>Augustus Villarreal</u>	Expected completion date of assignment: <u>8-23-13</u>	Effective Date: <u>5-27-13</u>	Expiration Date: <u>8-23-13</u>
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Position Title (comparable to a permanent position with similar duties): <u>Intermediate Clerk</u>	Proposed Hourly Rate: <u>9.04</u>	Hours per Week: <u>32</u>	Number of Weeks (maximum of 13): <u>13</u>	Total Salary Requested: <u>3760.64</u>
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Hourly Salary of Above Position Title at Step 1 10.04 X 90% = 9.04

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>clerical - including filing and data entry</u>	<u>32</u>
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PART B: Reason Temporary Worker is Requested (please check one):

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Foreseen increase in workload due to statutory or regulatory requirement.

JUN 17 2013

Replacing regular employee on leave (please provide name and job title of absent employee):
Name _____ Job Title: _____

NUECES COUNTY AUDITOR

Special Project - Estimated Duration 13 week
If project previously authorized, specify percentage of project completed to date: _____

PART C: Department Authorization

Elected Official/Department Head: Patsy Perez Date: 6/6/13

PART D: Human Resources Recommendation:

The hourly salary within required range: Julie Guenther Date: 6/14/13

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: 6/6/2013 Budget Transfer Required: _____
Authorized By _____ Authorized By _____

Date Temporary Position Was First Authorized:	Date Approved in Commissioners Court:
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JUN 7 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: 4190	Department Name: Community Services
Fiscal Year Budget Amount (\$): 15,000	Actual + Encumbered (\$): 2,131.53	Available Balance (\$): 12,868.47

Employee Name: VACANT	Expected completion date of assignment: N/A	Effective Date: 7/01/2013	Expiration Date: 09/30/2013
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Position Title (comparable to a permanent position with similar duties): Menu Planner	Proposed Hourly Rate: \$7.25	Hours per Week: 1.66	Number of Weeks (maximum of 13): 12	Total Salary Requested: \$145.00
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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:

Work Hours Per Week

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

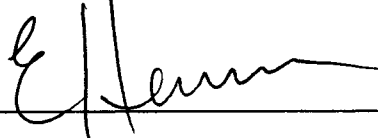
Kitchen duties.

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: _____

PART D: Human Resources Recommendation:

Base hourly salary within required range: Julie Guesell Date: 6/26/13

PART E: Temporary Salary Budget Availability:

Budgeted funds available in 5126: 6/28/13 Budget Transfer Required: _____
Authorized By _____ Authorized By _____

Date Temporary Position Was First Authorized:

Date Approved in Commissioners Court:

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