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AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to allow the HR Generalist position to be double filled for an additional three (3) workdays.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	August 13, 2013	\$441

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
Baen	COBB	N/A

SUMMARY

The last day of employment for our current HR Generalist, slot 0744-001 is Friday, August 30. Current policy allows for the double filling of a position for up to two weeks, which in this case would be 8/19-8/30. Requesting the new HR Generalist be allowed to begin employment on Wednesday 8/14 to allow additional training time. These three additional days plus fica/mc/retirement total \$441. Salary savings within budgeted position will fund this request.

08-13 13

FILED: _____
 HAYS COUNTY COMMISSIONERS' COURT
 Resolution # 2825 VOL V PG 213