




COLLIN COUNTY

Human Resources
2300 Bloomdale Rd
Suite 4117
McKinney, Texas 75071
www.collincountytx.gov

Date: August 29, 2018
To: Erica Johnson, Risk Manager 
From: Caitlin Niemann, HR Generalist
Re: Use of Temporary Agency

Due to the number of temporary workers requested to work the upcoming gubernatorial election, the Human Resources Director authorized the use of a temporary agency to supplement the temporary workers provided from the Collin County On-Call Temporary Pool. We have chosen to use Temps of McKinney due to the services they have provided in the past and their ability to fill our requests. The agency can provide general office clerks at a rate of \$16.77/hour. We anticipate using no more than 10 temporary workers from the agency from September 10, 2018, through September 28, 2018. If each temporary worker works 40 hours per week, the cost is as follows:

Week of September 10, 2018 – 10 workers x \$16.77/hr x 40 hours = \$6,708.00
Week of September 17, 2018 – 10 workers x \$16.77/hr x 40 hours = \$6,708.00
Week of September 24, 2018 – 10 workers x \$16.77/hr x 40 hours = \$6,708.00

Due to the nature of the work, there may be a possibility for overtime which could increase the total cost. There is also a possibility that not all funds will be used based on staffing needs and availability of county temporary employees. The Elections department will bill the state to recover the funds used to pay these temporary workers as well as the Collin County temporary employees. Temps of McKinney will provide an invoice for hours worked weekly.

Please issue a requisition from fund 0001-10001-0001-41-30-0000-626401 in the amount of \$20,124.00.

If you have any questions, please let me know.

