



COLLIN COUNTY

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TO: Judge Chris Hill
Commissioner Susan Fletcher
Commissioner Cheryl Williams
Commissioner Darrell Hale
Commissioner Duncan Webb

FROM: Stacey Kemp, County Clerk

DATE: April 6, 2021

RE: Approval of Four Regular Part-time Positions Scheduled at 20 Hours per Week

Approval of four regular part-time positions scheduled at 20 hours per week. Due to an increased workload, these positions are needed to assist in clearing a significant backlog in the indexing and vital statistics departments, and to assist with document preservation services. The workload must be completed more timely than the current staff can manage.

I have authorized staff to work compensatory time, and obtained approval to pay over-time, yet the department is still behind in completing the daily work. Staff are reaching the maximum accruals and have not been able to take any time off.

I am willing to pay for these positions and computer equipment out of my Records Management fund to get the help my department needs. Equipment needed is as follows:

- Four county standard desktop computers
- Four EA licenses
- Four Adobe DC licenses
- Four Laserfiche licenses

The pay rate for the positions will be at \$15.00 per hour. I thank you for your assistance in this matter.