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COLLIN COUNTY
HUMAN RESOURCES

Tax Assessor Collector
Kenneth L. Maun
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TO: Judge Chris Hill, County Judge
Commissioners Court

FROM: Kenneth L. Maun, Tax Assessor Collector

DATE: September 19, 2022

SUBJ: **APPROVAL FOR OVERTIME FOR TAX SEASON TEMPORARIES**

We are requesting overtime for the 14 temporaries that we have to help us with our 2022-2023 tax season. The temporaries will have the opportunity to help us on four Saturdays. The temporaries will open mail, process payments and mail receipts.

We are scheduled to work at least 6 hours each on the following Saturdays:

January 07, 2023
January 21, 2023
January 28, 2023
February 04, 2023

Approval of this necessary overtime would be appreciated. If you have any questions, please feel free to contact me.

Sincerely,

Kenneth L. Maun
Tax Assessor Collector

KLM:sej

cc: Karen Thier, Chief Deputy
Sandy Cline, Property Tax Director
Jessica Gramly, Human Resources, Risk Manager