

# Form B - Request for Extra Help Budget

## *Purpose*

To identify programs in the department where part-time positions are utilized and calculate the estimated cost.

## *Instructions*

- **Description of Function** - narrative of the function for which extra help is requested. This description should identify what division/program (Administration, Passports, and Admissions/Release) is requesting extra help funding and give a brief job description. Submit a separate Form B for each function.
- **Position Title, Grade, and Number** - the functional title of the part-time positions (Clerk, Secretary, and Admissions Coordinator), the grade of the positions, and the currently authorized position numbers (filled and vacant) performing the functions described.
- **Hours** - the anticipated annual number of hours needed. The number of hours for each position number should be estimated. Several positions expected to be utilized for the same number of hours can be combined.
- **Rate** - the current hourly rate for the requested position. This should be submitted as the minimum hourly rate for the grade in which the position is performing. Salaries are located in Appendix A-1.
- **Total** - the calculation of the number of hours multiplied by the hourly rate.
- **Retirement Benefits** - designation of the position as participating in the Texas County and District Retirement System or the Public Agency Retirement System (PARS). All permanent full time and part time employees should be designated as TCDRS participants. All temporary full time and part time employees should be designated as PARS participants. Temporary employees are those employed for a limited time generally not to exceed six months.
- **Comments and Justification** - reasons for requesting extra help. The justification should address how the request for Extra help implements the visions listed in the County's Strategic Plan. Justification should also include workload indicators that are addressed by the part-time positions. An example would be the District Clerk's use of part-time positions used during the peak months of January through August to process passports at the North Dallas office.

# REQUEST FOR EXTRA HELP BUDGET

Department _____		Budget No. _____			
Description of Function					
Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
Total					
Staff Review and Comment					