

**INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES
BETWEEN HARRIS COUNTY AND
CROSBY INDEPENDENT SCHOOL DISTRICT**

THIS AGREEMENT is made and entered into by and between **HARRIS COUNTY, TEXAS** hereinafter referred to as the “County,” acting by and through its governing body, the Harris County Commissioners Court, and the **CROSBY INDEPENDENT SCHOOL DISTRICT** (the “District”) acting by and through its governing body.

RECITALS:

This Agreement is made pursuant to chapter 791 of the Texas Government Code, which authorizes contracts between counties and school districts for the performance of governmental functions and services; and

The District desires to obtain the services of the Harris County Constable Sherman Eagleton (the “Constable”) to provide law enforcement services within District’s geographical area as further defined in Exhibit “A”.

NOW THEREFORE, the County and the District, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

TERMS:

**I.
TERM**

1.1 The services to be performed under this Agreement shall begin on October 1, 2022, and end on September 30, 2023. This Agreement can be terminated sooner in accordance with the provisions of Section IV.

**II.
SERVICES**

21 The County agrees to authorize the Constable to provide 9 officer(s) to devote seventy percent (70 %) of their working time to provide law enforcement services. “Law enforcement services” include, but are not limited to, patrolling, preparing reports, appearing in court, investigating crimes, arresting persons, transporting suspects, protecting District property, protecting the safety and welfare of persons and duties detailed in Exhibit “B.” Services shall relate to the District’s geographical area (the “area”), as further defined in Exhibit “A”, attached hereto and made a part hereof. The Constable may further authorize services in the boundaries of the District and areas under the control of the District provided that the Constable shall retain control and supervision of the officers performing services under this agreement to the same extent as he does other officers.

22 As used herein, the phrase “working time” is defined as follows: the usual or normal hours that the Constable’s officers are required to work in any calendar month, and does not include any extra or overtime work. The consideration for the law enforcement services provided herein includes a share of the costs to the County for such times when officers are not available. Vacation and sick leave are earned through County service, and funeral leave is a benefit available to County employees. Therefore, “working time” shall not include vacation, sick leave, funeral leave or other county-benefit leave, and it is not anticipated that the Constable will authorize substitute officers to work within the area when the regularly assigned officers are not available.

23 The Constable shall retain control and supervision of the officers performing services under this agreement to the same extent as he does other officers. The District understands and agrees that this Agreement is not intended, nor shall it be construed, to obligate the Constable to assign officers to devote any portion of their working time to the area, including but not limited to circumstances like officer funerals and natural disasters.

24 The District shall provide to the officers copies of the District’s guidelines and policies relating to absenteeism and implement any necessary training in that regard. The District shall neither request nor require the officers to take actions with respect to absent students that are not authorized by law or the District’s guidelines and policies. An officer who has probable cause to believe that a child is in violation of the compulsory school attendance law may take the child into custody for the purpose of returning the child to the school campus of the child to ensure the child’s compliance with compulsory school attendance requirements.

III.
CONSIDERATION FOR SERVICES

3.1 The District agrees to pay the County the sum of \$698,400.00 for 9 officer(s) for a total sum of SIX HUNDRED NINETY EIGHT THOUSAND, FOUR HUNDRED AND NO/100 DOLLARS (\$698,400.00) to be used by the County for the purpose of paying seventy percent (70%) of the full-time equivalent cost to the County for supplying the law enforcement services, including salaries, benefits, vacation, sick leave, and any additional expenses the County may incur in providing the services under this Agreement.

The District agrees to make payments on the total sum in installments, which are due and payable, without demand, on the following dates in the amounts set forth next to the dates:

September 20, 2022	\$58,200.00
October 20, 2022	\$58,200.00
November 20, 2022	\$58,200.00
December 20, 2022	\$58,200.00
January 20, 2023	\$58,200.00

February 20, 2023	\$58,200.00
March 20, 2023	\$58,200.00
April 20, 2023	\$58,200.00
May 20, 2023	\$58,200.00
June 20, 2023	\$58,200.00
July 20, 2023	\$58,200.00
August 20, 2023	\$58,200.00

The monthly installments are due and payable before 10:00 a.m. at the office of the County Treasurer, Dept. 101, P.O. Box, Houston, Texas 77210-4354. If the County provides the option, payment may be made by same time and date by electronic means to an account designated by the County.

Regarding the first payment due on September 20, 2022, the first payment is due on the latter of September 20, 2022 or five (5) days after the District receives a fully executed copy of this Agreement from the County.

IV. DEFAULT AND TERMINATION

41 The District understands and agrees that if the County does not receive the monthly payments within thirty (30) days of the date due, the County is authorized to terminate this Agreement without further notice. The County's failure to make demand for payments due is not a waiver of the District's obligation to make timely payment.

42 If the District defaults in the payment of any obligation hereunder, the District is liable to the County for an interest assessment of one percent (1%) on the unpaid amount. Interest shall thereafter compound monthly at one percent (1%) on unpaid amounts and interest assessments from the date of default until paid. This interest is in addition to any monies due for law enforcement services rendered hereunder. Interest on all past due amounts shall not exceed the maximum amount of nonusurious interest that may be contracted for, taken, charged, or received under law. Any interest in excess of that maximum amount shall be refunded. The District is also liable for attorney's fees and costs should the matter have to go to litigation for collection.

43 If the District is dissatisfied in any way with the performance of the County, the Constable or the officers under this Agreement, the District's sole remedy is termination under Section 4.4.

44 Either party may terminate this Agreement prior to the expiration of the term set forth in this Agreement, with or without cause, upon thirty (30) days prior written notice to the other party. The County will submit an invoice to the District showing the amounts due for the month in which termination occurs. The District agrees to pay the final invoice within ten (10) days of receipt.

45 If this Agreement is terminated at any time other than at the end of a contract month, the monthly installment or payment for such contract month will be prorated, less any unpaid amounts and interest under Paragraph 4.2.

46 In the event the Constable informs Commissioners Court and the District in writing that due to position vacancy or elimination occurring on or after October 1, 2022, the Constable cannot or will not provide 9 officer(s) to devote seventy percent (70%) of their working time to provide law enforcement services related to the District's geographical area, and provided that the District has prepaid its sum and further provided that such notice from the Constable identifies that such vacancy or elimination was of a position that served or facilitated service to the District, the District shall receive a refund equal to the number of days between the date of the Constable's notice and a subsequent meeting of Commissioners Court at which Commissioners Court amends or terminates the Agreement.

V.
NOTICE

51 Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall have been deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to the parties at the following addresses:

To the County: Harris County
Harris County Administration Building
1001 Preston, Suite 610
Houston, Texas 77002
Attention: Clerk, Commissioners Court

with a copy to: Constable Sherman Eagleton
Harris County Constable
701 West Baker Road
Baytown, Texas 77521

To the District: Crosby Independent School District
706 Runneburg Rd./P.O. Box 2009
Crosby, Texas 77532
Attention: Superintendent

52 Either party may designate a different address by giving the other party ten days' written notice.

VI.
MERGER

6.1 The parties agree that this Agreement contains all of the terms and conditions of the understanding of the parties relating to the subject matter hereof. All prior negotiations, discussions, correspondence and preliminary understandings between the parties and others relating hereto are superseded by this Agreement.

VII.
MISCELLANEOUS

7.1 This instrument contains the entire Agreement between the parties relating to the rights granted and the obligations assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent modification in writing signed by both parties.

7.2 Unless otherwise consented to and approved by Commissioners Court, agreement modifications that increase funding, personnel positions or geographical area can only be approved on a quarterly basis, and the effective date must coincide with the beginning of a pay period. Agreement modifications that decrease funding, personnel positions or geographical area may be approved at a regularly scheduled meeting of Commissioners Court, and the effective date must coincide with the end of a pay period, unless otherwise agreed to by the parties.

7.3 This Agreement may be executed in multiple counterparts, each having equal force and effect of an original.

7.4 This Agreement is not in effect until it has been signed by the District and it has received the approval by the Harris County Commissioners Court and the Constable.

APPROVED AS TO FORM:

CHRISTIAN D. MENEFEE
County Attorney

HARRIS COUNTY

By Sarah Hodges
Sarah Hodges
Assistant County Attorney
C.A. File No. 22GEN3272

By _____
LINA HIDALGO
County Judge

Date Signed: _____

APPROVED:

Sherman Eagleton
SHERMAN EAGLETON
Harris County Constable Precinct 3

ATTEST:

CROSBY INDEPENDENT SCHOOL DISTRICT
(District)

By _____
Name: _____
Board Secretary

By _____
Name: _____
President, Board of Trustees

Date Signed: _____

APPROVED AS TO FORM:

APPROVED:

By N/A
Attorney for School

DocuSigned by:
Paula Patterson
FC7D40706AEE43F...
Superintendent of Schools

Date Signed: 8/24/2022

(Note: Crosby ISD Board of Trustees approved August 15, 2022.)

**ORDER OF COMMISSIONERS COURT
AUTHORIZING AGREEMENT WITH CROSBY INDEPENDENT SCHOOL DISTRICT**

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on _____, with all members present except _____.

A quorum was present. Among other business, the following was transacted:

**ORDER AUTHORIZING INTERLOCAL AGREEMENT
WITH CROSBY INDEPENDENT SCHOOL DISTRICT
FOR LAW ENFORCEMENT SERVICES**

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Cagle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that:

1. The Harris County Judge is authorized to execute on behalf of Harris County an Interlocal Agreement, for a total Agreement sum of \$698,400.00, with CROSBY INDEPENDENT SCHOOL DISTRICT for law enforcement services on a fee basis. The Interlocal Agreement is incorporated by reference and made a part of this order for all intents and purposes as though set out in full word for word.

2. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____ Business Unit Number: _____

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval
Is additional office space required?	Yes No	

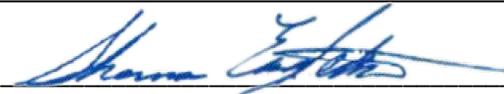
SECTION II – REASON FOR REQUEST

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date		Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: _____ To: _____	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	
Position Description (Title)		Position Description (Title-30 Spaces Max)	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account <i>(Same for all Business Units)</i>	510010	Account <i>(Same for all Business Units)</i>	510010
Business Unit PC <i>(Projects or Grants only)</i>		Business Unit PC <i>(Projects or Grants only)</i>	
Project/Grant <i>(Projects or Grants only)</i>		Project/Grant <i>(Projects or Grants only)</i>	
Activity ID <i>(Projects or Grants only)</i>		Activity ID <i>(Projects or Grants only)</i>	
Resource Type <i>(Not currently used)</i>		Resource Type <i>(Not currently used)</i>	

 _____ Business Unit Approval (Business Unit Head or Designee)	_____ Date
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AGREEMENT FOR LAW ENFORCEMENT SERVICES

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Agreement is entered into pursuant to § 351.061 of the Texas Local Government Code, by and between **HARRIS COUNTY, TEXAS** (the “County”), acting by and through its governing body, the Harris County Commissioners Court, and **SUMMERWOOD COMMUNITY ASSOCIATION, INC.** (the “Association”).

RECITALS:

To protect the public interest, the County may contract with a nongovernmental association for the provision of law enforcement services on a fee basis in the geographical area represented by the Association; and

The Association desires to obtain the services of the Harris County Constable Precinct 3 (the “Constable”) to provide law enforcement services within Association’s geographical area as further defined in Exhibit “A”.

NOW, THEREFORE, the County and the Association, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

TERMS:

I.
TERM

1.1 The services to be performed under this Agreement shall begin on October 1, 2022, and end on September 30, 2023. This Agreement can be terminated sooner in accordance with the provisions of Section IV.

II.
SERVICES

2.1 The County agrees to authorize the Constable to provide 4 deputy(ies) to devote seventy percent (70%) of their working time to provide law enforcement services related to the Association’s geographical area (the “area”), as further defined in Exhibit “A”, attached hereto and made a part hereof. “Law enforcement services” include, but are not limited to, patrolling, preparing reports, appearing in court, investigating crimes, arresting persons, and transporting suspects.

2.2 As used herein, the phrase “working time” is defined as follows: the usual or normal hours that the Constable’s officers are required to work in any calendar month, and does not include any extra or overtime work. The consideration for the law enforcement services provided herein includes a share of the costs to the County for such

times when officers are not available. Vacation and sick leave are earned through County service, and funeral leave is a benefit available to County employees. Therefore, “working time” shall not include vacation, sick leave, funeral leave or other county-benefit leave, and it is not anticipated that the Constable will authorize substitute officers to work within the area when the regularly assigned officers are not available.

2.3 The Constable shall retain control and supervision of the officers performing services under this agreement to the same extent as he does other officers. The Association understands and agrees that this Agreement is not intended, nor shall it be construed, to obligate the Constable to assign officers to devote any portion of their working time to the area, including but not limited to circumstances like officer funerals and natural disasters.

2.4 As the Constable retains control and supervision of the officers and services, the Association may not, based on late payment or non-payment by one of its members to the Association of funds for Association operations, or the law enforcement services of the Constable, limit or deny access of such members to the services of the Constable. All members shall be provided the same telephone numbers and electronic access means to contact the Constable.

III.
CONSIDERATION FOR SERVICES

3.1 The Association agrees to pay the County the sum of \$310,400.00 for 4 deputy(ies) for a total sum of THREE HUNDRED TEN THOUSAND, FOUR HUNDRED AND NO/100 DOLLARS (\$310,400.00) to be used by the County for the purpose of paying seventy percent (70%) of the full-time equivalent cost to the County for supplying the law enforcement services, including salaries, benefits, vacation, sick leave, and any additional expenses the County may incur in providing the services under this Agreement.

The Association agrees to make payments on the total sum in installments, which are due and payable, without demand, on the following dates in the amounts set forth next to the dates:

September 20, 2022	\$25,874.00
October 20, 2022	\$25,866.00
November 20, 2022	\$25,866.00
December 20, 2022	\$25,866.00
January 20, 2023	\$25,866.00
February 20, 2023	\$25,866.00
March 20, 2023	\$25,866.00
April 20, 2023	\$25,866.00
May 20, 2023	\$25,866.00
June 20, 2023	\$25,866.00
July 20, 2023	\$25,866.00
August 20, 2023	\$25,866.00

The monthly installments are due and payable before 10:00 a.m. at the office of the County Treasurer, Dept. 101, P.O. Box 4354, Houston, Texas 77210-4354. If the County provides the option, payment may be made by same time and date by electronic means to an account designated by the County.

Regarding the first payment due on September 20, 2022, the first payment is due on the latter of September 20, 2022 or five (5) days after the Association receives a fully executed copy of this Agreement from the County.

IV. DEFAULT AND TERMINATION

4.1 The Association understands and agrees that if the County does not receive the monthly payments within thirty (30) days of the date due, the County is authorized to terminate this Agreement without further notice. The County's failure to make demand for payments due is not a waiver of the Association's obligation to make timely payment.

4.2 If the Association defaults in the payment of any obligation hereunder, the Association is liable to the County for an interest assessment of one percent (1%) on the unpaid amount. Interest shall thereafter compound monthly at one percent (1%) on unpaid amounts and interest assessments from the date of default until paid. This interest is in addition to any monies due for law enforcement services rendered hereunder. Interest on all past due amounts shall not exceed the maximum amount of nonusurious interest that may be contracted for, taken, charged, or received under law. Any interest in excess of that maximum amount shall be refunded. The Association is also liable for attorney's fees and costs should the matter have to go to litigation for collection.

4.3 If the Association is dissatisfied in any way with the performance of the County, the Constable or the officers under this Agreement, the Association's sole remedy is termination under Section 4.4.

4.4 Either party may terminate this Agreement prior to the expiration of the term set forth in this Agreement, with or without cause, upon thirty (30) days prior written notice to the other party. The County will submit an invoice to the Association showing the amounts due for the month in which termination occurs. The Association agrees to pay the final invoice within ten (10) days of receipt.

4.5 If this Agreement is terminated at any time other than at the end of a contract month, the monthly installment or payment for such contract month will be prorated, less any unpaid amounts and interest under Paragraph 4.2.

4.6 In the event the Constable informs Commissioners Court and the Association in writing that due to position vacancy or elimination occurring on or after October 1, 2022, the Constable cannot or will not provide 4 deputy(ies) to devote seventy percent (70%) of their working time to provide law enforcement services related to the

Association's geographical area, and provided that the Association has prepaid its sum and further provided that such notice from the Constable identifies that such vacancy or elimination was of a position that served or facilitated service to the Association, the Association shall receive a refund equal to the number of days between the date of the Constable's notice and a subsequent meeting of Commissioners Court at which Commissioners Court amends or terminates the Agreement.

V.
NOTICE

5.1 Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall have been deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to the parties at the following addresses:

To the County: Harris County
Harris County Administration Building
1001 Preston, Suite 610
Houston, Texas 77002
Attention: Clerk, Commissioners Court

with a copy to: Constable Sherman Eagleton
Harris County Constable
701 West Baker Road
Baytown, Texas 77521

To the Association: Summerwood Community Association, Inc.
c/o Crest Management Company
P.O. Box 219320
Houston, Texas 77218

5.2 Either party may designate a different address by giving the other party ten days' written notice.

VI.
MERGER

6.1 The parties agree that this Agreement contains all of the terms and conditions of the understanding of the parties relating to the subject matter hereof. All prior negotiations, discussions, correspondence and preliminary understandings between the parties and others relating hereto are superseded by this Agreement.

VII.
MISCELLANEOUS

7.1 This instrument contains the entire Agreement between the parties relating to the rights granted and the obligations assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent modification in writing signed by both parties.

7.2 Unless otherwise consented to and approved by Commissioners Court, agreement modifications that increase funding, personnel positions or geographical area can only be approved on a quarterly basis, and the effective date must coincide with the beginning of a pay period. Agreement modifications that decrease funding, personnel positions or geographical area may be approved at a regularly scheduled meeting of Commissioners Court, and the effective date must coincide with the end of a pay period, unless otherwise agreed to by the parties.

7.3 This Agreement may be executed in multiple counterparts, each having equal force and effect of an original.

7.4 This Agreement is not in effect until it has been signed by the Association and it has received the approval by the Harris County Commissioners Court and the Constable.

7.5 This Agreement contemplates the providing of law enforcement services within the corporate limits of a municipality. It is understood and agreed that, pursuant to TEX. LOC. GOV'T CODE ANN. § 351.067, this agreement is subject to the approval (or the failure to disapprove) of the governing body of the incorporated city within which law enforcement services are contemplated to be provided. Such approval (or failure to disapprove) must occur by the 30th day after the date this agreement is received in the municipal offices.

APPROVED AS TO FORM:

CHRISTIAN D. MENEFFEE
County Attorney

HARRIS COUNTY

By Sarah Hodges
Sarah Hodges
Assistant County Attorney
C.A. File No. 22GEN2977

By _____
LINA HIDALGO
County Judge

Date Signed: _____

APPROVED:

Sherman Eagleton
SHERMAN EAGLETON
Harris County Constable Precinct 3

ATTEST:

SUMMERWOOD COMMUNITY
ASSOCIATION, INC.
(Association)

By Clint Horn
Name: Clint Horn
Secretary

By [Signature]
Title: President
Date Signed: 8/15/2022

ORDER OF COMMISSIONERS COURT
AUTHORIZING AGREEMENT WITH SUMMERWOOD COMMUNITY ASSOCIATION, INC.

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on _____, with all members present except _____.

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING AGREEMENT
WITH SUMMERWOOD COMMUNITY ASSOCIATION, INC.
FOR LAW ENFORCEMENT SERVICES

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Cagle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that:

1. The Harris County Judge is authorized to execute on behalf of Harris County an Agreement, for a total Agreement sum of \$310,400.00, with SUMMERWOOD COMMUNITY ASSOCIATION, INC. for law enforcement services on a fee basis. The Agreement is incorporated by reference and made a part of this order for all intents and purposes as though set out in full word for word.
2. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.
3. This Agreement contemplates the providing of law enforcement services within the corporate limits of a municipality. It is understood and agreed that, pursuant to TEX. LOC. GOV'T CODE ANN. § 351.067, this agreement is subject to the approval (or the failure to disapprove) of the governing body of the incorporated city within which law enforcement services are contemplated to be provided. Such approval (or failure to disapprove) must occur by the 30th day after the date this agreement is received in the municipal offices.

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____ Business Unit Number: _____

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval
Is additional office space required?	Yes No	

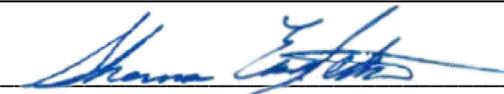
SECTION II – REASON FOR REQUEST

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date		Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: _____ To: _____	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	
Position Description (Title)		Position Description (Title-30 Spaces Max)	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account <i>(Same for all Business Units)</i>	510010	Account <i>(Same for all Business Units)</i>	510010
Business Unit PC <i>(Projects or Grants only)</i>		Business Unit PC <i>(Projects or Grants only)</i>	
Project/Grant <i>(Projects or Grants only)</i>		Project/Grant <i>(Projects or Grants only)</i>	
Activity ID <i>(Projects or Grants only)</i>		Activity ID <i>(Projects or Grants only)</i>	
Resource Type <i>(Not currently used)</i>		Resource Type <i>(Not currently used)</i>	

 _____ Business Unit Approval (Business Unit Head or Designee)	_____ Date
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