

JAN 11 2021

Approved

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: JUDGE ROBERT SHAW
TODAY'S DATE: 12/30/2020

DEPARTMENT: JUSTICE OF THE PEACE, PCT 4

SIGNATURE OF DEPARTMENT HEAD:



REQUESTED AGENDA DATE: NEXT COURT DATE

SPECIFIC AGENDA WORDING: CHIEF CLERK/ADMINISTRATOR KATHY OSIER OVER ON COMP TIME

PERSON(S) TO PRESENT ITEM: JUDGE ROBERT SHAW

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME:	ACTION ITEM:	_____
	WORKSHOP	_____
(Anticipated number of minutes needed to discuss item)	CONSENT:	_____
	EXECUTIVE:	10 MINUTES

STAFF NOTICE:

COUNTY ATTORNEY:	IT DEPARTMENT:
AUDITOR: _____	PURCHASING DEPARTMENT: _____
PERSONNEL: _____	PUBLIC WORKS: _____
BUDGET COORDINATOR:	OTHER: _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date 12/30/2020

Paula G. Reid

From: Robert Shaw
Sent: Thursday, December 31, 2020 8:20 AM
To: Paula G. Reid
Subject: FW: Comp time over limit

Importance: High

From: Laura Baxter <laurab@johnsoncountytexas.org>
Sent: Monday, December 21, 2020 1:36 PM
To: Robert Shaw <rsshaw@johnsoncountytexas.org>
Cc: Randy K. Gillespie <randyg@johnsoncountytexas.org>
Subject: FW: Comp time over limit
Importance: High

Kathy Osier has went over the 120 hour Comp time limit by 29.50 hours. In order for this to be paid you will need to have the below information placed on the next Commissioner's Court for approval.

Employee Name	Title	Pos #	Hours to be paid	Amount to be paid
Kathy Osier	Chief Court Clerk/Administrator	F09-002	29.50	\$678.05

Once it has been approved in Commissioner's Court this will be paid on the following payroll.

Thank you

Laura Baxter
Personnel Asstn/Payroll Admin.
Johnson County
817-556-6162



Day	Employee	Start Time	End Time	Rate	Day Total	Weekly Total
TUE 29	FB9-802 - CHIEF COURT CLERK/ADMINISTRATOR	6:57a	4:56p	9.97	10.00	10.00
WED 30	FB9-802 - CHIEF COURT CLERK/ADMINISTRATOR	6:56a	4:57p	10.00	10.00	10.00
THU 1	FB9-802 - CHIEF COURT CLERK/ADMINISTRATOR	6:57a	4:56p	10.00	10.00	10.00
FRI 2						
SAT 3						
SUN 4						
MON 5	FB9-802 - CHIEF COURT CLERK/ADMINISTRATOR	6:56a	4:56p	9.97	10.00	10.00
TUE 6	FB9-802 - CHIEF COURT CLERK/ADMINISTRATOR	6:56a	4:56p	9.98	10.00	10.00
WED 7	FB9-802 - CHIEF COURT CLERK/ADMINISTRATOR	6:56a	4:56p	9.98	10.00	10.00
THU 8	FB9-802 - CHIEF COURT CLERK/ADMINISTRATOR	6:57a	4:56p	10.02	10.00	10.00
FRI 9	FB9-802 - CHIEF COURT CLERK/ADMINISTRATOR	7:00a	4:56p	9.92	10.00	10.00

No Data
No Data
No Data

October

Clerk out for Surgery

October

WED 14	THU 15	FRI 16	SAT 17	SUN 18	MON 19	TUE 20	WED 21	THU 22	FRI 23
FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR			FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR
Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23
7:57a	7:52a	7:00			6:56a	6:58a	6:57a	6:58a	6:56a
12:00p	4:00p	4:00p			4:46p	4:56p	4:56p	4:56p	4:57p
4.85	3.92	7.00			10.02	9.97	9.97	10.10	10.03
4.80	4.80	7.00			10.00	10.00	10.00	10.25	10.00
Day Total	Day Total	Day Total			Day Total	Day Total	Day Total	Day Total	Day Total
10.00	10.00	7.00			10.00	10.00	10.00	10.25	10.00

used

Camp Time

No Data
No Data

October

WED 14	THU 15	FRI 16	SAT 17	SUN 18	MON 19	TUE 20	WED 21	THU 22	FRI 23
FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR			FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR	FRS-002 - CHIEF COURT CLERK/ADMINISTRATOR
Wed 14	Thu 15	Fri 16	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23
7:57a	7:52a	7:00			6:56a	6:58a	6:57a	6:58a	6:56a
12:00p	4:00p	4:00p			4:46p	4:56p	4:56p	4:56p	4:57p
4.85	3.92	7.00			10.02	9.97	9.97	10.10	10.03
4.80	4.80	7.00			10.00	10.00	10.00	10.25	10.00
Day Total	Day Total	Day Total			Day Total	Day Total	Day Total	Day Total	Day Total
10.00	10.00	7.00			10.00	10.00	10.00	10.25	10.00

Clerk Out/Head Surgery

Summary By Day

Calc Detail Calc Summary Counters

Exceptions

TimeSheet

- Daylight Savings Time Change Sunday, 11/01/2020, from 02:00a, Back To 01:00a
- For start/end time before clock change, enter (OST) - Ex: 1:25a (OST)
- For start/end time after clock change, enter (ST) - Ex: 1:25a (ST)

Day	Job Title	Start	End	Rate	Total
SUN 25					
MON 26	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	6:57a	5:00p	16.06	16.06
TUE 27	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	7:00a	5:00p	10.00	10.00
WED 28	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	6:57a	3:01p	8.87	8.87
THU 29	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	6:57a	4:56p	9.97	9.97
FRI 30	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	6:56a	5:00p	10.17	10.17

Oct

Clerk out admin leave + Surgery

0.00

10/27 10/28 10/29 10/30 10/31 11/01 11/02 11/03 11/04 11/05 11/06 11/07

10/27 10/28 10/29 10/30 10/31 11/01 11/02 11/03 11/04 11/05 11/06 11/07

WED 28	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	Wed 28	6:57a	3:31p	Day Total	10.00	10.00
THU 29	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	Thu 29	6:57a	4:50p	Day Total	8.87	8.87
FRI 30	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	Fri 30	6:56a	5:00p	Day Total	9.97	9.97
SAT 31		No Data				10.17	10.00
SUN 1		No Data				10.17	10.00
MON 2	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	Mon 2	6:56a	4:50p		9.96	10.00
TUE 3	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	Tue 3	7:00a	5:00p	Day Total	9.96	10.00
WED 4	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	Wed 4	7:00a	4:50p	Day Total	10.00	10.00
THU 5	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	Thu 5	7:00a	9:40a	Day Total	9.90	10.00
FRI 6	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	Fri 6			Day Total	9.90	10.00
SAT 7	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	Sat 7			Day Total	2.67	2.75
SUN 8		No Data				7.25	7.25
MON 9		No Data			Day Total	9.92	10.00

on previous page

used

Camp Time

November

Day	Date	Job Title	Rate	Hours	Day Total	Rate
THU 12	Thu 12	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	8.00	7.560	60.48	8.00
	Thu 12	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	4.07	12.500	50.675	4.00
	Thu 12	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	3.97	4.500	17.865	4.00
						8.00
						4.00
						4.00
						8.00
						4.00
						4.00
						8.00
						8.00
SAT 14	No Data					
SUN 15	No Data					
MON 16	Mon 16	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	9.95	6.500	64.675	10.00
						10.00
						10.00
TUE 17	Tue 17	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	10.00	6.500	65.000	10.00
						10.00
						10.00
WED 18	Wed 18	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	9.90	6.500	64.350	10.00
						10.00
						10.00
THU 19	Thu 19	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	11.17	7.000	78.190	11.25
						11.25
FRI 20	Fri 20	FP9-002 - CHIEF COURT CLERK/ADMINISTRATOR	8.00	7.000	56.000	8.00
						8.00
						8.00

Nov
Clerks out due to Covid

Date	Employee	Position	Time Off	Rate	Hours	Pay	Cap	Total
NOV 23	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR				Mon 23	7:00a	5:00p	10.00
NOV 24	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR				Tue 24	7:00a	5:00p	10.00
NOV 25	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR				Wed 25	7:00a	5:00p	10.00
THU 26	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR	County Paid Holiday			Thu 26			8.00
FRI 27	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR	County Paid Holiday			Fri 27			8.00
SAT 28		No Data						8.00
SUN 29		No Data						8.00
MON 30	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR				Mon 30	6:58a	5:03p	10.06
TUE 1	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR				Tue 1	7:00a	4:50p	9.97
WED 2	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR				Wed 2	6:57a	5:03p	10.10
THU 3	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR				Thu 3	7:00a	5:00p	10.00
FRI 4	F09-002 - CHIEF COURT CLERK/ADMINISTRATOR				Fri 4	6:59a	1:56p	6.95
							Day Total:	7.00

Handwritten notes:
 Nov 23-25: Clerk's Office
 Nov 26-27: County Paid Holiday
 Nov 28-29: No Data
 Nov 30: Clerk's Office
 Dec 1-3: Clerk's Office
 Dec 4: Clerk's Office
 Dec 5: Clerk's Office

Handwritten note:
 Clerkson Vacation
 or Out of Office to cover