

REQUEST FOR EXCEPTION TO NEW HIRE/PROMOTION POLICY

This form must be submitted and approved before making a salary offer above the minimum and before submitting a Payroll Action Sheet to fund a position at a rate higher than the minimum

*****Please do not submit a Payroll Action Sheet until this form is returned to you*****

Date 09/08/2011

Employee Name Irene Odom Position Name Victim Witness Coordinator

Department Name District Attorney Department # 0440

New Hire ☐

Promotion ☒

SALARY AMOUNT FUNDED: Grade/Step 21/7 Annual \$40,742.44 Hourly \$

SALARY AMOUNT REQUESTED: Grade/Step 22/8 Annual \$43,885.43 Hourly \$

SALARY AMOUNT ON JOB POSTING: Grade/Step Annual \$ Hourly \$

JUSTIFICATION SUMMARY (Please refer to specific section of New Hire/Promotion policy):

The Victim Witness Coordinator current duties include providing assistance to victims and their families prior to, during and after the various felony cases as well as preparing data for state obligations. After further review by Human Resources, a promotion of the VWC is warranted due to the current duties as well as the added function of supervising two Victim Witness Assistant employees. This request does not have any cost impact to the pending Fiscal Year 2012 budget as the Victim Witness Assistant position approved by the Commissioner's Court as a Group/Grade 20/01 would be reduced to a Group/Grade 18/01 and the remainder of that salary will be used for the VWC salary increase.

☐ APPROVED

☐ DENIED

County Judge

Date

Human Resources Department

Date

2.2007

ORIGINAL FORM: SEND TO HUMAN RESOURCES DEPARTMENT