



The Purchasing Memo

Date: July 29, 2026

To: Governing Body, Finance Committee, and Quality of Life Committee

From: Margaret Neill, Library Division Director *MARGARET NEILL*

Via: Sandra Emory, Community Services Department Director *Sandra Emory*
Marcella Apodaca, Business Operations Manager *Marcella Apodaca*

Subject: Southside Library Sunday Hours

Vendor Name: N/A

Munis Vendor Number: N/A

ITEM AND ISSUE:

Request Approval of a BAR in the amount of one hundred fifty-five thousand three hundred ninety dollars (\$155,390) from Unanticipated GRT/One-Time Funds for the Southside Library Operations to open the Southside Library on Sundays.

CONTRACT NUMBER: NN/A

BACKGROUND AND SUMMARY:

Since the COVID-19 pandemic, the City of Santa Fe Libraries have not offered Sunday service hours. To better meet community needs and expand access to library resources, the Library Division is requesting funding to restore Sunday operations at the Southside Branch Library. The Southside Branch was identified as the most suitable location due to its central location, larger facility, ample parking, and accessibility for families. Reinstating Sunday hours will provide greater access to library services, educational programming, technology, and community resources for residents who are unable to visit during the traditional workweek.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: General Fund/Fund 100

Munis Org Name/Number: Southside Library Ops/2510104

Munis Object Name/Number: Salaries/500110, FICA/Medicare/503100, Retirement (PERA)/503150
Med/Life/503200, Retiree Health Care/503250, Workers Comp/503350, Dental/503400, Service
Contracts/510310

Budget Officer / Designee: *Andrew J. Hopkins* **Date:** Jul 30, 2026

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was Choose an item.

Chief Procurement Officer (CPO)/Designee: _____ N/A _____ Date: _____

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No

If yes, what is the issuing agency: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? ☐ Yes | ☒ No

Project Ledger Number: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

ATTACHMENTS:

BAR

Salary Analysis

POPA

Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION NAME Community Services Department/Library Division				DATE 7/29/2026	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}
Salaries	2510104	500110		74,407	
FICA/Medicare	2510104	503100		5,691	
Retirement (PERA)	2510104	503150		16,770	
Med/Life	2510104	503200		49,472	
Retiree Health Care	2510104	503250		1,489	
Workers Comp	2510104	503350		745	
Dental	2510104	503400		1,712	
Contract Services	2510104	510310		5,104	
Operating Transfer to Library Services (Library Fund)	1000101	750251		155,390	
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}
Operating Transfer from Southside Library	2510104	650100		(155,390)	
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				\$ 155,390	\$ -

Funding for Southside Library Sunday Hours from Unanticipated GRT/One-Time Funds	{Complete section below if BAR results in a net change to ANY Fund}	
	Fund(s) Affected	Fund Balance Increase/(Decrease)
	100	(155,390)
TOTAL:		155,390

Marcella Apodaca Prepared By (print name) <i>MARGARET NEILL</i> Division Director Signature {optional} <i>Sandra Emery</i> Department Director Signature	07/29/2026 Date Jul 29, 2026 Date Jul 30, 2026 Date	{Use this form for Finance Committee/ City Council agenda items ONLY} CITY COUNCIL APPROVAL City Council Approval Date Agenda Item #:	<i>Andrew J. Hopkins</i> Budget Officer Finance Director {≤ \$5,000} City Manager {≤ \$60,000}	Jul 30, 2026 Date Date Date Date
--	--	---	---	--

CITY OF SANTA FE
NEW Position Budget Analysis¹

(All gold fields MUST be filled out)

Date of Request: 7/21/2026

Submitted By: Maria Finley

Department: Community Services

Division: Library

Org Code: 2510104

Percent Charged:² 100.0%

Proposed Grade: 110

FTE % (100% = FT):³ 50.0%

of Effective Pay
Periods (1 to 26):⁴ 21

Proposed
Hourly: \$ 29.362

Within Range?⁵ TRUE

UNION STATUS:

Total Annual Hours: 840

Annual Salary: \$ 30,536

AFSCME

SALARY/BENEFITS - \$ IMPACT

Amounts to Budget

Description	Object	Increase / (Decrease)
Salaries	500110	\$ 24,664
FICA/Medicare	503100	\$ 1,887
Retirement (PERA)	503150	\$ 5,559
Med/Life	503200	\$ 12,368
Retiree Health Care	503250	\$ 493
Workers' Comp	503350	\$ 247
Dental	503400	\$ 428

For Budget Use Only

TOTAL \$ 45,646

Budget Log #

Comments/Justification (use multiple lines below if needed):

Request to create Part-Time Librarian at an hourly rate of \$29.3620 to open the Southside Branch Library on Sundays.

Funding will come from ORG/OBJ..... and a BAR will be processed.

Department Director Approval (signature)

Budget Approval (signature)

NOTES :

¹ All new positions require Council approval. If done during the annual budget process, Council will approve the new position(s) as part of the Department's budget; but in any case, Department Director and Budget approval is required prior to Council approval

² For split-funded positions, fill out this form for each org charged; this field should reflect the amount charged to the org filled out on the form

³ For full-time positions, enter 100. For part-time positions, enter the percentage worked annually (e.g. for a half-time position, enter 50)

⁴ Refer to the 'Pay Periods' tab; this field should reflect the number of pay periods in the current year for which the changes will be in effect

⁵ This field turns red if the desired hourly is not within the desired range (and the field value will be "FALSE"). If this field is red and reads "FALSE", this form will be rejected by Budget.

CITY OF SANTA FE
NEW Position Budget Analysis¹

(All gold fields MUST be filled out)

Date of Request: 7/21/2026

Submitted By: Maria Finley

Department: Community Services

Division: Library

Org Code: 2510104

Percent Charged:² 100.0%

Proposed Grade: 103

FTE % (100% = FT):³ 50.0%

of Effective Pay
Periods (1 to 26):⁴ 21

Proposed
Hourly: \$ 19.740

Within Range?⁵ TRUE

UNION STATUS:

Total Annual Hours: 840

Annual Salary: \$ 20,529

AFSCME

SALARY/BENEFITS - \$ IMPACT

Amounts to Budget

Description	Object	Increase / (Decrease)
Salaries	500110	\$ 16,581
FICA/Medicare	503100	\$ 1,268
Retirement (PERA)	503150	\$ 3,737
Med/Life	503200	\$ 12,368
Retiree Health Care	503250	\$ 332
Workers' Comp	503350	\$ 166
Dental	503400	\$ 428

For Budget Use Only

TOTAL \$ 34,880

Budget Log #

Comments/Justification (use multiple lines below if needed):

Request to create Part-Time Library Technician at an hourly rate of \$19.7397 to open the Southside Branch Library on Sundays. Funding will come from ORG/OBJ and a BAR will be processed. (1 of 3)

Department Director Approval (signature)

Budget Approval (signature)

NOTES :

¹ All new positions require Council approval. If done during the annual budget process, Council will approve the new position(s) as part of the Department's budget; but in any case, Department Director and Budget approval is required prior to Council approval

² For split-funded positions, fill out this form for each org charged; this field should reflect the amount charged to the org filled out on the form

³ For full-time positions, enter 100. For part-time positions, enter the percentage worked annually (e.g. for a half-time position, enter 50)

⁴ Refer to the 'Pay Periods' tab; this field should reflect the number of pay periods in the current year for which the changes will be in effect

⁵ This field turns red if the desired hourly is not within the desired range (and the field value will be "FALSE"). If this field is red and reads "FALSE", this form will be rejected by Budget.

CITY OF SANTA FE
NEW Position Budget Analysis¹

(All gold fields MUST be filled out)

Date of Request: 7/21/2026

Submitted By: Maria Finley

Department: Community Services

Division: Library

Org Code: 2510104

Percent Charged:² 100.0%

Proposed Grade: 103

FTE % (100% = FT):³ 50.0%

of Effective Pay
Periods (1 to 26):⁴ 21

Proposed
Hourly: \$ 19.740

Within Range?⁵ TRUE

UNION STATUS:

Total Annual Hours: 840

Annual Salary: \$ 20,529

AFSCME

SALARY/BENEFITS - \$ IMPACT

Amounts to Budget

Description	Object	Increase / (Decrease)
Salaries	500110	\$ 16,581
FICA/Medicare	503100	\$ 1,268
Retirement (PERA)	503150	\$ 3,737
Med/Life	503200	\$ 12,368
Retiree Health Care	503250	\$ 332
Workers' Comp	503350	\$ 166
Dental	503400	\$ 428

For Budget Use Only

TOTAL \$ 34,880

Budget Log #

Comments/Justification (use multiple lines below if needed):

Request to create Part-Time Library Technician at an hourly rate of \$19.7397 to open the Southside Branch Library on Sundays.

Funding will come from ORG/OBJand a BAR will be processed. (2 of 3)

Department Director Approval (signature)

Budget Approval (signature)

NOTES :

¹ All new positions require Council approval. If done during the annual budget process, Council will approve the new position(s) as part of the Department's budget; but in any case, Department Director and Budget approval is required prior to Council approval

² For split-funded positions, fill out this form for each org charged; this field should reflect the amount charged to the org filled out on the form

³ For full-time positions, enter 100. For part-time positions, enter the percentage worked annually (e.g. for a half-time position, enter 50)

⁴ Refer to the 'Pay Periods' tab; this field should reflect the number of pay periods in the current year for which the changes will be in effect

⁵ This field turns red if the desired hourly is not within the desired range (and the field value will be "FALSE"). If this field is red and reads "FALSE", this form will be rejected by Budget.

CITY OF SANTA FE
NEW Position Budget Analysis¹

(All gold fields MUST be filled out)

Date of Request: 7/21/2026

Submitted By: Maria Finley

Department: Community Services

Division: Library

Org Code: 2510104

Percent Charged:² 100.0%

Proposed Grade: 103

FTE % (100% = FT):³ 50.0%

of Effective Pay
Periods (1 to 26):⁴ 21

Proposed
Hourly: \$ 19.740

Within Range?⁵ TRUE

UNION STATUS:

Total Annual Hours: 840

Annual Salary: \$ 20,529

AFSCME

SALARY/BENEFITS - \$ IMPACT

Amounts to Budget

Description	Object	Increase / (Decrease)
Salaries	500110	\$ 16,581
FICA/Medicare	503100	\$ 1,268
Retirement (PERA)	503150	\$ 3,737
Med/Life	503200	\$ 12,368
Retiree Health Care	503250	\$ 332
Workers' Comp	503350	\$ 166
Dental	503400	\$ 428

For Budget Use Only

TOTAL \$ 34,880

Budget Log #

Comments/Justification (use multiple lines below if needed):

Request to create Part-Time Library Technician at an hourly rate of \$19.7397 to open the Southside Branch Library on Sundays.

Funding will come from ORG/OBJand a BAR will be processed. (3 of 3)

Department Director Approval (signature)

Budget Approval (signature)

NOTES :

¹ All new positions require Council approval. If done during the annual budget process, Council will approve the new position(s) as part of the Department's budget; but in any case, Department Director and Budget approval is required prior to Council approval

² For split-funded positions, fill out this form for each org charged; this field should reflect the amount charged to the org filled out on the form

³ For full-time positions, enter 100. For part-time positions, enter the percentage worked annually (e.g. for a half-time position, enter 50)

⁴ Refer to the 'Pay Periods' tab; this field should reflect the number of pay periods in the current year for which the changes will be in effect

⁵ This field turns red if the desired hourly is not within the desired range (and the field value will be "FALSE"). If this field is red and reads "FALSE", this form will be rejected by Budget.

2510104

Totals:

Salaries	500110	\$24,664	\$16,581	\$16,581	\$16,581	\$74,407
FICA/Medicare	503100	\$1,887	\$1,268	\$1,268	\$1,268	\$5,691
Retirement (PERA)	503150	\$5,559	\$3,737	\$3,737	\$3,737	\$16,770
Med/Life	503200	\$12,368	\$12,368	\$12,368	\$12,368	\$49,472
Retiree Health Care	503250	\$493	\$332	\$332	\$332	\$1,489
Workers' Comp	503350	\$247	\$166	\$166	\$166	\$745
Dental	503400	\$428	\$428	\$428	\$428	\$1,712

Contract services 510310

5104

Total: \$155,390

City of Santa Fe, New Mexico
Human Resources Action Request Form

Employee Last Name		Employee First Name		Employee No.	Employee Phone No.
Position Only					
Action Requested					
Request to Hire:		Separations:		Requested Change:	
☐ New Hire	Proposed Effective Date for Hiring:	☐ Resignation (Letter Required)	☐ Promotion	☐ Add Incentive Pay	☐ Other: Provide thorough explanation
☐ Re-Employment		☐ With Notice	☐ Reclassification	☐ Deduct Incentive Pay	
		☐ Without Notice	☐ Transfer	☐ Temporary Salary Increase	
		☐ Retirement	☐ Salary Increase	☐ End of Temporary Salary Increase	
		☐ Termination	☐ Salary Decrease	☐ Temporary Promotion	
		☐ Death	☐ Longevity Increase	☐ End of Temporary Promotion	
		☐ Expiration of Appointment	☐ Probation Completion	☐ Change Pay Range	
		☐ Expiration of Temporary Assignment	☐ Extend Probation	☐ Change Fund or Business Unit	
		☐ Expiration of Term Assignment	☐ Demotion	☐ Leave of Absence (More than 10 Days)	
		☐ Other:	☐ Voluntary Demotion	☒	
Comments: Creating Part-Time Librarian. (1 of 1)					
Current Information			Proposed Information		
Department:			Community Services		
Division:			Library		
Position Title:			Librarian		
Position Number:					
Fund:			251		
Business Unit:			2510104		
Position Status:	☐ Elected Official ☐ Exempt ☐ Classified ☐ Term ☐ Probationary		☐ Elected Official ☐ Exempt ☒ Classified ☐ Term ☐ Probationary		
	☐ Temporary ☐ Less than 3 months ☐ 3 - 5 months ☐ 6 - 12 months		☐ Temporary ☐ Less than 3 months ☐ 3 - 5 months ☐ 6 - 12 months		
Scheduled Hours:	☐ Full-Time ☐ Part-Time 1-15 hrs./week ☐ Part-Time 16-39 hrs./week		☐ Full-Time ☐ Part-Time 1-15 hrs./week ☒ Part-Time 16-39 hrs./week		
F.L.S.A Status:	☐ Exempt ☐ Non-Exempt ☐ Partial Exemption		☒ Exempt ☐ Non-Exempt ☐ Partial Exemption		
Union Status:	☐ AFSCME ☐ Probationary AFSCME ☐ SFFA ☐ Probationary SFFA		☐ AFSCME ☒ Probationary AFSCME ☐ SFFA ☐ Probationary SFFA		
	☐ POA ☐ Probationary POA ☐ Non-Union ☐ Probationary Non-Union		☐ POA ☐ Probationary POA ☐ Non-Union ☐ Probationary Non-Union		
Pay Range:			110		
Hourly Rate:			\$29.3620		
Supervisor Name/Employee ID No.:	Payroll Admin:		Payroll Admin:		
Location & Payroll Information:	Location Code:		Location Code:		
Work & Lunch Hr. Schedule:	Lunch Hr. Schedule: ☐ 0 ☐ 30 ☐ 60 Work Schedule:		Lunch Hr. Schedule: ☐ 0 ☐ 30 ☐ 60 Work Schedule:		
Authorizations					
① Division Director:	Date:	⑤ Budget Review:		Budget Log #:	Date:
② Department Director:	Date:	⑥ Finance Director:			Date:
③ HR Review:	HR Log #:	⑦ City Manager:			Date:
④ HR Director:	Date:	⑧ Employee Signature:			Date:
Effective Date:	HR Entry By:	Date Entered:	HR Audit By:	Date Audited:	

City of Santa Fe, New Mexico
Human Resources Action Request Form

Employee Last Name		Employee First Name		Employee No.	Employee Phone No.
Position Only					
Action Requested					
Request to Hire:		Separations:		Requested Change:	
☐ New Hire ☐ Re-Employment		☐ Resignation (Letter Required) ☐ With Notice ☐ Without Notice ☐ Retirement ☐ Termination ☐ Death ☐ Expiration of Appointment ☐ Expiration of Temporary Assignment ☐ Expiration of Term Assignment ☐ Other:		☐ Promotion ☐ Reclassification ☐ Transfer ☐ Salary Increase ☐ Salary Decrease ☐ Longevity Increase ☐ Probation Completion ☐ Extend Probation ☐ Demotion ☐ Voluntary Demotion	
Proposed Effective Date for Hiring:		☐ Add Incentive Pay ☐ Deduct Incentive Pay ☐ Temporary Salary Increase ☐ End of Temporary Salary Increase ☐ Temporary Promotion ☐ End of Temporary Promotion ☐ Change Pay Range ☐ Change Fund or Business Unit ☐ Leave of Absence (More than 10 Days) ☒ Other: Provide thorough explanation			
Comments: Creating Part-Time Library Technician (1 of 3)					
Current Information			Proposed Information		
Department:			Community Services		
Division:			Library		
Position Title:			Library Technician		
Position Number:					
Fund:			251		
Business Unit:			2510104		
Position Status:			☐ Elected Official ☐ Exempt ☐ Classified ☐ Term ☐ Probationary ☐ Temporary ☐ Less than 3 months ☐ 3 - 5 months ☐ 6 - 12 months ☐ 6 - 12 months		
Scheduled Hours:			☐ Full-Time ☐ Part-Time 1-15 hrs./week ☐ Part-Time 16-39 hrs./week ☒ Part-Time 16-39 hrs./week		
F.L.S.A Status:			☐ Exempt ☐ Non-Exempt ☐ Partial Exemption		
Union Status:			☐ AFSCME ☐ Probationary AFSCME ☐ SFFA ☐ Probationary SFFA ☐ POA ☐ Probationary POA ☐ Non-Union ☐ Probationary Non-Union		
Pay Range:			103		
Hourly Rate:			\$19.7397		
Supervisor Name/Employee ID No.:			Payroll Admin:		
Location & Payroll Information:			Payroll Code:		
Work & Lunch Hr. Schedule:			Location Code:		
			Lunch Hr. Schedule: ☐ 0 ☐ 30 ☐ 60 Work Schedule:		
Authorizations					
① Division Director:		Date:		Budget Log #:	
② Department Director:		Date:		Date:	
③ HR Review:		HR Log #:		Date:	
④ HR Director:		Date:		Date:	
Effective Date:		HR Entry By:		Date Audited:	

City of Santa Fe, New Mexico
Human Resources Action Request Form

Employee Last Name		Employee First Name		Employee No.	Employee Phone No.
Position Only					
Action Requested					
Request to Hire:		Separations:		Requested Change:	
☐ New Hire ☐ Re-Employment		☐ Resignation (Letter Required) ☐ With Notice ☐ Without Notice ☐ Retirement ☐ Termination ☐ Death ☐ Expiration of Appointment ☐ Expiration of Temporary Assignment ☐ Expiration of Term Assignment ☐ Other:		☐ Promotion ☐ Reclassification ☐ Transfer ☐ Salary Increase ☐ Salary Decrease ☐ Longevity Increase ☐ Probation Completion ☐ Extend Probation ☐ Demotion ☐ Voluntary Demotion	
Proposed Effective Date for Hiring:		☐ Add Incentive Pay ☐ Deduct Incentive Pay ☐ Temporary Salary Increase ☐ End of Temporary Salary Increase ☐ Temporary Promotion ☐ End of Temporary Promotion ☐ Change Pay Range ☐ Change Fund or Business Unit ☐ Leave of Absence (More than 10 Days) ☒ Other: Provide thorough explanation			
Comments: Creating Part-Time Library Technician (2 of 3)					
Current Information			Proposed Information		
Department:			Community Services		
Division:			Library		
Position Title:			Library Technician		
Position Number:					
Fund:			251		
Business Unit:			2510104		
Position Status:			☐ Elected Official ☐ Exempt ☐ Classified ☐ Term ☐ Probationary ☐ Temporary ☐ Less than 3 months ☐ 3 - 5 months ☐ 6 - 12 months ☐ 6 - 12 months		
Scheduled Hours:			☐ Full-Time ☐ Part-Time 1-15 hrs./week ☐ Part-Time 16-39 hrs./week ☒ Part-Time 16-39 hrs./week		
F.L.S.A Status:			☐ Exempt ☐ Non-Exempt ☐ Partial Exemption		
Union Status:			☐ AFSCME ☐ Probationary AFSCME ☐ SFFA ☐ Probationary SFFA ☐ POA ☐ Probationary POA ☐ Non-Union ☐ Probationary Non-Union		
Pay Range:			103		
Hourly Rate:			\$19.7397		
Supervisor Name/Employee ID No.:			Payroll Admin:		
Location & Payroll Information:			Payroll Code:		
Work & Lunch Hr. Schedule:			Location Code:		
			Lunch Hr. Schedule: ☐ 0 ☐ 30 ☐ 60 Work Schedule:		
Authorizations					
① Division Director:		Date:		Budget Log #:	
② Department Director:		Date:		Date:	
③ HR Review:		HR Log #:		Date:	
④ HR Director:		Date:		Date:	
Effective Date:		HR Entry By:		Date Audited:	

City of Santa Fe, New Mexico
Human Resources Action Request Form

Employee Last Name		Employee First Name		Employee No.	Employee Phone No.
Position Only					
Action Requested					
Request to Hire:		Separations:		Requested Change:	
☐ New Hire ☐ Re-Employment		☐ Resignation (Letter Required) ☐ With Notice ☐ Without Notice ☐ Retirement ☐ Termination ☐ Death ☐ Expiration of Appointment ☐ Expiration of Temporary Assignment ☐ Expiration of Term Assignment ☐ Other:		☐ Promotion ☐ Reclassification ☐ Transfer ☐ Salary Increase ☐ Salary Decrease ☐ Longevity Increase ☐ Probation Completion ☐ Extend Probation ☐ Demotion ☐ Voluntary Demotion	
Proposed Effective Date for Hiring:		☐ Add Incentive Pay ☐ Deduct Incentive Pay ☐ Temporary Salary Increase ☐ End of Temporary Salary Increase ☐ Temporary Promotion ☐ End of Temporary Promotion ☐ Change Pay Range ☐ Change Fund or Business Unit ☐ Leave of Absence (More than 10 Days) ☒ Other: Provide thorough explanation			
Comments: Creating Part-Time Library Technician (3 of 3)					
Current Information			Proposed Information		
Department:			Community Services		
Division:			Library		
Position Title:			Library Technician		
Position Number:					
Fund:			251		
Business Unit:			2510104		
Position Status:			☐ Elected Official ☐ Exempt ☐ Classified ☐ Term ☐ Probationary ☐ Temporary ☐ Less than 3 months ☐ 3 - 5 months ☐ 6 - 12 months ☐ Full-Time ☐ Part-Time 1-15 hrs./week ☐ Part-Time 16-39 hrs./week ☒ Partial Exemption		
Scheduled Hours:			☐ Exempt ☒ Non-Exempt ☐ Partial Exemption		
F.L.S.A Status:			☐ AFSCME ☐ Probationary AFSCME ☐ SFFA ☐ Probationary SFFA ☐ POA ☐ Probationary POA ☐ Non-Union ☐ Probationary Non-Union		
Union Status:			☐ AFSCME ☐ Probationary AFSCME ☐ SFFA ☐ Probationary SFFA ☐ POA ☐ Probationary POA ☐ Non-Union ☐ Probationary Non-Union		
Pay Range:			103		
Hourly Rate:			\$19.7397		
Supervisor Name/Employee ID No.:			Payroll Admin:		
Location & Payroll Information:			Payroll Code:		
Work & Lunch Hr. Schedule:			Location Code:		
			Lunch Hr. Schedule: ☐ 0 ☐ 30 ☐ 60 Work Schedule:		
Authorizations					
① Division Director:		Date:		Budget Log #:	
② Department Director:		Date:		Date:	
③ HR Review:		HR Log #:		Date:	
④ HR Director:		Date:		Date:	
Effective Date:		HR Entry By:		Date Audited:	