

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

In the Matter of Adopting the Personnel Cost Form)
and Requiring its Use for all Personnel Requests)
_____)

ORDER NO. 08-00

WHEREAS, the Board of County Commissioners has the sole authority to approve budget requests of all types, including personnel services; and

WHEREAS, the Board of County Commissioners should review all requests for grant funds which include funding for personnel at the County; and

WHEREAS, frequently budget and/or grant requests have not included all the costs associated with adding personnel;

NOW, THEREFORE, IT IS HEREBY ORDERED that the Columbia County Personnel Cost Form, as shown in Exhibit "A" which is attached hereto and incorporated herein by this reference is hereby approved by the Board of County Commissioners; and

IT IS HEREBY FURTHER ORDERED that any budget request related to personnel that is placed before the Board of County Commissioners, including requests made during the annual budget process, must include a completed copy of this form. No budget request will be considered without the prior submittal of a completed copy of this form; and

IT IS HEREBY FURTHER ORDERED that any request for grant funding submitted by any County employee or elected official or other person, which includes a request for County personnel funding of any type, must also be placed before the Board of County Commissioners for approval, along with a completed copy of this form. No request for grant funding which involves funding for County personnel may be submitted without the prior submittal of a completed copy of this form.

DATED this 2nd day of February, 2000.

**BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

By: Jack Peterson
Jack Peterson, Chair

By: Rita Bernhard
Rita Bernhard, Commissioner

By: Anthony Hyde
Anthony Hyde, Commissioner

Approved as to form

By: Joan Kelly
Office of County Counsel

Columbia County Personnel Cost Form

Department: _____
 Submitted By: _____

Date: _____

Budget Request Annual Budget Mid Year Request

Grant Request

Description of Grant: _____

Admin Fees included in Grant? Yes / No Amount: \$ _____ or _____ % Allowed: _____ %

Position Title: _____ Existing Position New Position
 Number of FTE: _____ (full-time, part-time, more than one position)

For each of the following, indicate the funding needed to supply the appropriate item, or mark NA if not needed for this position [see attached page for examples of items which should be included]:

Personnel Services:

Annual Salary: \$ _____
 (Range ____ / Step ____)
 Taxes/Benefits: \$ _____
 (Estimate 43% of total salary)
 Total: \$ _____
 Unemployment: \$ _____
 Workers Comp: \$ _____

Materials/Services:

Computer: \$ _____
 Printer: \$ _____
 Desk: \$ _____
 Chair: \$ _____
 Phone: \$ _____
 Pager: \$ _____
 Cell Phone: \$ _____
 Phone/Pager Service: \$ _____
 Uniform: \$ _____
 Equipment: \$ _____
 Vehicle/Maintenance: \$ _____
 Training/Conf/Mileage: \$ _____
 Physical Exam: \$ _____
 Other (Describe): \$ _____
 \$ _____

Total Cost of Position: \$ _____
 Amount Currently Budgeted and Available: \$ _____ Budget line item: _____
 Amount Requested: Current FY: \$ _____ Coming FY: \$ _____
 Over Term of Grant: \$ _____

Where will this person be located: _____

Will changes need to be made to offices (describe): _____

Will person require additional support staff (describe): _____ Cost: \$ _____

Reviewed: Human Resources by: _____ date: _____
 Comments: _____

General Services by: _____ date: _____
 Comments: _____

Finance by: _____ date: _____
 Comments: _____

Approved/ Denied Board of Commissioners by: _____ date: _____
 Comments: _____

Examples of items which should be considered/included when adding personnel:

- Computer: Workstation, Software licenses: Novell/GW, Corel, Windows, Other departmental software applications
- Printer: Stand alone, network printer access, color, black and white
- Desk/Chair: Should include total set up costs for employee work area or office: Desk, chair, chair mat, filing cabinets, visitor chairs, stapler, in/out boxes
- Phone: Desk telephone
- Pager: Obvious
- Cellular Phone: Obvious
- Phone/Pager Service: Add sufficient dollars to pay for the added monthly pager/cell phone account, as well as for the monthly call billing amounts
- Uniform: Shirts, pants, shoes, work boots, rain wear, overalls, other safety gear such as eye protection, hearing protection
- Equipment: For law enforcement: Weapon, badge, duty belt; tools, flashlight
- Vehicle: Include cost of vehicle purchase, plus additional gas, insurance, maintenance
- Training/Conferences: Include any initial training costs, plus the annual cost of training provided to employees
- Physical Exam: If required pre-employment