

4.3 STAFFING AND PERSONNEL CALCULATION

Proposer's name: _____ Location number: _____

Instructions. Use this form to project the number of hours the Deputy Registrar, Office Manager, Assistant Office Manager, and all employees will work, the hourly wages each will be paid, and the weekly and monthly payroll costs. **If necessary, use additional sheets.**

The Deputy Registrar must average at least twenty (20) hours per week (County Auditors and Clerks of Courts are considered full-time); the Office Manager must average at least thirty-six (36) hours per week. The Deputy Registrar may also serve as the Office Manager but must then average at least thirty-six (36) hours per week. Total hours for the Deputy Registrar and all employees must equal or exceed the minimum staffing requirements for the Class Size Agency as prescribed in the Agency Specifications. **Caution. For Deputy Registrars who also serve as the office manager, be careful not to duplicate hours worked.**

The Deputy Registrar need not list any salary or wages for the Deputy's own service as Deputy Registrar or as the Office Manager. The projected wages for all employees except the Deputy Registrar must be listed. The Deputy Registrar will be required to maintain at least these levels during the term of the contract, unless lesser amounts are approved by the Registrar in writing.

| POSITION | HOURS PER WEEK | HOURLY RATE | WEEKLY PAY | MONTHLY PAY (WEEKLY MULTIPLIED BY 4) |
|---|----------------------|----------------|---------------|---|
| 1. Deputy Registrar | | N/A | N/A | N/A |
| 2. Office Manager (leave blank if you are also the Deputy Registrar) | | | | |
| 3. Assistant Office Manager | | | | |
| 4. Employee | | | | |
| 5. Employee | | | | |
| 6. Employee | | | | |
| 7. Employee | | | | |
| 8. Employee | | | | |
| 9. Employee | | | | |
| 10. Employee | | | | |
| 11. Employee | | | | |
| 12. Employee | | | | |
| TOTALS | | N/A | | |