REQUEST FOR SECONDARY EMPLOYMENT OF GENERAL SERVICES

*For properties owned by the County of Bastrop, including the historic Courthouse and Courthouse complex and other County buildings, County roads and parks. General Services is responsible for and maintains properties owned by the County.*

APPLICANT NAME OR BUSINESS:

ADDRESS:

CONTACT PERSON:

PHONE: EMAIL:

SECONDARY EMPLOYMENT DESCRIPTION

LOCATION: Courthouse complex, including Historic Courtroom, Law Library, Downstairs hallways, and Commissioner’s Courtroom (extras).

🞏 Map of Location. *Map requirement may be waived if inside of County Courthouse Complex.* ***WAIVED***

DESCRIPTION OF REQUESTED SERVICE:

Monitoring changes to historic building, including changing out light bulbs; on call services for any issues that arise with facility, and cleaning before weekly courthouse use.

4 hours minimum each day. Total 16 hours.

DATE and TIME AT THE LOCATION

Start Date: 09-16-2023 End Date: 09-17-2023 Start Time on site: 7 a.m. End Time on site: 11 p.m.

Start Date: 09-23-2023 End Date: 09-24-2023 Start Time on site: 7 a.m. End Time on site: 11 p.m.

GUIDELINES AND ACKNOWLEDGEMENTS

* Bastrop County reserves the right to determine the number of people and expanded dates/times needed for secondary employment for this request.
* Bastrop County may require additional industry professionals be hired for requested job description and maintain a supervisory position during requested modifications and changes.
* Applicant must pay for materials and rent any non-standard tools and machinery required for request.
* All changes and modifications must be reversed to the original condition unless Bastrop County approves otherwise in writing.
* Applicant is responsible for all damages that may arise from requested changes and modifications.
* Bastrop County reserves the right to decline any request for secondary employment. All requests are subject to approval.
* The employee is outside contracted employment, and their primary responsibility while working in secondary employment capacity is the safety of county property from damages. They may only perform duties directly related to this request. They may not perform additional duties without prior written approval from Bastrop County.

**PAY RATE:** $35.00 per hour with a four (4) hour minimum. Secondary Employees are to be paid in cash at the end of each employment period.

**Applicant acknowledges that they are contracting requested services for the above listed dates, and Applicant recognizes and will adhere to all guidelines and acknowledgements as listed above.**

**APPLICANT SIGNATURE: DATE:**

**APPROVAL BY BASTROP COUNTY: DATE:**