



## FORT BEND COUNTY EMPLOYEE ACTION FORM

EMPLOYEE INFO (required):	ACTION TO BE TAKEN: Click on a box to select the action
Effective Date: <b>07 12 2024</b>	<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Transfer
Department: <b>5601D-Sheriff-Detention</b>	<input type="checkbox"/> Reclassification <input type="checkbox"/> Pay Change <input checked="" type="checkbox"/> Data Change
Location: <b>Sheriff's Office (Williams Way)</b>	<input type="checkbox"/> Demographic Change <input type="checkbox"/> Leave <input type="checkbox"/> Termination
Employee ID: <b>1001520</b>	
First Name: <b>Kimberly</b>	Select a Reason: <b>Data Change-Location Change</b>
Middle Initial: _____	2nd Reason (optional): <b>*</b>
Last Name: <b>Leach</b>	

NEW DEMOGRAPHIC INFO: Enter new or updated demographic info for new hires, rehires or existing employees	
Physical Add: _____ <small>(address, city, state, zip code)</small>	Home Phone: _____
Mailing Add: _____ <small>(address, city, state, zip code)</small>	Cell Phone: _____
Marital Status: <b>*</b>	Former Name: _____ <small>(name change only)</small>

NEW POSITION INFO: Enter the new position info for new hires, rehires, transfers, reclassifications, pay change or data change			
Position #: <b>5601-0012</b>	Position Title: <b>Lieutenant (DETENTION)</b>		
Pay Schedule: <b>LAW-ENFRC</b>	Grade: <b>L07</b>	Base Pay Rate: <b>\$48.76 /hour</b>	
Status: <b>FULL TIME</b>	Exemption: <b>NON-EXEMPT 43</b>	Accounting Unit: <b>100560100</b>	
Supplemental Pay Type: <b>1 DSP</b>		Amount: <b>\$110.00 /biweekly</b>	

GRANT/CONTRACT INFO: Enter accounting unit/activity for new or existing employees transferring to/from a grant, project or contract		
<input type="checkbox"/> Add/Transfer To:	Accounting Unit: _____	Activity: _____
<input type="checkbox"/> Remove/Transfer From:	Accounting Unit: _____	Activity: _____
If employee's salary should be split between multiple accounting distributions, please explain: _____		

QRW INFO: Complete this section for full time new hires, rehires and transfers	
MINIMUM QUALIFICATIONS FOR POSITION:	CANDIDATE'S QUALIFICATION FOR POSITION:
KNOWLEDGE:	KNOWLEDGE:
EXPERIENCE:	EXPERIENCE:
SPECIAL REQUIREMENTS:	SPECIAL REQUIREMENTS:

COMMENTS:
Data Change moving Position from Criminal Investigation Division (CID) to Detention as approved by Commissioners Court dtd 07 10 24

DEPT APPROVAL SIGNATURE:	DATE:
	07 29 2024

For HR Use Only

\*Please email, fax or send interoffice to Human Resources

**Ned, Mark**

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**From:** Wong, Norman  
**Sent:** Monday, July 29, 2024 11:08 AM  
**To:** Rader, Angel; Leach, Kim  
**Cc:** Webb, Jacob; Chessser, Tim; Provost, Mattie; Ned, Mark  
**Subject:** RE: Stipend

Captain Rader/ Lt. Leach, although Lt. Leach was reporting to Detention, her position was still assigned to Enforcement. We have since been approved to move the position to Detention. The date on the EAF was the date the CC approved the transfer. Lt. Leach will be receiving the Detention stipend from the dated EAF.

Wong

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**From:** Rader, Angel <Angel.Rader@fortbendcountytexas.gov>  
**Sent:** Friday, July 26, 2024 4:35 PM  
**To:** Wong, Norman <Norman.Wong@fortbendcountytexas.gov>  
**Cc:** Webb, Jacob <Jacob.Webb@fortbendcountytexas.gov>; Chessser, Tim <Tim.Chessser@fortbendcountytexas.gov>  
**Subject:** FW: Stipend

Chief Wong,

Please see the email from Lt. Leach below. Who would be responsible for putting this on the agenda? The SO or SO HR? Thank you.

Rader

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**From:** Leach, Kim <[Kim.Leach@fortbendcountytexas.gov](mailto:Kim.Leach@fortbendcountytexas.gov)>  
**Sent:** Thursday, July 25, 2024 2:52 PM  
**To:** Rader, Angel <[Angel.Rader@fortbendcountytexas.gov](mailto:Angel.Rader@fortbendcountytexas.gov)>  
**Subject:** Stipend

Captain Rader,

I just got off the phone with Kelly in payroll, good thing I called her because our HR has not sent the paperwork to payroll for me to get paid. Also, as far as back pay goes the SO has to tell commissioners court that I have been in detention since April 28, 2024 and for them to back pay me and they have will approve it. I really can't believe it has taken this long and I do know commissioners court meets once a month can you please have my back pay put on the agenda. Kelly told me if you have any questions you can call her.  
Thank you for your time.

Lt. Leach  
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