

Disclosure of your social security number (SSN) is required and authorized under law, 42 U.S.C. §405(b)(2)(C)(i); Tex. Govt. Code §54.03.011; 403.015, and 403.078. The number will be used for tax, payroll, and benefit administration and identification of any individual affected by the law. State employees can elect in writing to protect their SSN from public disclosure under Govt. Code §552.024.

Employee's name <b>Dino Marcaccio</b>		Division and section <b>Audit - Houston North</b>	
Social Security number <b>452-19-7206</b>		Working site <b>Auditor V</b>	
Period covered <b>From: September 1, 2004</b> <b>To: June 30, 2005</b>			
Number of hours awarded: <b>16</b> to be effective on: <b>July 1, 2005</b>			

You have certain rights under Ch. 559, Government Code, to review, request, and correct information we have on file about you. For more information, contact Human Resources Division.

## ADMINISTRATIVE LEAVE FOR OUTSTANDING PERFORMANCE

Received HR Dept.  
 JUL 2 0 2005

Honorable  
Carole Keeton Stayhorn



# ADMINISTRATIVE LEAVE SUMMARY SHEET

Instructions for Preparer: Section 661, 911 of the Government Code allows the chief executive officer of an agency to grant administrative leave, with pay, for outstanding performance, as documented by performance appraisal. For each performance factor listed, please describe in detail why this employee's job performance is considered "outstanding" and may merit an award of administrative leave as requested and documented.

## MANAGEMENT COMMENTS:

Factor #1:

### Audit Activities

Specific comments:

Dino has done an outstanding job in the area of audit activities. Through the first nine months of this fiscal year, he's completed 24 original assignments. Many of these assignments involved mixed beverage tax, and he's made a significant contribution toward the office objective. What's also notable is that in almost all cases a sales tax spinoff audit was completed in conjunction with the mixed beverage assignment, some of which resulted in sizeable assessments.

In addition to his mixed beverage activities, Dino continues to perform Motor Vehicle tax audits. He completed one earlier in the year that resulted in a tax assessment, and currently has another in progress where significant problems have been noted. From time to time he has also provided assistance to other auditors conducting both mixed beverage and motor vehicle tax audits.

Factor #2:

Specific comments:

sign here	Manager's signature	<i>Bob Row</i>	Title	Manager	Date	7-5-05	
sign here	Director's approval	<i>[Signature]</i>	Title	Asst. Dir. of Finance	Date	7/11/05	
sign here	H.R. Manager's signature, if approved	<i>[Signature]</i>			Date	7-30-05	
sign here	Executive signature, if approved	<i>[Signature]</i>			Date		
sign here	Employee's signature	<i>[Signature]</i>			Date	7/21/05	

In addition to meeting any job factors identified on this form, all Comptroller employees must adhere to all other terms and conditions of employment, including division and agency policies and procedures and all other reasonable employer directives. An equal opportunity employer.