



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER _____
PAGE 1 OF 1
DATE: 12/17/2024

SUBJECT: **CONSIDERATION OF A WAIVER OF TERMINAL BENEFITS – 236TH DISTRICT COURT**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a waiver of terminal benefits for 236th District Court for position number 20002632 – Court Coordinator effective January 2, 2025.

BACKGROUND

In order to fill a vacancy created by an employee terminating, the previous employee's terminal benefits (vacation) must be exhausted. This prevents the County from paying both the terminated employee and the replacement from the budgeted funds for a single position at the same time. Detention Officer positions do not require the exhaustion of terminal benefits, and Deputy Sheriff positions in the Judicial Division require the exhaustion of a maximum of 120 hours of terminal benefits.

With the exception of the aforementioned position, departments must request a waiver of terminal benefits in order to fill a vacant position before the vacation time being paid out has been exhausted. These requests must be justified in writing and receive the Commissioners Court approval. Departments may choose to seek waivers of terminal benefits for a variety of reasons. Hard-to-fill positions, for example, may require more immediate hiring actions to avoid losing an identified candidate. Single-incumbent or high-level managerial positions may also cause a department to seek a waiver to promote continuity of services or continual department management. Small departments also struggle with keeping positions vacant for extended periods of time, as there may not be sufficient staff to assume the resulting workload. Waivers of terminal benefits may result in a net cost or net savings depending on whether or not the new hire will earn less than the previous incumbent.

The incumbent of the Court Coordinator position will retire from County service on December 31, 2024, with three hundred and twenty (320) hours of vacation. This General Fund position is responsible for docket management and trail management while acting as the liaison to other departments. The incumbent answers phone calls and responds to inquiries from the public including conducting research and maintaining resources and accurate records. Leaving this position unfilled will hamper the productivity and efficiency of the 236th District Court. Due to the critical duties performed by this position, Human Resources requests a waiver of terminal benefits for the remaining three hundred and twelve (312) hours.

FISCAL IMPACT

The FY 2025 net cost to the General Fund will be approximately \$7,162.03 including fringe benefits. An appropriations adjustment from Courts Judiciary into Salaries of \$7,163.00 will be made to offset this cost to result in a net zero fiscal impact.

SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
		APPROVED BY:	Anjanie Ramnarine