



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER _____

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DATE: 10/1/2024

**SUBJECT: CONSIDERATION OF SALARY ADMINISTRATION GUIDELINES
REVISIONS**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider revisions to the Salary Administration Guidelines (SAG) effective on October 1, 2024.

BACKGROUND

The SAG provides written salary administration policies and procedures that are designed to ensure consistency in policy application and salary administration throughout Tarrant County. The SAG was last updated and published on August 6, 2024, through Court Order #143575.

Two (2) provisions of the SAG are being revised, one (1) provision of the SAG is being removed, and one (1) provision of the SAG is being added which is outlined in the attached document.

An update to the department name in Section VII. T. 4. Premium Pay – Shift Differential from Criminal Court Administration to Criminal Courts.

The provision under Premium Pay - Magistrate Pay in Section VII. T. 9. is being removed.

Section XIV. L. 3. Special Salary Provision is no longer applicable to Associate Judges' salaries. The addition of Section XIV. L. 4. Special Salary Provision for the Chief Magistrate position in Criminal Courts as outlined in the attached document.

FISCAL IMPACT

The costs associated with these changes were included in the FY 2025 budget.

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

VII. REGULARLY SCHEDULED HOURS OF WORK

T. PREMIUM PAY

4. Shift Differential: personnel working second and third shifts will receive shift differential pay at the rate of sixty-five cents (\$0.65) per hour. Second and third shifts shall be defined as any regular shift starting between 1:00 pm and 1:00 am.

Only full-time non-exempt employees are eligible to receive shift differential pay. Eligible departments are the Sheriff's Office, Juvenile Services, Medical Examiner's Office, Facilities Management, and Criminal Courts.

XIV. NON-LAW ENFORCEMENT – POLICIES AND PROCEDURES

L. SPECIAL SALARY PROVISIONS

3. Magistrates' salaries will not exceed 95% of the total of the State District Judge base salary and any County supplement. The hourly wage of a temporary employee acting as a magistrate will be equal to the annual salary of a full-time magistrate divided by 2,080. The hourly wage of a temporary employee acting as a court reporter will be equal to the annual salary of a full-time court reporter divided by 2,080.
4. The Chief Magistrate's salary will be set within a range from 97% to 105% of the total of the State District Judge base salary and any County supplement at the discretion of the twenty-one (21) elected County and District Criminal Courts Judges.

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T. PREMIUM PAY

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Only full-time non-exempt employees are eligible to receive shift differential pay. Eligible departments are the Sheriff's Office, Juvenile Services, Medical Examiner's Office, Facilities Management, and Criminal Courts ~~Administration~~.

- ~~9. Magistrate Pay: Employees in Associate Judicial Staff Counsel positions that are appointed and serving as magistrates will receive a supplement of \$145 per pay period.~~

XIV. NON-LAW ENFORCEMENT – POLICIES AND PROCEDURES

L. SPECIAL SALARY PROVISIONS

3. ~~Associate Judge and~~ Magistrates' salaries will not exceed 95% of the total of the State District Judge base salary and any County supplement. The hourly wage of a temporary employee acting as a magistrate will be equal to the annual salary of a full-time magistrate divided by 2,080. The hourly wage of a temporary employee acting as a court reporter will be equal to the annual salary of a full-time court reporter divided by 2,080.
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