



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 144838

PAGE 1 OF 1

DATE: 3/11/2025

**SUBJECT: CONSIDERATION OF OUT-OF-CLASS PAY EXTENSION – HUMAN RESOURCES**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the approval of an out-of-class pay extension effective on March 30, 2025.

**BACKGROUND**

Human Resources has been paying out-of-class pay to the incumbent of position 20000026 – Office Manager II, Grade 70, for performing the duties of position 20004018 – Staff Development Officer, Grade 73, since October 1, 2024. On December 17, 2024 through Court Order No. 144479, an out-of-class pay extension was approved through March 30, 2025. The Staff Development Officer position facilitates, conducts, and maintains the County’s training and staff development program. The incumbent ensures the County’s educational tuition reimbursement program is managed according to policy and reimbursements are processed accurately and timely. Both positions are funded by the General Fund. The policy allows out-of-class pay for ninety (90) days unless the Commissioners Court approves an extension to continue beyond that period. The department has requested that the out-of-class pay be extended through June 27, 2025 or an earlier date if the position is filled.

**FISCAL IMPACT**

The cost of the extension to the General Fund will be approximately \$1,508.21 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the Staff Development Officer position.

SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
		APPROVED BY:	Roxie Held