



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 145064  
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DATE: 4/15/2025

**SUBJECT: CONSIDERATION OF A WAIVER OF TERMINAL BENEFITS –  
PRECINCT 4**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the approval of a waiver of terminal benefits for the Precinct 4 for position number 20004988 – Project Supervisor effective April 16, 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 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 Project Supervisor position retired from County service on February 28, 2025 with four hundred (400) hours of vacation. This Road and Bridge Fund position provides management of the day-to-day operations of the department and oversight of work production, quantity and quality of completed work. Leaving this position unfilled will hamper the productivity and efficiency of the Precinct 4 Maintenance Facility. Due to the critical duties performed by this position, Precinct 4 requests a waiver of terminal benefits for the remaining one hundred and forty-four (144) hours.

**FISCAL IMPACT**

**FY 2025 Fiscal Impact**

The total cost for this waiver request of 144 hours will be \$7,345.00.

The total cost for the incumbent for the 144 hours will be \$6,052.00.

This waiver will generate an additional expense of \$6,052.00.

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



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## FY 2026 Fiscal Impact

This action will not generate an additional expense for FY 2026.

The incumbent's salary will be less than the tenured employee that left the position.