



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER \_\_\_\_\_

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DATE: 1/14/2025

**SUBJECT: CONSIDERATION OF A WAIVER OF TERMINAL BENEFITS –  
AUDITOR’S OFFICE**

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the approval of a waiver of terminal benefits for the Auditor’s Office for position number 20004329– Financial Internal Auditor I position effective January 15, 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 Financial Internal Auditor I position retired from County service on December 31, 2024 with approximately three hundred (308) hours of vacation. This General Fund position is responsible for maintaining, reporting, and monitoring financial budgets. The incumbent executes all stop payment requests for the County’s consolidated bank account. This position also approves requisitions and graphics requests for all County departments. Leaving this position unfilled will negatively impact the essential financial related processes in the County Auditor’s Office. Due to the critical duties performed by this position, the Auditor’s Office has requested a waiver of terminal benefits for the remaining two hundred and twenty-eight (228) hours.

**FISCAL IMPACT**

The FY 2025 net savings to the General Fund will be approximately \$353.21 including fringe benefits.

SUBMITTED BY	Human Resources	PREPARED BY:	Amber Duckworth
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