



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER <#CourtOrderNumber#>

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DATE: 6/17/2025

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 July 1, 2025.

BACKGROUND

The Salary Administration Guidelines (SAG) provide written salary administration policies and procedures that are designed to ensure consistency in policy application and salary administration throughout Tarrant County.

On May 20, 2025, the Commissioners Court, through Court Order #145248, approved approved the current version of the SAG.

The following revision is being proposed:

Section XIV. L. 1. Special Salary Provisions, which establishes salary caps for specific positions within the County Judge and Precinct Offices. The proposed changes are outlined in the attached document

FISCAL IMPACT

There is no additional fiscal impact associated with these changes.

SUBMITTED BY Human Resources

PREPARED BY: Rochelle Neal

APPROVED BY: Roxie Held

REVISED TEXT

L. SPECIAL SALARY PROVISIONS

1. The First Assistant Auditor's salary will not exceed 90% of the County Auditor's salary.
2. 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.
3. 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.

REDLINED TEXT

L. SPECIAL SALARY PROVISIONS

~~1. The County Judge's Chief of Staff salary will not exceed 95% of County Commissioner salaries. Precinct Administrator salaries will not exceed 90% of County Commissioner salaries. Director of Field Operations and Director of Maintenance Center and Transportation Services salaries will not exceed 85% of County Commissioner salaries. Salaries of Executive Administrators in the Commissioners Precincts will not exceed 76.5% of County Commissioner salaries. Community Outreach Coordinator, Community Liaison, and Director of Strategic Initiatives salaries will not exceed 70% of Precinct Administrator salaries.~~

2. The First Assistant Auditor's salary will not exceed 90% of the County Auditor's salary.
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