



COMMISSIONERS COURT  
COMMUNICATION

COURT ORDER NUMBER <#CourtOrderNumber#>

PAGE 1 OF 2

DATE: 1/28/2025

SUBJECT: CONSIDERATION OF A WAIVER OF TERMINAL BENEFITS –  
PRECINCT 1

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

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the approval of a waiver of terminal benefits for Precinct 1 for position number 20002980 – Executive Programs & Outreach Administrator effective January 6, 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 Executive Programs & Outreach Administrator position vacated this position on December 31, 2024 to serve as the Precinct 1 County Commissioner with two hundred and twenty-four (224) hours of vacation. This General Fund position serves as a vital link between the community and the Commissioner’s office. The incumbent conducts investigative research on community-based organizations including funding sources, infrastructure, and strategies. Leaving this position unfilled will hamper the productivity and efficiency of Precinct 1. Due to the critical duties performed by this position, Precinct 1 requests a waiver of terminal benefits for the remaining two hundred (200) hours.

**FISCAL IMPACT**

The FY 2025 net cost to the General Fund will be approximately \$18,832.37 including fringe benefits.

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