



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER <#CourtOrderNumber#>

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DATE: 2/4/2025

**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 the Precinct 1 for position number 20002992 – Project Supervisor effective February 5, 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 January 2, 2025 with four hundred (400) hours of vacation. This Road and Bridge Fund position provides management of day-to-day operations of the department and oversight of the work production, quantity and quality of work completed. Leaving this position unfilled will hamper the productivity and efficiency of the Precinct 1 Maintenance Facility. Due to the critical duties performed by this position, Precinct 1 requests a waiver of terminal benefits for the remaining two hundred and sixteen (216) hours.

**FISCAL IMPACT**

The available budget for position 20002992, for the period of February 5, 2024 through September 30, 2025, is \$77,895.73.

The budget needed to cover the new employee's salary is \$59,854.89

The terminal benefit payout is \$12,379.96

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



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The budget savings will be \$5,660.89