



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 03/08/2022

**SUBJECT: APPROVAL OF WAIVERS OF TERMINAL BENEFITS –  
SHERIFF’S OFFICE**

## **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve two (2) waivers of terminal benefits for the Sheriff’s Office for position number 20004551 – Administrative Asst II, Purchasing & Training effective March 19, 2022 and for position number 20001566 – Lieutenant effective April 2, 2022.

## **BACKGROUND**

The incumbent of the Administrative Asst II, Purchasing & Training position left County service on February 18, 2022 with four hundred (400) hours of vacation. This General Fund position provides the Training Academy with administrative and clerical support including telephone and visitor reception and tracking, registering students for courses, keeping TCOLE records for statistics, and coordinating new hires’ information. The incumbent provides routine upkeep of the uniform room, supplies employees with uniforms, and takes orders from new hires for uniform tailoring. Due to the critical duties performed by this position, the Sheriff’s Office requests a waiver of terminal benefits for the remaining two hundred and forty (240) hours.

The incumbent of the Lieutenant position will leave County service on March 31, 2022 with four hundred (400) hours of vacation. This General Fund position manages the North Patrol Office and works as the critical incident commander. The incumbent coordinates the division’s activities including calls and employees assigned to all shifts. Due to the critical duties performed by this position, the Sheriff’s Office requests a waiver of terminal benefits for the remaining three hundred and ninety (390) hours.

## **FISCAL IMPACT**

The net cost to the General Fund will be approximately \$21,701.96 including fringe benefits. The cost of the waivers will be \$33,976.51 including fringe benefits. The salary savings for the remainder of FY 2022 will be approximately \$12,274.55 including fringe benefits.

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| SUBMITTED BY: | Human Resources | PREPARED BY:<br>APPROVED BY: | Anjanie Ramnarine |
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