



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 03/22/2022

**SUBJECT: APPROVAL OF OUT-OF-CLASS PAY EXTENSION – CRIMINAL
DISTRICT ATTORNEY’S OFFICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve an out-of-class pay extension effective on April 18, 2022.

BACKGROUND

The Criminal District Attorney’s Office has been paying out-of-class pay to the incumbent of position 20005274 – Legal Assistant, Grade 17, for performing the duties of position 20002129 – Executive Assistant, Grade 71, since January 18, 2022. Both positions are funded by the General Fund. The policy allows out-of-class pay for ninety (90) days unless the Commissioners Court approves an extension to continue beyond that period. The department has requested that the out-of-class pay be extended through July 16, 2022 or an earlier date if the position is filled.

FISCAL IMPACT

The cost of the extension to the General Fund will be approximately \$812.61 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the Executive Assistant position.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Anjanie Ramnarine
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