



## COMMISSIONERS COURT COMMUNICATION

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

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DATE: 06/21/2022

**SUBJECT: APPROVAL OF A WAIVER OF TERMINAL BENEFITS –  
PROBATE COURT NO. 2**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve a waiver of terminal benefits for Probate Court No. 2 for position number 20002842 – Probate Court Coordinator effective July 11, 2022.

### **BACKGROUND**

The incumbent of the Court Coordinator position left County service on June 8, 2022 with approximately three hundred and eleven (311) hours of vacation. This General Fund position handles scheduling and drafts letters and orders for the judge. The incumbent maintains dockets, reviews pleadings and other motions, and answers inquiries on behalf of the Court. Due to the critical duties performed by this position, Probate Court No. 2 requests a waiver of terminal benefits for the remaining one hundred and twenty-seven (127) hours.

### **FISCAL IMPACT**

The net cost to the General Fund will be approximately \$4,662.86 including fringe benefits. The cost of the waiver will be \$5,458.26 including fringe benefits. The salary savings for the remainder of FY 2022 will be approximately \$795.40 including fringe benefits.

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