



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 06/21/2022

**SUBJECT: APPROVAL TO DOUBLE FILL A POSITION AND FOR A WAIVER
OF TERMINAL BENEFITS – 342ND DISTRICT COURT**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve double filling position number 20002636 – Court Reporter for the 342nd District Court effective on June 22, 2022. It is also requested that the Commissioners Court approve a waiver of terminal benefits for the same position number effective July 20, 2022.

BACKGROUND

The incumbent of the Court Reporter position will leave County service on July 19, 2022 with approximately two hundred and forty-six (246) hours of vacation. This General Fund position documents, maintains, and preserves required records for the Court. Leaving this position unfilled will hamper the ability of the Court to process cases in a timely manner. Due to the critical duties performed by this position, the 342nd District Court is requesting approval to double fill the position effective June 22, 2022 through July 19, 2022. The department is also requesting approval to waive two hundred and forty-six (246) hours of terminal benefits.

FISCAL IMPACT

The net cost to the General Fund will be approximately \$30,425.70 including fringe benefits. The cost of the double fill will be approximately \$11,990.42 including fringe benefits. The cost of the waiver will be approximately \$18,435.28 including fringe benefits.

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