



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 10/11/2022

**SUBJECT: APPROVAL OF A DOUBLE FILL AND WAIVER OF TERMINAL
BENEFITS - 213TH DISTRICT COURT**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve double filling position number 20002547 – Court Coordinator in the 213th District Court effective on October 25, 2022. It is also requested that the Commissioners Court approve a waiver of terminal benefits for the same position effective January 1, 2023.

BACKGROUND

The incumbent of the Court Coordinator position will leave County service on December 31, 2022 with three hundred and twenty (320) hours of vacation. This General Fund position is responsible for planning and coordinating the operations for the Court. Leaving this position unfilled will hamper the ability of the Court to process cases in a timely manner. With the impending implementation of TechShare.Court, having the future staff on board to train on this software and translate that knowledge to how the Court will operate in the new environment will ensure that transition will be as smooth as possible. Due to the critical nature of these duties and the software transition, the 213th District Court is requesting approval to double fill the position effective October 25, 2022 through December 31, 2022. The department is also requesting approval to waive terminal benefits.

FISCAL IMPACT

The FY 2023 total cost to the General Fund will be approximately \$30,559.85 including fringe benefits. The cost of the double fill will be approximately \$22,346.56 including fringe benefits. The cost of the waiver will be \$15,171.84 including fringe benefits, which will be offset by salary savings of approximately \$6,958.55 including fringe benefits.

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