



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 12/06/2022

**SUBJECT: APPROVAL OF OUT-OF-CLASS PAY EXTENSION – FACILITIES
MANAGEMENT**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve an out-of-class pay extension effective on December 5, 2022.

BACKGROUND

Facilities Management has been paying out-of-class pay to the incumbent of position 20000051 – Assistant Director of Building Services, Grade 5, for performing the duties of position 20000049 – Director of Facilities Management, Grade 6, since April 13, 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 March 4, 2023 or an earlier date if the position is filled.

FISCAL IMPACT

The cost of the extension to the General Fund will be approximately \$2,268.86 including fringe benefits. However, the cost will be entirely offset by salary savings due to the vacancy of the Director of Facilities Management position.

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