



## COMMISSIONERS COURT COMMUNICATION

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

PAGE 1 OF 1

DATE: 12/06/2022

**SUBJECT: APPROVAL OF A WAIVER OF TERMINAL BENEFITS – COUNTY  
ADMINISTRATOR’S OFFICE**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve a waiver of terminal benefits for the County Administrator’s Office for position number 20000276 – Assistant County Administrator effective December 7, 2022.

### **BACKGROUND**

The incumbent of the Assistant County Administrator position left County service on November 12, 2022 with four hundred (400) hours of vacation. This General Fund position provides support to the County Administrator in the performance of functions and activities that are necessary for the effective operation of County government. The incumbent coordinates and directs assigned activities with other departments and outside agencies. Due to the critical duties performed by this position, the County Administrator’s Office requests a waiver of terminal benefits for the remaining two hundred and sixty-four (264) hours.

### **FISCAL IMPACT**

The net cost to the General Fund will be approximately \$28,945.72 including fringe benefits. The cost of the waiver will be \$30,343.47 including fringe benefits. The salary savings for the remainder of FY2023 will be approximately \$1,397.75 including fringe benefits.

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