



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 12/13/2022

**SUBJECT: APPROVAL OF A DOUBLE FILL AND WAIVER OF TERMINAL
BENEFITS – 324TH DISTRICT COURT**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve double filling position number 20002661 – Court Coordinator in the 324th District Court effective on January 3, 2023. It is also requested that the Commissioners Court approve a waiver of terminal benefits for the same position effective February 1, 2023.

BACKGROUND

The incumbent of the Court Coordinator position will leave County service on January 31, 2023 with four hundred (400) 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. Due to the critical nature of these duties, the 324th District Court is requesting approval to double fill the position effective January 3, 2023 through January 31, 2023. The department is also requesting approval to waive terminal benefits.

FISCAL IMPACT

The FY 2023 total cost to the General Fund will be approximately \$11,510.09 including fringe benefits. The cost of the double fill will be approximately \$7,563.45 including fringe benefits, and the cost of the waiver will be approximately \$22,573.00 including fringe benefits. There will also be approximately \$18,626.36 in salary savings, including fringe benefits.

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