



## COMMISSIONERS COURT COMMUNICATION

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

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DATE: 02/07/2023

**SUBJECT: APPROVAL OF A WAIVER OF TERMINAL BENEFITS -  
CRIMINAL DISTRICT COURT 2**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve a waiver of terminal benefits for Criminal District Court 2 for position number 20002578 – Court Reporter effective February 8, 2023.

### **BACKGROUND**

The incumbent of the Court Reporter position will leave this position on February 3, 2023 with approximately two hundred and seventy-eight (278) hours of vacation. This General Fund position is responsible for stenographically recording testimony of court proceedings in the court including documenting, maintaining, and preserving required records and statistics as it pertains to departmental operations. 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, Criminal District Court 2 requests a waiver of terminal benefits for the remaining two hundred and sixty-two (262) hours.

### **FISCAL IMPACT**

The cost to the General Fund will be approximately \$21,032.27 including fringe benefits.

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|---------------|-----------------|------------------------------|--------------------------------------|
| SUBMITTED BY: | Human Resources | PREPARED BY:<br>APPROVED BY: | Amber Duckworth<br>Anjanie Ramnarine |
|---------------|-----------------|------------------------------|--------------------------------------|