



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

PAGE 1 OF 1

DATE: 05/02/2023

**SUBJECT: APPROVAL OF A WAIVER OF TERMINAL BENEFITS – DISTRICT
CLERK’S OFFICE**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve a waiver of terminal benefits for District Clerk’s Office for position number 20002784 – Assistant Records Manager effective May 3, 2023.

BACKGROUND

The incumbent of the Assistant Records Manager position in the District Clerk’s Office left County service on April 28, 2023 with approximately three hundred and twenty (320) hours of vacation. This General Fund position manages the daily operations of the records and scanning sections for the District Clerk’s Office while monitoring daily transactions to ensure proper procedures are utilized in counting monies, balancing cash drawers, credit card transactions and deposits. The incumbent assists management in opening and closing processes of the Family Law District Clerk’s Office. Due to the critical duties performed by this position, the District Clerk requests a waiver of terminal benefits for the remaining three hundred and four (304) hours.

FISCAL IMPACT

The net cost to the General Fund will be approximately \$14,606.54 including fringe benefits. The cost of the waiver will be \$16,040.04 including fringe benefits. The salary savings for the remainder of FY 2023 will be approximately \$1,433.50 including fringe benefits.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth Anjanie Ramnarine
---------------	-----------------	------------------------------	--------------------------------------