



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 07/11/2023

**SUBJECT: APPROVAL OF A WAIVER OF TERMINAL BENEFITS –
COMMISSIONER, PRECINCT 3**

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve a waiver of terminal benefits for Commissioner, Precinct 3 for position number 20003057 – Field Operations Director effective June 21, 2023.

BACKGROUND

In order to fill a vacancy created by an employee terminating, the previous employee's terminal benefits (vacation) must be exhausted. This prevents the County from paying both the terminated employee and the replacement from the budgeted funds for a single position at the same time. Detention Officer positions do not require the exhaustion of terminal benefits, and Deputy Sheriff positions in the Judicial Division require the exhaustion of a maximum of 120 hours of terminal benefits.

With the exception of the aforementioned two positions, departments must request a waiver of terminal benefits in order to fill a vacant position before the vacation time being paid out has been exhausted. These requests must be justified in writing and receive Commissioners Court approval. Departments may choose to seek waivers of terminal benefits for a variety of reasons. Hard-to-fill positions, for example, may require more immediate hiring actions to avoid losing an identified candidate. Single-incumbent or high-level managerial positions may also cause a department to seek a waiver to promote continuity of services or continual department management. Small departments also struggle with keeping positions vacant for extended periods of time, as there may not be sufficient staff to assume the resulting workload. Waivers of terminal benefits may result in a net cost or net savings depending on whether or not the new hire will earn less than the previous incumbent.

The Field Operations Director position left County service on June 2, 2023, with two hundred and forty (240) hours of vacation. This position offers strategic and tactical guidance to the County Commissioner and Precinct staff in achieving goals and operations for the Maintenance Center and Commissioner's offices. This involves delegating and reviewing the management and delivery of services and resources, as well as overseeing the necessary budgets. It also entails prioritizing employee training, evaluation, and personal development, handling challenging issues or public policy concerns, implementing relevant programs, monitoring departmental resources, and ensuring compliance with policies and laws. The purpose of these activities is to develop and oversee a wide range of public policies, practices, and services for the benefit of the County and its residents. These initiatives aim to assist County projects and other multi-jurisdictional efforts that benefit the general public. Due to the critical duties performed by this position, Precinct 3 requests a waiver of terminal benefits for the remaining one hundred and forty-four (144) hours.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth Anjanie Ramnarine
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FISCAL IMPACT

The FY 2023 cost to the Road and Bridge Fund will be approximately \$15,106.38 including fringe benefits.