



# COMMISSIONERS COURT COMMUNICATION

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

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DATE: 08/29/2023

**SUBJECT: APPROVAL OF SALARY ADMINISTRATION GUIDELINES  
REVISIONS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve revisions to the Salary Administration Guidelines (SAG) effective on the dates shown below.

**BACKGROUND**

The SAG provide written salary administration policies and procedures that are designed to ensure consistency in policy application and salary administration throughout Tarrant County. The SAG was last updated and published in October 2022. Four (4) provisions of the SAG are being reviewed for potential changes, which are outlined in the attached document.

Section VII. A., provides a definition of the County's workweek, and Sections VII. X. and VII. Y., clarify the discretionary nature of leave or absence types. The changes to these sections are proposed effective September 16, 2023.

Additionally, the revision to Section Q. Joint Employment allows for an exception to permit Deputy Constables to work in either S.W.A.T. or other law enforcement roles in the Sheriff's Office on an as needed basis. The change to this section is proposed effective August 30, 2023.

**FISCAL IMPACT**

There is no fiscal impact associated with these changes.

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