



Harris County, Texas

1001 Preston St., Suite 934
Houston, Texas 77002

Staff Report

File #: 21-2766

Agenda Date: 6/8/2021

Agenda #: 2.

		YES	NO	ABSTAIN
	Judge Lina Hidalgo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comm. Rodney Ellis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comm. Adrian Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comm. Tom S. Ramsey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comm. R. Jack Cagle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To: Harris County Commissioners Court

Through: Shain Carrizal, Senior Director of Human Resources & Risk Management

Prepared By: Shain Carrizal, Senior Director of Human Resources & Risk Management

Subject: Temporary Amendment to the Harris County Personnel Policies and Procedures in response to the COVID-19 pandemic

Project ID (If applicable):

Purpose and Request:

Request by Budget Management for approval to temporarily amend Section §11.03 of the Harris County Personnel Policies and Procedures to allow regular position employees to accrue a maximum of 320 vacation leave hours until September 11, 2021.

Background and Discussion:

Since the onset of COVID-19, Commissioners Court has authorized temporary amendments to the Harris County Personnel Policies and Procedures to respond to the pandemic. Extending the 320-hour maximum vacation leave accrual past Labor Day should give employees the opportunity to use vacation leave before the maximum decreases to 280 hours.

Fiscal Impact:

There could be a small fiscal impact of extending the vacation leave maximum accrual to September 11th if an employee terminates employment and final benefits are paid based on the higher accrual maximum.

Fiscal Summary			
Expenditures	FY 20-21	FY 21-22 Projected	Future Years Projected [3 additional years]
Service Impacted: <i>[Please specify division where expenditures will be incurred]</i>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Existing Budget	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Additional Appropriation Requested	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Total Expenditures	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Funding Sources			
Existing Department Budget	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
General Fund	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
All Other Funds	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

Total Sources	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
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Alternatives:

N/A

Alignment with Strategic Objective:

N/A

Attachments:

Temporary Amendment to the Harris County Personnel Policies and Procedures Order

Presented to Commissioners Court

June 8, 2021

Approve: E/G

ORDER OF COMMISSIONERS COURT

The Commissioners Court of Harris County, Texas, convened at a meeting of the Court,
June 08, 2021 with all members present except none

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING EXTENSION OF THE TEMPORARY AMENDMENT TO SECTION §11.03 OF THE HARRIS COUNTY PERSONNEL POLICIES AND PROCEDURES TO ALLOW REGULAR POSITION EMPLOYEES TO ACCRUE A MAXIMUM OF 320 HOURS OF VACATION LEAVE HOURS UNTIL SEPTEMBER 11, 2021.

Commissioner Ellis introduced an order and moved that Commissioners Court adopt the order. Commissioner A. Garcia seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	✓		
Comm. Rodney Ellis	✓		
Comm. Adrian Garcia	✓		
Comm. Tom S. Ramsey	✓		
Comm. R. Jack Cagle	✓		

The meeting chair announced that the motion had duly and lawfully carried, and this order was duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that:

1. Temporary Amendment to Section §11.03 of the Harris County Personnel Policies and Procedures is extended until September 11, 2021, which allows regular position employees to accrue a maximum of 320 vacation leave hours.
2. All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.

Presented to Commissioners Court

June 8, 2021

Approve: E/G