

12

**AGENDA ITEM REQUEST FORM**

**Hays County Commissioners Court**

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

**AGENDA ITEM**

Discussion and possible action to authorize the Treasurer's Office to payout 32.5 hours of comp time for Justice Court Administrator, slot 0860-005 in the Justice of the Peace, Precinct 4 office.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	September 10, 2013	\$695

**LINE ITEM NUMBER**

001-629-00]

**AUDITOR USE ONLY**

**AUDITOR COMMENTS:**

PURCHASING GUIDELINES FOLLOWED: N/A

AUDITOR REVIEW: BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
Judge Terry Kyle	WHISENANT	N/A

**SUMMARY**

Due to vacancies in the office, the Justice Court Administrator has accrued 92.5 hours of comp time through 8/15/13 timesheet submission. Judge Kyle is requesting to payout 32.5 hours, leaving an accrued comp balance of 60 hours. Salary savings are available to fund this request.

Justice of the Peace, Precinct 4  
Justice Court Administrator, slot 0860-005

Request to payout comp time

Hourly Rate	17.96
Accrued Comp	<u>32.50</u>
Bas Salary	583.70
FICA	36.19
Medicare	8.46
Retirement	<u>66.07</u>
Total Payout	694.43

Salary savings analysis  
as of 8/31/2013

Dept	Description	Amended		Actual to Date	Projected Salary to 9/30/13	Estimated Savings
		Budget				
Justice of the Peace, Pct 4	Dept Head	55,424		50,805	4,619	(1)
	Staff Salaries	78,638		68,747	6,750	(3,141)
	FICA	8,728		7,459	705	(564)
	Medicare	2,042		1,744	165	(133)
	Retirement	15,780		14,079	1,287	(414)
					Estimated Savings	(4,253)

p:/vickie/budget/IP4 salary savings