

BUDGET POLICY DOCUMENT

Section VI. Personnel Policies

#13 Funding may be requested via the budget process for known "Succession Planning". In the event an existing FTE submits a letter of intent to separate employment with Williamson County and funding is necessary to bring in a replacement prior to the departure of the existing FTE, funding may be available. Succession planning/funding applies as follows:

- Applies to any position directly supervised by an elected official, appointed official, senior director or the commissioners court
- Official letter of intent to depart/resign/retire must be received from above
- Maximum funding of 4 weeks (160 hours, five 8-hour days per week) for shadowing/training prior to current FTEs departure
- Maximum funding of 4 additional weeks (160 hours, five 8-hour days per week) to allow for accrual payouts (only if funding is not already available in the salary line due to attrition). Vacancy dollars will be applied first.
- Maximum funding of 8 weeks' pay (320 hours, five 8-hour days per week) in total for any one succession slot
- Funding will be based on the current rate of pay for the current FTE and will include fringe/benefits as applicable
- Once a new hire is in place, he/she will move into the existing FTE slot while the current FTE will move to the succession slot
- Succession funding/dollars may not be transferred for any other purpose
- Internal candidates/promotions are not eligible for succession planning funding

Should a departure announcement be made outside of the budget planning cycle, a request may be made via the agenda directly to the Commissioners Court. If approved, funding will be transferred to the department and a Succession Slot will be created in the requesting department, utilizing 409 Non-Departmental Funds specifically allocated for Succession Planning. Budget in Non Departmental will be based on 4 events per year and reviewed annually.