

THE STATE OF TEXAS                   §  
   §  
 FORT BEND COUNTY                   §

**ORDER**

WHEREAS the Commissioners Court of Fort Bend County, Texas, is the governing body of Fort Bend County;

WHEREAS the Commissioners Court met in a closed session a regular meeting on the 6th day of November, 2025 under Texas Government Code Section 551.071 to consult with the County Attorney and discuss matters covered by Fort Bend County Employee Information Manual Policy 712 — Shared Sick Pool Leave; and

WHEREAS, the Commissioners Court reconvened in open session and upon motion of Commissioner Morales, seconded by Commissioner Prestage, duly put and carried, IT IS HEREBY ORDERED THAT:

The County shall pay Supplemental Pay During Court-Approved Sick Leave Pool and the County is authorized make Retroactive Payments of Supplemental Pay During Court-Approved Sick Leave Pool to current or former employees who were on Court-Approved Sick Leave Pool and did not receive supplemental pay, delegating administration of such payments to the Human Resources Director, County Auditor, and County Treasurer, and directing that all payments be made in

compliance with the Texas Local Government Code, applicable federal and state wage-and-hour laws, and the County's budget.

The Human Resources Director, (or their designees) are authorized to: (1) issue and maintain administrative guidelines consistent with this Order, including calculation examples, documentation requirements, and procedures; (2) review and approve eligibility and amounts; and the County Auditor and/or County Treasurer are authorized to: (3) process prospective and retroactive payments; and (4) make any related payroll and accounting entries.

Retroactive eligibility shall cover Court-Approved Sick Leave Pool taken on or after January 1, 2022 (the start date) through November 6, 2025 (the cutoff date). Retroactive payments shall mirror the calculation owed as of the date the supplement was due. The County may require documentation necessary to verify eligibility and amounts.

All payments authorized under this Order shall be made from lawfully available funds and within the County's adopted budget. Where necessary, the Auditor is authorized to recommend, and the Court may adopt budget adjustments or line-item transfers in accordance with law.

All payments shall comply with applicable federal and state wage-and-hour laws (including the Fair Labor Standards Act), tax withholding and reporting requirements, benefit plan terms, and any other applicable law or regulation

**ATTEST:**

  
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Laura Richard, County Clerk

**FORT BEND COUNTY:**

  
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KP George, County Judge

