



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

MINUTES OF MARCH 4, 1997

COMMISSIONERS PRESENT: **MICHAEL C. CROWLEY, CHAIRMAN**
 LOUIS E. ZUNIGA, COUNTY COMMISSIONER
 DANIEL G. MENA, COUNTY COMMISSIONER *DM*

OTHERS PRESENT: **MARY JO LEE, PERSONNEL DIRECTOR**
 ESTELA SALGADO

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:03 p.m. by Michael C. Crowley, Chairman, Civil Service Commission.

MOTION #1

ITEM #1 APPROVED.

Discuss and take appropriate action on minutes of February 18, 1997 Civil Service Commission meeting. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the minutes of the rescheduled meeting of February 18, 1997 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #2

ITEM #2 APPROVED.

Discuss and approve the addition of the term "maternity leave" under the Sick Leave Policy. (Trini Munoz, SEIU #100)

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ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to submit a recommendation to Commissioners' Court to establish a Parental Leave Policy.

MOTION CARRIED.

MOTION #3
ITEM #3 **TABLED.**

Discuss and amend Appendix D "Family Medical Leave"; to include "Eligible Events". (Trini Munoz, SEIU #100)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to table the request made by Trini Munoz, SEIU #100, to amend Appendix D "Family Medical Leave"; to include "Eligible Events".

MOTION CARRIED.

MOTION #4
ITEM #4 **NO ACTION TAKEN.**

To discuss Rule 1.06 of the El Paso County Civil Service Rules & Regulations. (Trini Munoz, SEIU #100)

ACTION: No action was taken on Rule 1.06 submitted by Trini Munoz, SEIU #100. This was only an information item.

MOTION #5
ITEM #5 **TABLED.**

Discuss and implement the Texas Code annotated Section 151.902 - "Employment Contracts in County with Population of 500,000 or more". (Trini Munoz, SEIU #100)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to table the request made by Trini Munoz, SEIU #100, to implement the Texas Code Annotated, Section 151.902 - "Employment Contracts in County with Population of 500,000 or more". Furthermore, it was asked of the County Attorney to request an Attorney General's Opinion on the issue.

MOTION CARRIED.

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MOTION #6
ITEM #6 DELETE.

Reconsider item approved January 14, Personnel Department procedures for posting job vacancies. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to delete the reconsideration on the item approved January 14, Personnel procedures for posting job vacancies as requested by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #7
ITEM #7 APPROVED.

Accept the names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in Rule 1.09 (b) of the Civil Service Rules & Regulations Book. (Eduardo R. Castillo, Assistant County Attorney's Office)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to accept the names of the employees for the County Attorney's Office who shall be considered by the Civil Service Commission to be non-covered as stated in Rule 1.09 (b) of the Civil Service Rules & Regulations Book.

MOTION CARRIED.

MOTION #8
ITEM #8 APPROVED.

Discuss and take appropriate action to approve the revised Job Description for Assistant Librarian position for the El Paso County Law Library Department. (Lynn Sanchez, Law Librarian, County Law Library)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the revised Job Description for Assistant Librarian position for the El Paso County Law Library Department submitted by Lynn Sanchez, Law Librarian.

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE SESSION IS NOT WAIVED. PURSUANT TO OPEN MEETING LAW NO. 6 SECTION 2 (E) AND (G).

Acting Chairman Daniel G. Mena announced that the Civil Service Commission would recess into Executive Session at 2:20 p.m. to consider employee grievances pursuant to Texas Government Code Sec. 551.0074, Subsections II and pursuant to Section 551.101.

MEETING RECONVENED

The Civil Service Commission reconvened into regular open session after executive session at 2:50 p.m.

MOTION #9
ITEM #9 MOTION FAILS.

EVELIA GROLOU, CUSTODIAN, FACILITIES DEPARTMENT - TRINI MUNOZ, SEIU (TED TRAFFANSTED, FACILITIES MANAGER)

ACTION: It was moved by Daniel G. Mena to uphold the termination filed by Evelia Grolou, Custodian, Facilities Department.

Motion fails due to a lack of a second on the motion.

(AMENDMENT)

It was moved by Daniel G. Mena to reinstate Ms. Evelia Grolou, Custodian, Facilities Manager.

Motion fails due to a lack of a second on the motion.

MOTION #11
ITEM 10 APPROVED.

REGINA TORREZ, DATA ENTRY/ANALYST II, - RANDOLPH J. ORTEGA, ATTORNEY AT LAW - (JOSE RODRIGUEZ, COUNTY ATTORNEY, COUNTY ATTORNEY'S OFFICE)

Acting Chairman Daniel G. Mena announced that the Civil Service Commission would recess into Executive Session at 2:55 p.m.

MEETING RECONVENED

The Civil Service Commission reconvened into regular open session after executive session at 3:37 p.m.

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to modify the (3) three day suspension imposed on Regina Torrez, Data Entry/Analyst II, County Attorney's Office to a (2) two days suspension only.

MOTION CARRIED.

Acting Chairman Daniel G. Mena announced that the Civil Service Commission would recess into Executive Session to deliberate at 3:47 p.m.

MEETING RECONVENED

The Civil Service Commission reconvened into regular open session after executive session at 3:51 p.m.

MOTION #12
ITEM #11 APPROVED.

JASON ALBRIGHT, CUSTODIAN, FACILITIES DEPARTMENT - TRINI MUNOZ, SEIU #100 (TED TRAFFANSTED, FACILITIES MANGER, FACILITIES MANAGEMENT DEPARTMENT)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to expunge the written warning report dated 02/12/97 from Jason Albright's personnel file and that a verbal warning be given to Mr. Albright, Custodian, Facilities Management Department.

MOTION CARRIED.

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MOTION #10
ITEM # 12 DELETE.

LOURDES VILLAPANDO, COURT CLERK, DISTRICT CLERK'S OFFICE
- RANDOLPH J. ORTEGA, ATTORNEY AT LAW (EDIE RUBALCAVA,
DISTRICT CLERK, DISTRICT CLERK'S OFFICE)

It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to delete the termination filed by Lourdes Villapando, Court Clerk, District Clerk's Office as requested by Randolph Ortega representing Ms. Villapando and Hugh Coleman, Assistant County Attorney, on behalf of the District Clerk.

MEETING ADJOURNED

By motion of Daniel G. Mena seconded by Louis E. Zuniga, the meeting was adjourned at 4:05 p.m.



DANIEL G. MENA, ACTING CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY