



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
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### MINUTES OF OCTOBER 12, 1999

COMMISSIONER PRESENT: MICHAEL C. CROWLEY, CHAIRMAN  
DANIEL G. MENA, COMMISSIONER  
LOUIS E. ZUNIGA, COMMISSIONER

MC

OTHERS PRESENT: TERRI ALMONTE, INTERIM  
PERSONNEL DIRECTOR  
ESTELA SALGADO, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:17 p.m. by Michael C. Crowley, Chairperson.

MOTION#1  
ITEM #1

**APPROVED.**

Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of September 7, 1999. (Terri Almonte, Interim Personnel Director)

**ACTION:** It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the minutes of the regularly scheduled meeting of September 7, 1999 submitted by Terri Almonte, Interim Personnel Director.

VOTE: YES - Crowley, Mena

NOT PRESENT: - Zuniga

MOTION CARRIED.

MOTION #2  
ITEM #2     **APPROVED.**

Discuss and take appropriate action to change the Leave Policies and MMI Notice on the Civil Service Rules and Regulations Book. (Gene Weigel, Risk Manager Director)

**ACTION:**     It was moved by Daniel G. Mena and seconded by Michael C. Crowley to amend Rules 2.14, and 2.15a; furthermore, the Civil Service Commission approved the addition of Rule 2.18d to the Civil Service Rules and Regulations Book as review and revised by the County Attorney's Office as follows:

**RULE 2.14 (AMENDED)**

**"LEAVE WITHOUT PAY"**

At the discretion of the Elected Official or Department Head, an employee may be granted Leave Without Pay. Leave without pay is generally discouraged because it deprives an office/department of needed services. Except in the case of an employee who has been on Workers' Compensation Leave, the granting of leave without pay is a matter for the discretion of the Elected Official/Department Head and the denial of such request is not subject to review or grievance. An employee who has been on Workers' Compensation Leave has a right to be placed on Leave Without Pay Status provided the employee submits a written request to his department head no later than 30 calendar days following the receipt of the Notice of Final Determination of Maximum Medical Improvement (MMI) or Permanent Disability Rating as provided in paragraphs 2.18d.

**RULE 2.15A (AMENDED)**

An employee who has been on Workers' Compensation Leave has a right to be placed on Leave Without Pay Status provided the employee submits a written request to his department head no later than 30 calendar days following the receipt of the Notice of Final Determination of Maximum Medical Improvement (MMI) or Permanent Disability Rating as provided in paragraph 2.18d.

RULE 2.18D (NEW RULE)

At such time as a determination of MMI or permanent disability becomes final with respect to an employee on Workers' Compensation Leave, the Personnel Department shall forward to the employee a Notice of Final Determination of Maximum Medical Improvement (MMI) or Permanent Disability. Along with the Notice of Final Determination, the Personnel Department shall also provide the employee with a statement explaining his/her rights to be placed on Leave Without Pay Status and forms to request Leave Without Pay Status, Sick Leave and Vacation Pay, and FMLA Leave. The notice shall specifically state that the employee must request Leave Without Pay Status within 30 calendar days of receipt of the Notice and explain that failure to submit the request within the specified time period shall result in termination. For the purposes of these Civil Service Rules, a determination of MMI or permanent disability becomes final when one of the following situations exists:

- a) there has been no appeal from the initial determination of MMI or permanent disability and the 90 day period to appeal has expired;
- b) the two-year statutory maximum period of workers compensation status has expired;
- c) there has been a determination of MMI or permanent disability by a designated doctor.

In the event a determination of MMI or permanent disability by the designated doctor is overturned by the Texas Workers Compensation Commission, and a new MMI date is established, the county will adjust the employee's benefits accordingly. The adjustment shall include only compensation for lost sick leave and vacation leave and the amount of contributions the county would have made for health benefits and life insurance premiums only.

VOTE: YES - Crowley, Mena

NOT PRESENT: - Zuniga

MOTION CARRIED.

MOTION#3  
ITEM #3     **TABLED.**

Discuss and take appropriate action on clarification of Rule 2.31 - Pool Leave For Emergencies of the Civil Service Rules & Regulations Book. (Terri Almonte, Interim Personnel Director)

**ACTION:**     It was moved by Daniel G. Mena and seconded by Michael C. Crowley that Civil Service Section "Pooled Leave For Emergencies Policy" be submitted to the Personnel Office and County Attorney's Office for review and input, the Commission recommended that a forty-five (45) day cap to a normal pregnancy be added. The item was tabled for one (1) month.

VOTE:           YES   - Crowley, Mena, Zuniga

NOT PRESENT:   - Zuniga

MOTION CARRIED.

MOTION#4  
ITEM #4     **APPROVED.**

Discuss and take appropriate action on a request from Rachel Ramirez, Court Clerk, District Clerk's Office, to be a recipient for donated Vacation Leave. (Rachel Ramirez)

**ACTION:**     It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the request on Pooled Vacation Leave submitted by Rachel Ramirez, Court Clerk, District Clerk's Office to be a recipient for donated Vacation Leave. (Rachel Ramirez, Court Clerk)

VOTE:           YES   - Crowley, Mena

ABSTAINED:     - Zuniga

MOTION CARRIED.

MOTION#5  
ITEM #5     **APPROVED - WITH MODIFICATION.**

Discuss and take appropriate action on the approval of the following job descriptions for the Parks and Recreation Department. (Sally Gavilick, Interim Parks & Recreation Director)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve job descriptions for the Parks & Recreation Department as follows:

- a) Approve the newly created job description of "Park Manager" with the amendment on JOB STANDARDS:

Graduation from an accredited college or university with a Bachelors Degree with 24 hours of course work in on or more of the following areas: park administration, recreation and parks, natural and/or cultural resource management; employees may substitute up to two years of responsible experience in park management, supervision and operations for the required education at the rate of one year experience equals 30 semester hours, with a maximum substitution of two years for 60 semester hours from an accredited college or university.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

- b) Approve the newly created job description of "Lifeguard Trainee - Seasonal";

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of "Lifeguard Trainee - Seasonal"

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

MOTION #6  
ITEM #6 **APPROVED.**

Discuss and take appropriate action on the approval of the following job descriptions for the Parks and Recreation Department. (Sally Gavilik, Interim Parks & Recreation Director)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the job descriptions for the Park and Recreation Department as follows:

- a) Approve the revised job description of "Aquatics Manager - G-13";
- b) Approve the revised job description of "Pool Maintenance Operator - G-11";
- c) Approve the revised job description of "Facility, Equipment and Auto Mechanic - G-13";
- d) Approve the revised job description of "Senior Pool Manager - Seasonal";
- e) Approve the job description of "Golf Course Foreman - G-10";

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

MOTION #7  
ITEM #7 **APPROVED.**

Discuss and take appropriate action on the approval of the newly created job description of "Assistant Director/CD Grants Coordinator for the Community Development Department. (Rodrigo Mercado, Grant Administrator Director)

**ACTION:** It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the newly created job description of "Assistant Director/CD Grants Coordinator for the Community Development Department as submitted by Rodrigo Mercado, Grants Administrator Director.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

GRIEVANCE

MOTION #8  
ITEM #8 **GRIEVANT/WITHDREW.**

Discuss and take appropriate action on a grievance dated/filed June 24, 1999 by Yolanda Armendariz, Supervisor, County Clerk's/Records Management. (Regina B. Arditti, Attorney at Law) (Hector Enriquez, County Clerk - Bonnie Prieto, Records Management Administrator)

**ACTION:** It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to accept letter of withdrawal of October 1, 1999 as requested by Yolanda Armendariz, Supervisor, County Clerk's Office, on a grievance dated/filed June 24 by Ms. Armendariz.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

MEETING ADJOURNED

By motion of Commissioner, Mena and seconded by Commissioner Zuniga the meeting was adjourned at 2:55 p.m.

MOTION CARRIED.

  
MICHAEL CROWLEY, CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge