



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 DECEMBER 7, 1999

COMMISSIONER PRESENT:

MICHAEL C. CROWLEY, CHAIRMAN *MC*
DANIEL G. MENA, COMMISSIONER
LOUIS E. ZUNIGA, COMMISSIONER

OTHERS PRESENT:

TERRI ALMONTE
INTERIM PERSONNEL DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:00 p.m. by Michael C. Crowley, Chairperson.

MOTION#1

ITEM #1 **APPROVED WITH AMENDMENT TO ITEM #5.**

Discuss and take appropriate action on minutes of the regularly scheduled Civil Service Commission meeting of December 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 Civil Service meeting of November 2, 1999 submitted by Terri Almonte, Interim Personnel Director, with amendment to Item #5 to read as follows:

It was moved by Michael C. Crowley and seconded by Daniel G. Mena to deny the grievance filed by Jose Luis Herrera, Custodian, Facilities Management Department. The grievance was unanimously denied.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

MOTION #2
ITEM #2 **APPROVED.**

Discuss and take appropriate action on a request from Letitia Alvarado, Senior Deputy Clerk, County Clerk's Office, to be a recipient for donated Vacation Leave.
(Letitia Alvarado)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the request on Pooled Vacation Leave submitted by Letitia Alvarado, Senior Deputy Clerk, County Clerk's Office, to be a recipient for donated Vacation Leave. The Commission stated that the leave request not exceed 45 days.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

MOTION#3
ITEM #3 **APPROVED.**

Discuss and take appropriate action to amend Rule 2.33 "Pooled Leave For Emergencies" as attached. (Terri Almonte, Interim Personnel Director)

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the amendment of Rule 2.33 of the Civil Service Rules & Regulations as follows:

If the Civil Service Commission approves the application, the Director of Personnel will establish a "pooled leave account" for the recipient into which other full-time, regular employees may voluntarily transfer a specified number of hours of his or her accrued vacation leave to be used by the recipient.

The maximum number of hours that may be accumulated in the pooled leave account is 360 hours, per recipient.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

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MOTION #4
ITEM #4 **APPROVED.**

Discuss and take appropriate action on a request from Lilia Delgado, Secretary, Agriculture Extension to be a recipient for donated Vacation Leave. (Lilia Delgado)

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to approve the request on Pooled Vacation Leave submitted by Lilia Delgado, Secretary, Agriculture Extension to be a recipient for donated Vacation Leave.

VOTE: YES - Crowley, Mena, Zuniga

MOTION CARRIED.

MEETING ADJOURNED

By motion of Commissioner, Mena and seconded by Commissioner Zuniga the meeting was adjourned at 2:12 p.m.

MOTION CARRIED.



MICHAEL CROWLEY, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge