



COUNTY OF EL PASO

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

Larry Day
Commissioner

Doug Hamilton
Commissioner

MINUTES OF AUGUST 1, 2000

COMMISSIONERS PRESENT: DOUG HAMILTON, ACTING CHAIRMAN *DH*
LARRY DAY, 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 2:05 p.m. by Acting Chairman, Doug Hamilton.

MOTION#1
ITEM #1 **APPROVED.**

Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of July 11, 2000. (Terri Almonte, Interim Personnel Director)

ACTION: It was stated by Doug Hamilton that the July 11, 2000 Civil Service minutes be filed as published.

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

Discuss and take appropriate action to approve changes to Appendix C: Sick Leave Pool of the Civil Service Rules and Regulations Book. (Tabled from July 11, 2000) (Hector Enriquez, County Clerk)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve amendments to the Civil Service Rules and Regulations Book - Appendix C: Sick Leave Pool to read as follows:

SECTION (POOL USE ELIGIBILITY

An employee is eligible to use time contributed to the Pool if, because of a catastrophic injury or illness or because of a previous donation of sick leave time to the pool, the employee has exhausted all the sick leave, vacation, and compensatory time which the employee accrued.

An eligible employee must apply to the Pool Administrator for permission to use time in the Pool. One employee may not receive more than one-third of the total amount of donated time in the Pool up to a maximum of ninety (90) days. The Administrator shall determine the exact amount that may be used by an employee. Borrowed sick leave may only be used by an employee who has exhausted all other accrued paid leave. All sick leave or vacation accrued by an employee while on borrowed sick leave shall be used as it accrues to the employee.

VOTE: YES - Day, Hamilton

MOTION CARRIED.

MOTION #3
ITEM #3 APPROVED.

Discuss and take appropriate action to approve the revised job description of "Investigator" for the Medical Examiner's Office. (Gerald J. McTernan, Administrator)

ACTION: It was moved by Doug Hamilton and seconded by Larry Day to approve the revised job description of "Investigator", for the Medical Examiner's Office as submitted by Gerald J. McTernan, Administrator. The added job duties and responsibilities are as follows:

Transports deceased to Medical Examiner's Office when required, using proper equipment, cot and/or stretcher, while wearing required protective safety equipment including, but not limited to: back-support belt, latex gloves, face mask w/shield, rubber boots.

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VOTE: YES - Day, Hamilton

MOTION CARRIED.

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

Discuss and take appropriate action to approve the revised job description of "Paralegal" for the County Attorney's Office. (Joanne Bernal, 1st Assistant)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to approve the revised job description of "Paralegal" for the County Attorney's Office submitted by Joanne Bernal, 1st Assistant.

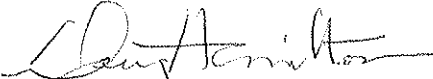
VOTE: YES - Day, Hamilton

MOTION CARRIED.

MEETING ADJOURNED

By motion of Acting Chairman, Doug Hamilton and seconded by Larry Day, the meeting was adjourned at 2:30 p.m.

MOTION CARRIED.



DOUG HAMILTON, ACTING CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge