



COUNTY OF EL PASO

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

Chairman
Doug Hamilton

Commissioners
Larry Day
L. Carlos Sandoval

MINUTES OF APRIL 2, 2002

COMMISSIONERS PRESENT: DOUG HAMILTON, CHAIRMAN
LARRY DAY, COMMISSIONER
L. CARLOS SANDOVAL, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES 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 2:02 p.m. by Doug Hamilton, Chairman.

ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of February 5, 2002. (Robert M. Almanzán, Human Resources Director)

ACTION: Chairman Doug Hamilton stated that if there were no additions or corrections to the February 5, 2002 Civil Service minutes they would be filed as published.

MOTION #1 **APPROVED.**

ITEM #2

Discuss and approve a request from Norma Peru, Legal Secretary, County Attorney's Office to be a recipient for donated vacation leave. (Norma Peru)

PAGE 2
CIVIL SERVICE MINUTES
APRIL 2, 2002

ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to approve the request on Pool Vacation Leave submitted by Norma Peru, Legal Secretary, County Attorney's Office to be a recipient for donated Vacation Leave.

VOTE: YES – Day, Hamilton, Sandoval

MOTION CARRIED.

MOTION #2 **APPROVED.**
ITEM #3

Discuss and approve a request from Berlinda Paul, Secretary, Agriculture Extension Service to be a recipient for donated vacation leave. (Berlinda Paul)

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to approve the request on Pool Vacation Leave submitted by Berlinda Paul, Secretary, Agriculture Extension Service.

VOTE: YES – Day, Hamilton, Sandoval

MOTION CARRIED.

MOTION #3 **APPROVED.**
ITEM #4

Discuss and take appropriate action to amend the Discrimination/Sexual Harassment Policy of the El Paso County Civil Service Rules and Regulations Book. (Robert M. Almanzan, Human Resources Director)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to postpone the Discrimination/Sexual Harassment Policy of the El Paso County Civil Service Rules and Regulations Book to further discuss the matter. The item will be heard at the next regular meeting.

VOTE: YES – Day, Hamilton, Sandoval

MOTION CARRIED.

**PAGE 3
CIVIL SERVICE MINUTES
APRIL 2, 2002**

MOTION #4 APPROVED.

ITEM #5

Discuss and take appropriate action to amend the El Paso County Substance Abuse Policy for the El Paso County Civil Service Rules and Regulations Book. (Robert M. Almanzan, Human Resources Director)

ACTION: It was moved by L. Carlos Sandoval and seconded by Larry Day to postpone the El Paso County Substance Abuse Policy for the El Paso County Civil Service Rules and Regulations Book to further discuss the matter. The item will be heard at the next regular meeting.

VOTE: YES – Hamilton, Day, Sandoval

MOTION CARRIED.

MOTION #5

ITEM #6

Discuss and take appropriate action to amend Section IV – Rule 2.04 pertaining to Military Reserve Training of the El Paso County Civil Service Rules and Regulations Book as reviewed by the County Attorney’s Office. (Robert M. Almanzan, Human Resources Director)

ACTION: It was moved by Larry Day and seconded by L. Carlos Sandoval to approve Section IV – Rule 2.04 pertaining to Military Reserve Training of the El Paso County Civil Service Rules and Regulations Book as reviewed by the County Attorney’s Office to read as follows:

RULE 2.04

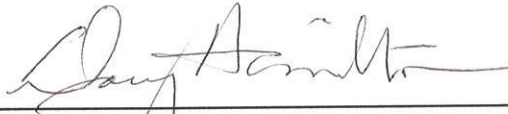
For periods of active military service, a county employee shall be granted up to 15 working days of leave within a fiscal year without loss of salary or reduction of any accrued vacation or sick leave. Compensation of employees classified as Temporary or Regular Part-time will be prorated based on the established work schedule for the employee.

MEETING ADJOURNED

By motion of L. Carlos Sandoval and seconded by Larry Day, the meeting was adjourned at 2:45 p.m.

VOTE: YES – Day, Hamilton, Sandoval

MOTION CARRIED.



DOUG HAMILTON, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge