

COUNTY OF EL PASO



FILED FOR RECORD
IN MY OFFICE

2015 OCT -1 A 11: 25

CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
1:00 P.M., TUESDAY, OCTOBER 06, 2015
COMMISSIONERS COURT ROOM #303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901

Dalia Briones
COUNTY CLERK
EL PASO COUNTY, TEXAS

Chair
Mike Avila

Commissioners
Mary Lou Camarena
Matthew Keats

OPEN MEETING

NOTICE TO THE PUBLIC

All matters listed under the Consent Agenda will be considered by the Civil Service Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Court or persons in the audience request that specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Court votes on the motion to adopt the Consent Agenda.

All matters listed on the Consent or Regular Agenda may be discussed in executive session at the option of the El Paso County Civil Service Commission and following oral announcement, if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

PUBLIC COMMENT

Speaker's choice: Five (5) minutes per person during this segment regarding any items or three (3) minutes per person on each item as it appears on the agenda. The same will apply to any interest group consisting of three or more representatives.

CONSENT AGENDA

1. Approve the minutes of the regularly scheduled Civil Service Commission meeting of September 01, 2015.
--Melissa M. Carrillo, Human Resources

REGULAR AGENDA

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Walia Simon
COUNTY CLERK
EL PASO COUNTY, TEXAS

2. Discuss and take appropriate action to eliminate the use of the hardcopy Civil Service Rules and Regulations policy handbook to memorialize there is no longer a physical book, but rather an online policy format via www.epcounty.com/hr.
--Melissa M. Carrillo, Human Resources
3. Discuss and take appropriate action to revise the "Forward" section of the Civil Service Rules and Regulations.
--Melissa M. Carrillo, Human Resources
4. Discuss and take appropriate action to revise the "Organization" section of the Civil Service Rules and Regulations.
--Melissa M. Carrillo, Human Resources
5. Discuss and take appropriate action to revise the Employment Definitions policy.
--Melissa M. Carrillo, Human Resources
6. Discuss and take appropriate action to revise the Civil Service Coverage and Exclusions policy.
--Melissa M. Carrillo, Human Resources
7. Discuss and take appropriate action to delete the Acknowledgment form from the Civil Service Rules and Regulations.
--Melissa M. Carrillo, Human Resources
8. Notify the Civil Service Commission regarding the revised Policies and Procedures Manual from the El Paso County Medical Examiner Department.
-- Irene Santiago, Office of Medical Examiner
9. Discuss and determine whether a Grievance filed/dated September 10, 2015, by Gregory X. Gonzalez, Inventory Control Clerk, pertaining to Retaliation (Scope of Grievance appeal procedures A.2) is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on the next regular scheduled Civil Service meeting.
-- (Gregory E. Gonzalez, Inventory Control Clerk, Tax Office) (Kevin McCary, Assistant County Attorney)

10. ADJOURN