

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION  
REGULAR MEETING AGENDA  
1:00 P.M., TUESDAY, DECEMBER 06, 2016  
COMMISSIONERS COURT ROOM #303  
500 E. SAN ANTONIO  
EL PASO, TEXAS 79901

FILED FOR RECORD  
CLERK OF COUNTY CLERK  
EL PASO COUNTY TEXAS  
2016 DEC -2 PM 12:16

**Chair**  
Mike Avila

**Commissioners**  
Matthew Keats  
Lee Rodriguez

**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 Civil Service Commission Meeting of May 3, 2016.  
--Melissa M. Carrillo, Human Resources

**REGULAR AGENDA**

2. Welcome new Civil Service Commissioner Ms. Lee Rodriguez as appointed by County Judge Veronica Escobar. Ms. Rodriguez will serve a 2 year term effective May 14, 2016 to May 13, 2018.  
--Melissa M. Carrillo, Human Resources
3. Congratulations to Mr. Matthew Keats on his reappointment to the Civil Service Commission by County Commissioner David Stout. Mr. Keats will serve a 2 year term effective May 14, 2016 to May 13, 2018.  
--Melissa M. Carrillo, Human Resources
4. Notify the Commission that Mr. Mike Avila will no longer serve as a Civil Service Commissioner effective immediately.  
--Melissa M. Carrillo, Human Resources
5. Discuss and take appropriate action to name the Interim Chair of the Civil Service Commission pending action by Commissioners Court.  
--Melissa M. Carrillo, Human Resources
6. Notify the Civil Service Commission regarding the Tobacco-Free Worksite Policy from the El Paso County Human Resources Department Policies and Procedures.  
-- Melissa M. Carrillo, Human Resources
7. Notify the Civil Service Commission regarding the County of El Paso's Mother Friendly Worksite Policy from the Human Resources Department Policies and Procedures.  
-- Melissa M. Carrillo, Human Resources
8. Notify the Civil Service Commission regarding the County of El Paso's Seasonal Employment Policy from the Human Resources Department Policies and Procedures.  
-- Melissa M. Carrillo, Human Resources
9. Notify the Civil Service Commission regarding the County of El Paso's Shift Differential Policy from the Human Resources Department Policies and Procedures.  
-- Melissa M. Carrillo, Human Resources
10. Notify the Civil Service Commission regarding the County of El Paso's Travel and Training Policy from the Human Resources Department Policies and Procedures (to be effective 01/01/2017).  
-- Melissa M. Carrillo, Human Resources
11. Notify the Civil Service Commission regarding the County of El Paso's Educational Assistance Plan and Policy from the Human Resources Department Policies and Procedures.  
-- Melissa M. Carrillo, Human Resources

12. Notify the Civil Service Commission regarding the County of El Paso's Equal Opportunity Employment Policy from the Human Resources Department Policies and Procedures.  
-- Melissa M. Carrillo, Human Resources
13. Notify the Civil Service Commission regarding the County of El Paso's Internship and Volunteer Policy from the Human Resources Department Policies and Procedures.  
-- Melissa M. Carrillo, Human Resources
14. Notify the Civil Service Commission regarding the County of El Paso's Voluntary Separation Policy from the Human Resources Department Policies and Procedures.  
-- Melissa M. Carrillo, Human Resources
15. Notify the Civil Service Commission regarding the County of El Paso's Civil Service Coverage and Exclusion Policy from the Human Resources Department Policies and Procedures.  
-- Melissa M. Carrillo, Human Resources
  
16. ADJOURN