

COUNTY OF EL PASO



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Delia Briones
COUNTY CLERK
EL PASO COUNTY, TEXAS

**CIVIL SERVICE COMMISSION
SPECIAL MEETING AGENDA
1:00 P.M., THURSDAY, SEPTEMBER 19, 2019
COMMISSIONERS COURT ROOM #303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

**Chair
Matthew Keats**

**Commissioners
Raul Campos
Sharon Voelz**

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

CONSENT AGENDA

1. Approve the minutes of the Civil Service Commission Regular Meeting of June 27, 2019.
--Melissa M. Carrillo, Human Resources Department

REGULAR AGENDA

2. Discuss and take appropriate action to approve the County Clerk Employee Handbook.
-- Delia Briones, County Clerk

3. Discuss and take appropriate action to approve the revised County Personal Conduct and Affairs Policy.
--Melissa M. Carrillo, Human Resources Department
4. Discuss and take appropriate action to approve the revised County Overtime General Policy.
--Melissa M. Carrillo, Human Resources Department
5. Discuss and take appropriate action to approve the revised Civil Service Coverage and Exclusions.
--Melissa M. Carrillo, Human Resources Department
6. Notify the Civil Service Commission that the grievance filed by Myrna Gurschke on July 17, 2019 was resolved at an Alternative Resolution Meeting (ARM)
-- Melissa M. Carrillo, Human Resources Department

GRIEVANCES

EXECUTIVE SESSION **PURSUANT TO TEXAS GOVERNMENT CODE §551.074**

7. Discuss a Grievance filed/dated July 5, 2019 by Beverly Estrada, Court Clerk, Intermediate, District Clerk's Office, pertaining to Termination.
-- (Beverly Estrada, Court Clerk, Intermediate, District Clerk's Office)
(Ian Kaplan, Assistant County Attorney)

OPEN SESSION

8. Take appropriate action on a Grievance filed/dated July 5, 2019 by Beverly Estrada, Court Clerk, Intermediate, District Clerk's Office, pertaining to Termination.
-- (Beverly Estrada, Court Clerk, Intermediate, District Clerk's Office)
(Ian Kaplan, Assistant County Attorney)
9. ADJOURN