

EL PASO COUNTY SHERIFF'S OFFICE



CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA
1:30 P.M. MONDAY, JANUARY 7, 2019
SHERIFF'S HEADQUARTERS
3850 JUSTICE ROAD
SHERIFF'S CONFERENCE ROOM
EL PASO, TEXAS 79938

Chair
Fermin Acosta Jr.

Commissioners
Maria Elvira Williams
Bertha A. Gallardo

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 Special Meeting for the Sheriff's Civil Service Commission on September 17, 2018.
-- Ludy Velo, Human Resources
2. Notify the Commission of the appeal letter of termination on Officer Karla Rubio, Internal Affairs Case Number SOIA2018-009. The matter will be heard by an independent arbitrator; therefore waiving the right to appeal to the Civil Service Commission.
-- Jim K. Jopling CLEAT

REGULAR AGENDA

3. Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 2 *Employment – Employment Procedures*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.
-- Ludy Velo, Human Resources
4. Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 14 *Employment – Work Hours Scheduling*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.
-- Ludy Velo, Human Resources
5. ADJOURN

**EL PASO COUNTY SHERIFF'S OFFICE CIVIL SERVICE COMMISSION:
NOTICE: CHANGE OF RULES**

POSTED: Tuesday, December 18, 2018 – by 5:00 pm

In accordance with Sec. 1.4.01 of the Civil Service Commission, this notice contains the proposed changes regarding sections in the Civil Service Commission Rules & Regulations. They will be discussed and appropriate action will be taken at the following special meeting:

**Monday, January 7, 2019
El Paso County Sheriff's Headquarters
(Sheriff's Conference Room)
3850 Justice Road
1:30 pm**

Proposed Change #1: Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 2 *Employment – Employment Procedures*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

- ~~2.2.01~~ Positions are posted for a minimum of five (5) working days in the Sheriff's Administration lobby area, the County Human Resource Department and web site, and the Sheriff's web site. Distribution will also be made to each division within the Sheriff's Office and in accordance to the recruitment plan as outlined in the Sheriff's Equal Employment Opportunity Plan.
- ~~2.2.012~~ Any person desiring employment with the Sheriff's Office must first complete an employment application which must be electronically filed interest notice. The completed notice must be returned to with the County Human Resources Department. Applicants being considered for employment must also complete a Personal History Statement (PHS) for the background investigation. Any material misrepresentation or omission of a material fact on the application or PHS form shall be just cause for dismissal at any time, and will be kept on file for six months.
- ~~2.2.023~~ It is the goal of the County Human Resources Department to keep a standing list of at least three (3) qualified applicants for entry level positions. (Qualified applicants are those who meet the job requirements and who have successfully passed the background investigation.) Qualified applicants shall be will remain on a standing list for no more than twelve six (6) months.
- ~~2.2.03~~ To be eligible for employment with the Sheriff's Office, all applicants must show proof of legal authority to work in the United States. Such proof must be in the form required by the Immigration Reform Act of 1986 and any future amendments to the Act. Every male seeking employment with the Sheriff's Office who is at least 18 years old but has not attained the age of 26 years must submit documentation evidencing his registration with the Federal Selective Service System. Any male within this age range who is offered employment with the Sheriff's Office may not commence his employment with the Sheriff's Office until such time as he does submit the required documentation.
- 2.2.04 If there is not a list of qualified applicants for a vacant position, individuals who have an active employment interest notice on file will be contacted. The County Human Resources Department will determine if they meet the minimum requirements and be scheduled for appropriate testing, when applicable. Individuals who meet the minimum requirements and pass required exams will be scheduled for an interview. All applicants must be at least eighteen (18) years of age and be able to provide proof of age (i.e., driver's license, passport or birth certificate).

~~2.2.05 Applicants may be required to pass a job skills test to qualify for positions in which particular job skills are needed. The Sheriff may develop job skills tests for his office. All tests shall be administered by the Human Resources Department or the Sheriff's Office.~~

~~2.2.065 The County Human Resources Department will invite qualified candidates to complete an application, and personal history statement so that a background investigation may be initiated. Applicants passing the background investigation will then be formally interviewed. The applicant selected for employment will be subject to a medical screening prior to job assignment. Any applicant for employment may be required to take and pass a physical examination, to include drug and alcohol screening, at the Sheriff's Office expense as a precondition to employment, if the physical examination is reasonably related to the performance of the job function in accordance with any applicable State or Federal statutes. If the applicant's job description requires direct contact with inmates or arrestees, a physical examination prior to job assignment must be administered. Employment offers are conditioned upon satisfactory results of any medical screening or physical examination. Employees will receive reexamination according to a defined need or schedule. (Revised May 3, 2004)~~

~~2.2.07 The Sheriff's Office Human Resources will conduct a background check on candidates being considered for employment. Background checks may include, but are not limited to, the following:~~

- ~~(1) Driver's license verification~~
- ~~(2) Citation search~~
- ~~(3) TCIC/NCIS criminal history~~
- ~~(4) Sex offender registry~~
- ~~(5) Education verification~~
- ~~(6) Reference checks on prior employers~~

~~2.2.086 All new employees will report to a location designated on their first day of work for employee orientation. New hires will be processed at the Human Resources Department on Monday's, Tuesdays following a Monday holiday, or the first day of the week of a newly elected Sheriff's term. Employees must provide all requested documents as listed in the New Hire Offer in accordance with any deadlines of applicable State or Federal statutes. Mandatory orientation for new employees will be held as scheduled by the Human Resources Department.~~

~~2.2.097 Any misrepresentation of facts or failure to report pertinent data on the application and/or on the Personal History Statement may be just cause for dismissal. Each employee will be classified as a Regular/Full-time employee unless otherwise specified on the Personnel Action Form (PAF) at the time of hiring.~~

~~2.2.10 New employees will be placed at the entry level of the grade for the position being filled.~~

~~2.2.11 Depending on years of experience and education which may be relevant to the position, the Sheriff may place the newly hired employee at a step higher than entry, but no higher than step 2, as cleared with the Human Resources Department. Any request for higher step placement than step 2 must be made directly to Commissioners Court.~~

Proposed Change #2: Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 14 *Employment – Work Hours Scheduling*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

~~2.14.01 For uniformed employees the establishment, scheduling of work hours, overtime, and related work conditions as set forth in any The Articles of Agreement between the County of El Paso, Texas and El Paso County Sheriff's Officers' Association shall apply govern the establishment, scheduling of work hours, overtime, and related working conditions for uniformed employees covered by that Agreement.~~

- 2.14.02 For all other employees, the establishment, scheduling of work hours, overtime and related working conditions shall be determined by the Sheriff.
- 2.14.03 Office hours for the Sheriff's Office generally based on an eight hour work day, Monday through Friday, determined by the Sheriff. The Sheriff, however, may establish flexible work schedules.
- 2.14.04 The Sheriff's Offices must be sufficiently staffed at all times during regular office hours.
- 2.14.05 Flexible schedules must comply with public sector accountability rules requiring employees be paid only for time worked or accrued leave taken.
- 2.14.06 Any use of a flexible schedule and/or flexing working hours must be approved in advance by the Sheriff.
- 2.14.07 As with the normal work schedule, all work performed before or after regular office hours must be productive and beneficial to the mission of the Office, and have prior supervisory approval.
- 2.14.08 Flexible, compressed, or modified work schedules will only be approved by the Sheriff, if:
- (1) The work schedule is established in writing; and
 - (2) The work schedule does not result in the accrual of compensatory time or overtime.
- 2.14.09 A compressed workweek is a full-time weekly work schedule completed in less than five (5) days. An example is working four (4) ten (10) hour days.
- 2.14.10 A modified work schedule shifts daily work hours from the traditional 8:00 a.m. to 5:00 p.m. day. Examples include working 7:00 a.m. to 4:00 p.m., 7:30 a.m. to 4:30 p.m. or 9:00 a.m. to 6:00 p.m.
- 2.14.11 An employee will not be permitted to work a compressed workweek during any week that contains a County observed holiday.
- 2.14.12 Scheduling of work is a management right. Flexible schedules are subject at all times to revocation or alteration by the Sheriff to meet staffing needs or to achieve performance initiatives. In addition, failure to work the necessary hours for flexing may result in revocation of the flexible schedule.
- 2.14.13 Any leave time taken will be based on the hours the employee was scheduled to work (e.g., one day off on a four (4) ten (10) schedule would be ten (10) hours of vacation time).
- 2.14.14 The work day will generally include two (2) breaks not to exceed fifteen (15) minutes each; one during the first half of the work day, the other during the second half of the work day. Break periods are not mandatory and may not be accrued. The lunch period is non-paid-uncompensated.

Copies of the proposed changes may be picked up in the Human Resources Office of the El Paso County Sheriff's Office at:

Sheriff's Headquarters
3850 Justice Road

Thank you!