

EL PASO COUNTY CIVIL SERVICE COMMISSION
DOCKET MANAGEMENT POLICY

All grievances pending before the El Paso County Civil Service Commission will be set for the next available meeting if the grievance has met the timeline in Rule 7.21 of the Civil Service Rules and Regulations.

The grievances shall be heard in the following order:

1. terminations and demotions have priority over all other grievances; and
2. older grievances have priority over newer grievances based on the date of filing the grievance with the Commission.

If a grievant has more than one grievance pending, the grievances shall be heard together, unless a party requests that the grievances be heard separately, and the Commission grants that request.

The Commission will attempt to hear three grievances per meeting as time allows. All grievances not withdrawn, settled, or heard during a meeting will be reset until the next regular meeting.

It is the responsibility of the parties to regularly check with the Human Resources Department to determine where a specific grievance falls on the priority list. Given the unpredictability of what grievances will be continued, withdrawn or settled, it is the responsibility of the parties to be prepared to present their case to the Commission no matter where the grievance falls on the priority list.