



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
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MINUTES OF JULY 11, 2000

COMMISSIONERS PRESENT: LARRY DAY, ACTING CHAIRMAN
DOUG HAMILTON, COMMISSIONER

OTHERS PRESENT: TERRI ALMONTE
INTERIM PERSONNEL DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers, Room 303 and was called to order at 2:00 p.m. by Acting Chairman, Larry Day.

MOTION#1
ITEM #1 **APPROVED.**

Discuss and take appropriate action on minutes of regularly scheduled Civil Service Commission meeting of June 6, 2000. (Terri Almonte, Interim Personnel Director)

ACTION: It was moved by Doug Hamilton and seconded by Larry Day to approve the minutes of regularly scheduled Civil Service Commission meeting of June 6, 2000 submitted by Terri Almonte, Interim Personnel Director.

VOTE: YES - Day, Hamilton

MOTION CARRIED.

MOTION #2
ITEM #2 **APPROVED.**

Discuss and take appropriate action to approve the revised excessive absence and/or tardiness policy to be replaced with the current September 22, 1998 policy for the County Clerk's Office. (Renslar Keagle, Office Manager)

ACTION: It was moved by Doug Hamilton and seconded by Larry Day to approve the revised excessive absence and/or tardiness policy, to be replaced with the current September 22, 1998 policy for the County Clerk's Office as submitted by Renslar Keagle, Office Manager.

VOTE: YES - Day, Hamilton

MOTION CARRIED.

MOTION #4
ITEM #3 **APPROVED.**

Discuss and take appropriate action on amendments to the El Paso County Civil Service Rules and Regulations Book pertaining to Rules 1.72, 1.77, 1.78, 1.80 & 1.81. (Edward Dion, County Auditor)

ACTION: It was moved by Doug Hamilton and seconded by Larry Day to approve the amendments to the El Paso County Civil Service Rules and Regulations Book pertaining to Overtime and Compensatory Time as submitted by Edward Dion, County Auditor. The rules to be revised are as follows:

RULE 1.72

Overtime must be for work definitely ordered, or approved in advance by the Elected Official, or his designee in the Department, or other Department Head. Overtime pay is allowed only when funds are appropriated by Commissioners' Court.

RULE 1.77

Accumulation of compensatory time shall be authorized in advance and documented by the appropriate supervisor and with the employees' concurrence but accumulation shall not exceed 80 hours at any one time in a fiscal year. Each department will be responsible for monitoring the balances to ensure that negative balances do not occur. If a department submits a time sheet that reflects compensatory time taken in excess of the accrual, the payroll division will charge the employee for vacation time if available, or time without pay. The payroll division will submit reports to the departments on a bi-weekly basis reflecting compensatory balances.

RULE 1.78

Employees (non-exempt) that are eligible to earn overtime, whenever possible, and practical, should be granted compensatory time off in lieu of overtime pay. Compensatory time is earned on an equivalent basis as the overtime rate.

Actual compensatory time accumulated shall be reported on the employee's bi-weekly time and attendance form as prescribed by the County Auditor and must be signed by both the employee and an individual authorized to certify payroll records for that department. The County Auditor will account for accrued compensatory hours earned and used and will maintain balances which will be systematically updated and reported along with other accrual data such as vacation and sick leave balances.

Actual overtime hours worked should be reported with fraction of the hour calculated to the minute. The payroll division will calculate the time and a half.

RULE 1.80

The department shall require the employee to use all accrued compensatory time within the same fiscal year it is earned. The Department Head or Elected Official may extend the time for using accrued compensatory time up to sixty (60) days beyond the beginning of the next fiscal year. Any compensatory time not used within the fiscal year or within the extension period will be forfeited unless it is beyond the employee's control.

The department shall encourage use of compensatory time instead of vacation time when practical.

RULE 1.81

Each department shall keep a record of each employee's accumulation and usage of compensatory time and shall supply the County Auditor with such information each pay period on a form prescribed by the Auditor.

VOTE: YES - Day, Hamilton

MOTION CARRIED.

MOTION #3
ITEM #4 **TABLED.**

Discuss and take appropriate action to ensure that all future paid leave (sick, vacation) accrued during the continued absence of an employee who is receiving hours from the Sick Pool, is used as it is accrued towards that absence. (Hector Enriquez, County Clerk)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to table the item; to ensure that all future paid leave (sick, vacation) accrued during the continued absence of an employee who is receiving hours from the Sick Pool, is used as it is accrued towards that absence.

Furthermore, the Commission suggested that Mr. Hector Enriquez, County Clerk, submit his input on said item. The matter will be heard on the next regularly scheduled Civil Service Commission meeting.

VOTE: YES - Day, Hamilton

MOTION CARRIED.

MOTION #5
ITEM #5 **APPROVED.**

Discuss and take appropriate action to approve the revised job description of "Assistant Elections Administrator", for the Elections Department. (Helen Jamison, Elections Administrator)

ACTION: It was moved by Doug Hamilton and seconded by Larry Day to approve the revised job description of "Assistant Elections Administrator", for the Elections Department as submitted by Helen Jamison, Elections Administrator.

VOTE: YES - Day, Hamilton

MOTION CARRIED.

GRIEVANCE

EXECUTIVE SESSION: ACTING CHAIRMAN, LARRY DAY ANNOUNCED THAT THE CIVIL SERVICE COMMISSION WOULD RECESS INTO EXECUTIVE SESSION AT 2:15 P.M. TO CONSIDER EMPLOYEE GRIEVANCE PURSUANT TO TEXAS GOVERNMENT CODE SEC. 551.0074, SUBSECTIONS II AND PURSUANT TO SECTION 551.101.

MEETING RECONVENED

Acting Chairman, Larry Day announced that the Commission would reconvened into regular open session after Executive Session at 2:24 p.m.

MOTION #6
ITEM #6 **APPROVED/REINSTATEMENT.**

PATRICIA ESCANDON, SENIOR CLERK I, - (TIM HARTMAN, JUDGE, JUSTICE PEACE #1)

ACTION: It was moved by Larry Day and seconded by Doug Hamilton to reinstate Patricia Escandon, Senior Clerk I, Justice Peace #1.

Due to the fact that the Civil Service Commission does not have jurisdiction on monetary issues, Ms. Valli Jo Acosta, Sr. Trial Attorney, informed them that she would address the item to Commissioners' Court in reference to back pay wages for Ms. Patricia Escandon.

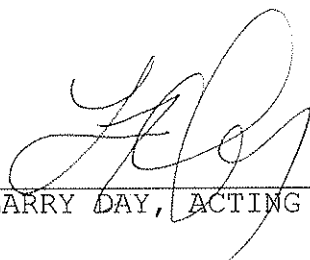
VOTE: YES - Day, Hamilton

MOTION CARRIED.

MEETING ADJOURNED

By motion of Acting Chairman, Larry Day and seconded by Doug Hamilton the meeting was adjourned at 2:25 p.m.

MOTION CARRIED.



LARRY DAY, ACTING CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge