

COUNTY OF EL PASO



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**CIVIL SERVICE COMMISSION
REGULAR MEETING AGENDA
1:00 P.M., TUESDAY, FEBRUARY 5, 2019
COMMISSIONERS COURT ROOM #303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

Raul Campos
EL PASO

**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

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 Regular Meeting of November 20, 2018.
--Melissa M. Carrillo, Human Resources Department

REGULAR AGENDA

2. Discuss and take appropriate action to accept the Motion to Dismiss the grievance filed by Nancy Perez on June 15, 2018 which was resolved through Alternative Resolution Meeting (ARM).
--Melissa M. Carrillo, Human Resources Department
3. Notify the Commission of the acceptance of the 1st Agreed Motion for Continuance in the grievance filed by Marcos Chavez on December 10, 2018.
--Melissa M. Carrillo, Human Resources Department
4. Discuss and take appropriate action to approve the Dress Code Policy, Staff Ethics and Standards of Conduct Policy, and the Leave Policy from the Domestic Relations Office.
-- Brian Stanley, Domestic Relations Office
5. Discuss and take appropriate action to approve the Office Policies from the Justice of the Peace Precinct #6-1.
-- Judge Ruben Lujan, Justice of the Peace Precinct #6-1
6. Discuss and take appropriate action to approve the Human Resources Department Employee Handbook from the El Paso County Human Resources Department.
-- Melissa M. Carrillo, Human Resources Department
7. Receive notification of the Constable Career Progression Plan Policy which was approved by Commissioners Court on 12/10/2018 and revised on 1/7/2019 from the El Paso County Human Resources Department.
-- Melissa M. Carrillo, Human Resources Department
8. Discuss and take appropriate action to approve the Notary Policy from the El Paso County Human Resources Department.
-- Melissa M. Carrillo, Human Resources Department
9. Discuss and take appropriate action to rescind the Employee Retirement System and Group Insurance Policy from the El Paso County Human Resources Department.
-- Melissa M. Carrillo, Human Resources Department

10. ADJOURN