

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

**POSTED: Tuesday, October 28, 2025 – by 5:00 pm
Regular Meeting Agenda
9:00 am Wednesday, November 12, 2025**

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 regular meeting:

Proposed Change #1 Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 4 Leave – Administrative Leave, of the El Paso County Sheriff's Office Civil Service Commission Rules & Regulations.

SECTION 4. ADMINISTRATIVE LEAVE

The Sheriff's Office has established an Administrative Leave (ADC) policy to provide employees with compensation for time that does not fall under standard productive work and temporarily suspends the employee from performing all job duties.

5.4.01 Purpose

The purpose of this policy is to establish clear guidelines regarding the circumstances under which administrative leave may be utilized, the authority for approving such leave, and the qualifying criteria.

5.4.02+ Qualifying Criteria

At the discretion of the Sheriff, regular full-time or part-time ~~an~~ employees may be granted Administrative Leave with pay for any of the following reasons:

A. Voting: The vote in National, State, County, and City elections.

B. Investigations: While a workplace investigation is being conducted.

C. Mandatory EAP Appointments: If scheduled during working hours.

D. Other reasons: As authorized by the Sheriff.

E. Countywide Closures: Including inclement weather or emergencies, as authorized by the Commissioners Court. If an employee is already scheduled or on approved leave during this closure. ADC will not be authorized.

A. Jury Duty;

B. Voting in National, State, County and City elections;

C. During the pendency of an internal affairs or criminal investigation;

D. To attend mandatory EAP appointments, if the appointments are during working hours;

E. When subpoenaed to attend any court proceeding; or

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COUNTY CLERK
EL PASO COUNTY, TEXAS**

~~F. Up to five (5) workdays per year for other reasons as authorized by the Sheriff.~~

5.4.03 Rate of Pay

~~Employees will be compensated at their standard hourly rate for all authorized Administrative Leave. During this time, all employee benefits will continue as normal.~~

5.4.04 Administrative Leave Amounts

~~A. General Use: The Sheriff may authorize up to 40 hours of Administrative Leave per employee per fiscal year for the purposes described in Section 5.4.02 except in the case of a workplace investigation as described in Section 5.4.04(B).~~

~~B. Investigations: The Sheriff may place an employee in Administrative Leave for up to 240 hours when involved in investigations pertaining to employee relations, workplace matters, or alleged violations of the County's Anti-Harassment policy, as recommended by the Human Resources Department.~~

~~C. Additional Leave: Any further Administrative Leave beyond these limits requires approval from the Commissioners Court.~~

5.4.05 Civil Service Commission Meetings

~~Employees scheduled to appear before the El Paso Sheriff's Office Civil Service Commission as a grievant or witness must be granted Administrative Leave, provided their attendance coincides with their work hours. Leave will only cover the duration of the hearing during working hours.~~

5.4.06 Reporting and Accountability

~~The Human Resources Department may periodically provide the Commissioners' Court with reports summarizing department-level use of Administrative Leave, which will contribute to the County's performance measurement data.~~

Proposed Change #2: Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 6 Leave - Paid Parental Leave, of the El Paso County Sheriff's Office Civil Service Commission Rules & Regulations.

SECTION 6. PAID PARENTAL LEAVE

5.6.01 The Sheriff's Office is committed to creating a supportive environment for eligible Sheriff's Office employees for the care and bonding of a child after birth, adoption, or foster placement by providing up to ~~16~~240 hours of Paid Parental Leave (PPL) as described in this policy.

5.6.02 Applicability

This policy applies to regular Full-Time and regular Part-time Sheriff's Office employees not covered under the terms and conditions of a collective bargaining agreement.

5.6.03 Allowance

A. An eligible employee is entitled to PPL for:

- (1) The birth of a child by the employee or the employee's spouse
- (2) The birth of a child by a gestational surrogate, or
- (3) The adoption or foster placement of a child.

5.6.04 Eligibility

- A. In order to be eligible for PPL an employee must apply and be approved for FMLA leave for the birth, adoption, or placement of the child.
- B. This policy applies only when a child is newly added to the household through birth, adoption, or foster care.

5.6.05 Using PPL

- A. PPL can only be used once the child is born or placed in the home.
- B. PPL can only be used during the approved FMLA time period.
- C. PPL is used concurrently with FMLA and counts towards the maximum 480 hours an employee is entitled to under the FMLA.
- D. If both parents are Sheriff's Office employees, each is entitled ~~16~~240 hours of PPL.
- E. Regular Part-Time employees will receive PPL on a prorated basis, depending on the number of hours the position is budgeted to work per week. For example, an employee who is budgeted to work 29 hours per week receives ~~115~~ 174 hours of PPL.

5.6.06 Procedures

- A. Eligible employees must code PPL in the Sheriff's time and attendance system.
- B. PPL must be used prior to other paid leaves (i.e. sick, vacation).
- C. Any unused PPL will be forfeited if not used during the approved FMLA period.

5.6.07 Separation of Employment

- A. Upon separation of employment with the Sheriff's Office, employees will not be paid for any unused PPL.

Proposed Change #3: Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 7 Leave - Funeral Leave, of the El Paso County Sheriff's Office Civil Service Commission Rules & Regulations.

SECTION 7 FUNERAL-BEREAVEMENT LEAVE

5.7.01 ELIGIBILITY:

~~5.7.01~~ Full-time ~~regular Sheriff's employees~~ employees are eligible to receive ~~shall be granted~~ up to twenty-four (24) hours of ~~paid bereavement funeral~~ leave. ~~(Part-time regular Sheriff's employees are eligible for shall be granted~~ up to twelve (12) hours of ~~funeral-bereavement~~ leave). ~~This leave may be used in the event of the death to make arrangements for or to attend the funeral~~ of an immediate family member, a plus one qualifying dependent, or immediate coworker with prior approval from the Sheriff, as authorized by the Sheriff.

5.7.02 DEFINITIONS:

~~5.7.02~~ In the case of the death of any other relative or friend, the employee may be granted funeral leave for up to four (4) hours to attend the funeral as authorized by the Sheriff.

~~5.7.03~~ Immediate family member is defined for purposes of this policy as: spouse, ~~registered domestic partners~~, children, parents, grandparents, grandchildren, siblings, guardianship relationship, and in-laws and step/half relationships within the same degree.

~~Plus One Qualifying Dependent for the purpose of this policy refers to a person who has resided together in the same residence for at least the past (12) consecutive months, is eighteen (18) years of age or older, and is financially interdependent with the employee, sharing common financial obligations, such as mortgage payments, joint bank accounts, vehicle registration of title showing common ownership of a motor vehicle.~~

~~Immediate co-worker for the purpose of this policy refers to an employee actively employed at the Sheriff's Office, whose direct working relationship with the requesting employee is determined at the discretion of the Sheriff.~~

~~5.7.03~~ Bereavement Leave for Other Relatives or Friends:

~~Sheriff's employees are eligible for up to four (4) hours of bereavement leave in connection with the death of a family member or friend who does not meet the definitions outlined above, as authorized by the Sheriff.~~

~~5.7.04~~ Additional Leave Options

~~5.7.04~~ ~~If more time is required beyond the bereavement leave provided, employees should refer to applicable Sheriff's leave policies or Should additional time be necessary, please refer to the alternate County leave policies.~~

~~5.7.05~~ ~~Funeral Leave provided pursuant to a Collective Bargaining Agreement exclusively governs the funeral leave provided to employees covered by that Agreement.~~

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!