



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Foreword

**Adopted Date: January 29, 1996**

**Revised Date: March 21, 2016**

- I. The management of the County's most important assets, its employees, is a matter of ever-increasing significance and complexity. Good morale among County employees is essential to effective government and the efficient provision of governmental services to the citizens of El Paso County. A good understanding of employment policies and procedures together with uniform and fair administration is essential to the development and maintenance of good employee relations.
- II. As a condition of employment, all employees of the County shall conform to the general procedures of El Paso County and those within their respective department. These policies and procedures are a general, non-comprehensive, guideline for relations between the County and its employees. They provide a consistent, fair and equitable basis for managing employee relations. All County employees are expected to be familiar with these policies.
- III. These rules supersede all other personnel policies previously in effect that would relate to County employees. These rules are not contractual and are not intended to create a property right for employees. Applicable policies may be amended at any time by the El Paso County Civil Service Commission, with submission of amendments to the El Paso County Commissioners Court for approval. Other policies not governed by the Civil Service Commission may be amended at any time by the Commissioners Court.
- IV. Hereinafter the pronouns he, him, his or their, are used to signify both male and female individuals, and are only used to condense the language of this text, and are not to be construed as discriminatory against either sex.