



EL PASO COUNTY

Hiring Waiting Period Implementation Policy

Adopted Date: August 4, 2025

I. Purpose:

The purpose of this policy is to implement a hiring waiting period effective August 4, 2025, for El Paso County to manage workforce levels, control expenditures, and ensure fiscal responsibility during periods of budgetary constraints or organizational transition.

II. Scope:

This policy applies to all full-time, part-time, and temporary positions.

III. Duration:

Effective August 4, 2025, the Commissioners Court approved a sixteen (16) week hiring waiting period for each current and future vacancy. This policy will remain in effect until ordered by Commissioners Court.

IV. Exemptions:

The following categories are exempt from the hiring waiting period:

- A. Positions required by statute, court order, or legal mandate.
- B. Positions 100% funded by grants, special revenues, or other sources that do not reduce the General Fund.
- C. Seasonal and temporary pooled positions already budgeted and necessary to meet minimum staffing levels.
- D. Newly elected or appointed positions filling unfrozen, budgeted positions not subject to the Civil Service rules.
- E. Positions that are filled internally by current non-temporary, non-grant-funded County employees.
- F. Positions covered by the El Paso County Sheriff's Office (EPCSO) collective bargaining agreement.
- G. Positions within an office led by a newly elected official within one (1) year of the start of their term.

V. Exemption Request Process:

Departments may request exemptions for positions not automatically excluded from the hiring waiting period. Exemptions may be granted for positions essential to critical operations or if the vacancy would result in severe operational disruption.

- A. All exemption requests must be submitted to the Human Resources Department using a Staffing Adjustment Request (SAR) form.
- B. Requests must include the following details:
 - 1. Justification for the exemption.
 - 2. Operational impact if the position remains vacant.
 - 3. Funding source and cost implications.
 - 4. Anticipated duration and urgency of the need.
 - 5. Current staffing strategy for managing responsibilities.
- C. The Human Resources Department will forward completed requests to the Hiring Waiting Period Review Committee for evaluation.

VI. Hiring Waiting Period Review Committee:

- A. The Chief Administrator will establish a standing five (5) member committee to review all exemption requests.
- B. The committee will include representatives from:
 - 1. Commissioners Court (two members)
 - 2. Budget & Finance Department
 - 3. County Attorney's Office
 - 4. Human Resources Department
- C. The Committee will review each request promptly and determine whether the exemption meets the policy criteria, is operationally justified, and ensures fiscal responsibility during periods of budgetary constraints or organizational transition. The committee's decision is final.

VII. Applicability

- A. The 16-week hiring waiting period applies to all existing and new vacancies effective upon policy approval. For future vacancies, the hiring waiting period begins on the effective date the position is vacated (i.e., separation, retirement, resignation).
- B. The hiring waiting period applies to all positions not otherwise exempted under Section IV or approved for exemption through Section V.
- C. The hiring waiting period must be met before salary savings may be utilized for other purposes, such as temporary positions.
- D. Vacant positions that do not meet the criteria to be exempt from the hiring waiting period where no offer of employment was extended prior to the period designated by the Court will be required to remain vacant for the period set by the Court prior to being filled.
- E. Temporary positions funded from salary savings that are already filled as of August 4, 2025, may be extended so long as the vacancy continues to exist. However, upon the temporary position being vacated, the hiring waiting period must be met before the position may be filled again.