



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Organization of the Civil Service Commission

Adopted Date: January 29, 1996

Revised Date: September 17, 2018

I. PURPOSE

The El Paso County Civil Service Commission has been created for the guidance of El Paso County elected officials and department heads in the supervision of their employees and for the regulation of labor relations in the County as authorized by State law.

II. EL PASO COUNTY CIVIL SERVICE COMMISSION

- A. The El Paso County Commissioners Court is authorized under Section 158.003, Texas Local Government Code, to establish a three-member Civil Service Commission, with one member designated to act as chair, which shall adopt, publish and enforce rules relating to: (1) selection and classification of County employees; (2) competitive examinations; (3) promotions, seniority and tenure; (4) layoffs and dismissals; (5) disciplinary actions; (6) grievance procedures and other procedural and substantive rights of employees; and (7) other matters having to do with selection of employees and their advancement, rights, benefits and working conditions, or as authorized by Section 158.009 of the Texas Local Government Code.
- B. The El Paso County Civil Service Commission was established on May 14, 1990 under authority of the preceding section. The three-member Commission shall be appointed by members of the El Paso County Commissioners Court. Names of present members of the Commission are on file with the El Paso County Clerk and the El Paso County Human Resources Department.
- C. Civil Service Commissioners shall be appointed for two-year terms. The appointment of such Commissioners shall be done on a rotating basis among the four (4) County Commissioners. The Judge, however, is responsible for an appointment each term. These terms shall be staggered to ensure historical knowledge is transferred to new board members. In the event a Civil Service Commissioner cannot fulfill his term, the responsible precinct of Commissioners Court shall appoint a new Commissioner to fulfill the remainder of that unexpired term.
- D. Regular meetings shall be held at an appropriate interval as agreed upon by the commission and shall comply with the Texas Government Code, Chapter 551. ("Texas Open Meetings Act"). Two Commission members must be present to constitute a quorum. Should the regular meeting fall on a County Holiday, the Civil Service Commission meeting for that month will be held the following week at the regularly scheduled day and time. The El Paso County Civil Service Commission may change the day designated for its regular meeting. Special meetings and emergency meetings may be held as permitted by the Texas Open Meetings Act.
- E. The El Paso County Human Resources Department shall make an HR representative available to the Civil Service Commission to serve as the HR advisor. Further, the HR Department shall appoint a secretary to serve the Commission.
- F. The El Paso County Attorney's Office shall make an attorney available to the Civil Service Commission to serve as Legal Advisor.

III. GENERAL RULES

- A.** The County's policies shall apply to all County employees, including those covered under the Civil Service System and may be found online at www.epcounty.com/hr/policies. County policies shall be approved by the Commissioners Court and applicable policies shall be ratified by the El Paso County Civil Service Commission prior to Commissioners Court approval.
- B.** Any Elected Official/Department Head shall have the right to promulgate procedural rules regarding the operation of his or her department, and the conduct of the employees therein, provided that such rules do not conflict with these Rules. A copy of all such rules and regulations shall be filed with the El Paso County Civil Service Commission seeking approval and authorization to implement such procedures. All Department procedures shall be reviewed by the Human Resources and the County Attorney's Offices prior to placement on the Civil Service Agenda.