

EL PASO COUNTY SHERIFF'S OFFICE



CIVIL SERVICE COMMISSION

REGULAR MEETING AGENDA

1:30 P.M. MONDAY, JANUARY 9, 2017

SHERIFF'S HEADQUARTERS

3850 JUSTICE ROAD

SHERIFF'S CONFERENCE ROOM

EL PASO, TEXAS 79938

Chair
Fermin Acosta Jr.

Commissioners
John D. Colman
Maria Elvira Williams

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.

FILED FOR RECORD
JAN 10 2017
11:47 AM
SHERIFF'S OFFICE
EL PASO, TEXAS

CONSENT AGENDA

1. Approve the minutes of the Regular Meeting for the Sheriff's Civil Service Commission on October 3, 2016.
--Ludy Velo, Human Resources
2. Notify the Commission of the appeal letter of demotion on Detention Officer Rodrigo Hernandez, Internal Affairs Case Number SO 16-109. The matter will be heard by an independent arbitrator; therefore waiving the right to appeal to the Civil Service Commission.
-- Alyssa G. Perez, CLEAT

REGULAR AGENDA

3. Discuss and take appropriate action to remove all job description notifications to the El County Sheriff's Office Civil Service Commission.
-- Ludy Velo, Human Resources
4. Discuss and take appropriate action regarding changes to Sick Leave in Chapter 5, Section 2, Subsection 5.2.02 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.
-- Ludy Velo, Human Resources
5. Discuss and take appropriate action regarding changes to Compensation Leave – Shift Differential Pay in Chapter 3, Section 2, Subsection 3.2.01 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.
-- Ludy Velo, Human Resources
6. ADJOURN

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

POSTED: Friday, December 16, 2016 – by 1:30pm

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:

**Monday, January 9, 2017
El Paso County Sheriff's Headquarters
(Sheriff's Conference Room)
3850 Justice Road
1:30 pm**

Proposed Change #1: Discuss and take appropriate action regarding changes to Sick Leave in Chapter 5, Section 2, Subsection 5.2.02 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

5.2.02 Sick leave is accumulated from the date of employment for all full-time regular employees, defined as those working thirty (30) hours per week or more, at the rate of ~~4.623~~4.077 hours. Maximum accumulation is (90) days.

Proposed Change #2: Discuss and take appropriate action regarding changes to Compensation Leave – Shift Differential Pay in Chapter 3, Section 2, Subsection 3.2.01 through 3.2.08 of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

NOTE: This will be a new section added in Chapter 3.

SECTION 2. SHIFT DIFFERENTIAL PAY

3.2.01 This policy does not apply to employees covered by a collective bargaining agreement.

3.2.02 Employees who are assigned, ordered, or volunteer to work a shift for at least four (4) consecutive hours that begins on or after 4:00 p.m. shall work the "evening" shift. Employees who are assigned, ordered, or volunteer to work a shift for at least four (4) consecutive hours that begins on or after 12:00 a.m. (midnight) shall work the "graveyard" shift. Non-exempt employees working either of these two shifts are entitled to shift differential pay.

3.2.03 Eligibility: Positions must be regular full-time or part-time non-exempt employees.

- 3.2.04 The evening shift differential applies to hours consecutively worked between 4:00 p.m. and 12:00 a.m. midnight. (Minimum of 4 hours must be consecutively worked during this time frame.) Employees will be paid an evening shift differential of \$0.35 for each hour worked during this time. Hours worked within this timeframe shall be coded to SDA, and shall be verified and approved by the immediate supervisor.
- 3.2.05 The graveyard shift differential applies to hours consecutively worked between 12:00 a.m. midnight and 8:00 a.m. (Minimum of 4 hours must be consecutively worked during this time frame.) Employees will be paid a graveyard shift differential of \$0.70 for each hour worked during this time. Hours worked within this timeframe shall be coded to SDB, and shall be verified and approved by the immediate supervisor.
- 3.2.06 Employees shall not be eligible to receive both the “evening” shift differential pay and the “graveyard” shift differential pay for the same hours of work. However, if an employee works through parts of both shifts, the employee shall code their time properly to reflect the hours worked in each shift. **Example:** If an employee is scheduled from 7:00 p.m. to 7:00 a.m., the employee would code their time from 7:00 p.m. to 12:00 a.m. (5 hours) to SDA. The employee would then code their time from 12:00 a.m. to 7:00 a.m. (7 hours) to SDB.
- 3.2.07 All differentials paid to employees will be included in the employee’s regular rate for purposes of compensatory time accrual calculation.
- 3.2.08 Exclusions:
- A. Exempt employees and Temporary employees are not eligible for shift differential pay.
 - B. Shift differential pay will not be paid for hours not worked.
 - C. Funding has been set aside for the Shift Differential Program; however, Commissioners Court has final approval of shift differentials and may rescind when conditions warranting the pay premium are no longer applicable or funds are no longer available
 - D. Employees with questions regarding shift differential pay should contact their immediate supervisors, or the Human Resources Office.

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!