

EL PASO COUNTY SHERIFF'S OFFICE

FILED FOR RECORD
IN MY OFFICE

2019 JAN 10 PM 3:11


COUNTY CLERK
EL PASO COUNTY, TEXAS



CIVIL SERVICE COMMISSION

**SPECIAL MEETING MINUTES
1:30 P.M. MONDAY, SEPTEMBER 17, 2018
SHERIFF'S HEADQUARTERS
3850 JUSTICE ROAD
SHERIFF'S CONFERENCE ROOM
EL PASO, TEXAS 79938**

**Chair
Fermin Acosta Jr.**

**Commissioner
Maria Elvira Williams
Bertha A. Gallardo**

OPEN MEETING

The meeting was called to order at 1:30 pm. Members present were Chair Acosta, Commissioner Gallardo and Commissioner Williams. County personnel present were Marilyn Mungerson, from the County Attorney's Office; Ludy Velo and Suky Gomez, from the Human Resources Department; Bill Ellis from the Sheriff's Office, and Holly Lytle from the County Attorney's Office.

PUBLIC COMMENT

No public comment.

APPROVE – CONSENT AGENDA

SEPTEMBER 17, 2018

MOTION #1 (ITEM #1)

Approve the minutes of the Special Meeting for the Sheriff's Civil Service Commission on February 27, 2018.

On this day, on motion of Commissioner Gallardo, seconded by Commissioner Williams, it is the order of the Commission to approve item one. The motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo

NO – None

ABSENT: None

REGULAR AGENDA

SEPTEMBER 17, 2018

MOTION #2 (ITEM #2)

Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 7 *Employment – Equal Employment Opportunity*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of Recording 01:28/22:44)

On this day, on motion of Commissioner Williams, seconded by Commissioner Gallardo, it is the order of the Commission to approve the recommended changes to Chapter 2, Section 7 *Employment - Equal Employment Opportunity*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources provided a synopsis and explained policies are being revised to match them to the County's policies and informed the commissioners that this policy was updated by adding a few of the protective classes. Ludy Velo also informed the commission that anything highlighted in yellow was a minor change in addition to the changes presented. Holly Lytle from County Attorney's office explained that anything highlighted in yellow was a correction from the backup that was originally posted. Commissioner Gallardo, asked why the political affiliation was removed and not covered. Ludy Velo from Human Resources explained that anything that is under the protected classes is covered under the El Paso County Affirmative Action Plan and applicable Federal or State Statutes. After Holly Lytle from County Attorney's office responded to the board's concerns and briefly explained that these changes were promoted by Human Resources, but basically under Equal Employment Opportunities these classes are protected by the Federal Statute. Political affiliation is in a separate policy under the Civil Service that are protected, but there are other rules that protect it under certain circumstances, the motion carried by a majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo
NO – None

ABSENT: None

SEPTEMBER 17, 2018

MOTION #3 (ITEM #3)

Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 11 *Employment – Re-Employment*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of Recording 4:46/22:44)

On this day, on motion of Commissioner Williams, seconded by Commissioner Gallardo, it is the order of the Commission to approve the recommended changes to Chapter 2, Section 11 *Employment – Re-Employment*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources provided a synopsis and the significant changes to include: 1) adding language on what terms can an employee be re-employed and placed in the same grade/step 2) have same accrual rate under sick and vacation if the vacancy still available within the six months. No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo
NO – None

ABSENT: None

SEPTEMBER 17, 2018

MOTION #4 (ITEM #4)

Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 15 *Employment – Overtime General*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of Recording 6:15/22:44)

On this day, on motion of Commissioner Williams seconded by Commissioner Gallardo, it is the order of the commission to approve the recommended changes to Chapter 2, Section 15 *Employment – Overtime General*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources provided a synopsis and explained policies are being revised to match them to the County's policies and informed the commissioners that this policy was updated by adding language to identify who is eligible for overtime pay. Ludy Velo also informed the commission that anything highlighted in yellow was a minor change in addition to the changes presented. Holly Lytle from County Attorney's office briefly explained that as per County policy Commissioner's Court approves all exemptions to overtime; however, there's already some unique exceptions under Sheriff's Office on some departments. No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo
NO – None
ABSENT: None

SEPTEMBER 17, 2018

MOTION #5 (ITEM #5)

Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 17 *Employment – Records of Overtime Worked*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of Recording 8:38/22:44)

On this day, on motion of Commissioner Williams seconded by Commissioner Gallardo, it is the order of the commission to approve the recommended changes to Chapter 2, Section 17 *Employment – Records of Overtime Worked*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources informed the commissioners that this policy was deleted as it has been moved to another section and will be used for reserved for expansion. No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo
NO – None
ABSENT: None

SEPTEMBER 17, 2018

MOTION #6 (ITEM #6)

Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 2 *Leave Policies – Sick Leave*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of Recording 9:33/22:44)

On this day, on motion of Commissioner Williams seconded by Commissioner Gallardo, it is the order of the commission to approve the recommended changes to Chapter 5, Section 2 *Leave Policies – Sick Leave*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources provided a synopsis and informed the commissioners that this policy was updated by adding accrual rates/matrix to determine non-protected sick leave usage under the new performance management policy and the evaluation process. Under one rating criteria how much non-protected sick leave hours an employee has been used within the past year. Commissioner Williams, asked under 5.2.08 County Sick Leave Pool program, how do you get into and how do you contribute to it to be eligible. Ludy Velo from Human Resources explained how the Sick Leave Pool program works. Commissioner Acosta, asked out of curiosity how many hours can an employee contribute to the pool. Holly Lytle from County Attorney's office further explained the Sick Leave program to the commissioners. Holly Lytle from County Attorney's office also noted a minor typo correction under 5.2.05. No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo
NO – None
ABSENT: None

SEPTEMBER 17, 2018

MOTION #7 (ITEM #7)

Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 3 *Leave Policies – Vacation Leave*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of Recording 15:34/22:44)

On this day, on motion of Commissioner Williams seconded by Commissioner Gallardo, it is the order of the commission to approve the recommended changes to Chapter 5, Section 3 *Leave Policies – Vacation Leave*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources provided a synopsis and informed the commissioners that this policy was updated by changing the accruals by identifying them by hours instead of working days. Commissioner Williams, asked where are the changes identified. Ludy Velo from Human Resources explained that the employees identify them on their paycheck under kronos. Commissioner Gallardo, asked by changing this, does this include weekends. Holly Lytle from County Attorney's office explained that this intended to be calendar days and to be consistent with County policy. No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo
NO – None
ABSENT: None

SEPTEMBER 17, 2018

MOTION #8 (ITEM #8)

Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 7 *Leave Policies – Funeral Leave*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of Recording 17:57/22:44)

On this day, on motion of Commissioner Williams seconded by Commissioner Gallardo, it is the order of the commission to approve the recommended changes to Chapter 5, Section 7 *Leave Policies – Funeral Leave*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources provided a synopsis and informed the commissioners that this policy was updated by identifying the difference between a full time and part-time hours allowed to be used for immediate family members and non-immediate family members. No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo
NO – None
ABSENT: None

SEPTEMBER 17, 2018

MOTION #9 (ITEM #9)

Discuss and take appropriate action to approve recommended changes to Chapter 11, Section 4 *Promotional Procedures – Promotion of Non-Uniformed Personnel*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of recording 19:00/22:44)

On this day, on motion of Commissioner Williams seconded by Commissioner Gallardo, it is the order of the commission to approve the recommended changes to Chapter 11, Section 4 *Promotional Procedures – Promotion of Non-Uniformed Personnel*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources provided a synopsis and informed the commissioners that this policy was updated by a minor change to post for a minimum from fourteen (14) days to five (5) days. Commissioner Williams, asked why it went from fourteen (14) days to five (5) days. Ludy Velo from Human Resources explained the process of the posting process. Holly Lytle from County Attorney's Office recommended to include working days to be consistent with County policy. Bill Ellis, from the Sheriff's Office noted a minor change to Facility to Facilities. No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo
NO – None
ABSENT: None

MEETING ADJOURNED

SEPTEMBER 17, 2018

MOTION #10 (ITEM #10)

On this day, there being no further business to discuss, Commissioner Williams moved to adjourn the meeting at 1:53 p.m., seconded by Commissioner Gallardo. The motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Gallardo
NO – None
ABSENT: None

EXAMINED AND APPROVED THIS 7th DAY OF JANUARY, 2019:



FERMIN ACOSTA, JR., CHAIR



SUKY GOMEZ, RECORDING SECRETARY