

COUNTY OF EL PASO

SHERIFFS CIVIL SERVICE COMMISSION

**Leading diverse human resources through innovation,
superior service and unified partnerships.**



2021 ANNUAL REPORT



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BOARD MEMBERS

Appointee's Tenure

The El Paso County Sheriff's Office Civil Service Commission has three (3) Commissioners. All Board members are current on their Ethics training.

MARIA E. WILLIAMS

Chair

Appointed by

Sheriff Richard D. Wiles

Term 02/25/2020 – 02/25/2022



JOSE M. LIMON

Commissioner

Appointed by

District Attorney Jaime Esparza

Term 02/25/2020 – 02/25/2022



BERTHA A. GALLARDO

Commissioner

Appointed by

Commissioners Court

Term 02/25/2019 – 02/25/2021





COUNTY OF EL PASO SHERIFFS CIVIL SERVICE

Introduction

The El Paso County Sheriff's Office Civil Service Commission is composed of three (3) commissioners. As authorized by Section 158.034 Local Government Code, the Sheriff, District Attorney and Commissioners Court are authorized to make one appointment each to the Sheriff's Office Civil Service Commission.

The Sheriff is responsible for appointing the Chair person. All Commission appointees will serve two (2) year terms, unless the appointee voluntarily resigns, dies, is unable to continue to serve due to injury or illness or is removed from his position under of Chapter 87 of Texas Local Government Code. These are voluntary roles which are not paid. The Civil Service Commission holds regular meetings on the first Monday of each calendar quarter.

The Commission shall comply with Open Meetings Act and shall require two (2) Commission Members to be present to constitute a quorum.

The Commission shall make, publish, and enforce rules relating to: 1) selection, 2) competitive examinations, 3) promotions, seniority, and tenure, 4) layoffs and dismissals, 5) disciplinary action, 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.

MEETING SUMMARIES

Meetings

The Sheriff's Civil Service Commission holds regular meetings on the first Monday of each calendar quarter. The Commission shall comply with Open Meetings Act and shall require two (2) Commission Members to be present to constitute a quorum.

- **January 4, 2021 – Regular scheduled meeting.** Three (3) commissioners were present at this meeting.
 - Presented commissioners with the 2020 Sheriff's Office Civil Service Commission Annual Board Report.
 - Five (5) policies were updated to reflect current County Policies.
- **April 5, 2021 – Regular schedule meeting.** No meeting was held on their regularly scheduled meeting.
- **July 12, 2021 – Regular schedule meeting.** No meeting was held on their regularly scheduled meeting.
- **October 4, 2021 – Regular scheduled meeting.** All three (3) commissioners were present at this meeting.

Seven (7) policies were updated to reflect current County Policies.

- **December 6, 2021 - Special scheduled meeting.** All three (3) commissioners were present at this meeting.
 - Discuss and take appropriate action to nominate Mr. Rolando Morales as the El Paso County Sheriff's Civil Service Commission nominee to the El Paso County Ethics Commission.

POLICIES UPDATED

Policies

During FY2021, the Sheriff's Human Resources Office conducted audits in order to update policies to reflect current County Policies. There was a total of twelve policies that were submitted for approval before the Sheriff's Civil Service Commission.

The following policies were modified and updated FY2021; as a result, items of significance include:

- **Compensation – Shift Differential Pay Chapter 3, Section 2, Subsection 3.2.01 – 3.2.05**
- **Compensation – Safe Harbor Provisions for the FLSA Chapter 3, Section 4, Subsection 3.4.01 -3.4.02**
- **Compensation – Compensatory Time Chapter 3, Section 5, Subsection 3.5.08**
- **Discipline/Disciplinary Action – Procedure for Disciplinary Action Chapter 9, Section 2, Subsection 9.2.12**
- **Employment – Classified Employees Chapter 2, Section 4, Subsection 2.4.01 – 2.04.09**
- **Employment – Reduction-In-Force Chapter 2, Section 10, Subsection 2.10.01 – 2.10.09**
- **Employment – Re-Employment Chapter 2 Section 11, Subsection 2.11.01 -2.11.02**
- **Employment – Reserved for Expansion (Reclassification Procedure) Chapter 2, Section 17, Subsection 2.17.01 -2.17.04**
- **Leave – Sick Leave Chapter 5, Section 2, Subsection 5.2.04**
- **Leave – Vacation Leave Chapter 5, Section 3, Subsection 5.3.03**
- **Leave – Holidays Chapter 5, Section 8, Subsection 5.8.01 – 5.8.07**
- **Promotional Procedures – Promotion of Non-Uniformed Personnel Chapter 11, Section 4, Subsection 11.4.01**

ARBITRATIONS

Arbitrations

Pursuant to the provision of Article 9 of the Articles of Agreement between the Sheriff of El Paso County, Texas and the El Paso County Sheriff's Officers' Association, Inc., officers may request a hearing before an independent arbitrator and waive their right to appeal to the Commission.

There was no letter of termination submitted to be heard before an independent arbitrator in FY 2021 with the El Paso County Sheriff's Officers' Association Inc

Five appeal letters of suspension were submitted to be heard before an independent arbitrator in FY 2021 with the El Paso County Sheriff's Officers' Association Inc

GRIEVANCES

Grievances

The purpose of the grievance procedure is to settle all grievances between the supervisory personnel and employees as quickly as possible and at as low an administrative level as possible so as to assure efficient work operations and maintain employee morale.

There were no grievances in FY 2021 with the Sheriff's Civil Service Commission.

