

CITY OF EL PASO CIVIL SERVICE COMMISSION
POLICY AND PROCEDURE FOR
GRIEVANCE APPEALS OF FORMAL COUNSELINGS

The Civil Service Commission ("Commission") recognizes that an employee has the right to file and process a grievance as provided in Rule 14 of the Civil Service Rules and Regulations. An employee may bring a grievance to the Commission if the grievance has not been resolved to the employee's satisfaction during the first four steps of the grievance process, as described in Rule 14.

The Commission further recognizes that the City Charter does not grant the Commission the authority to hear disciplinary appeals of formal counselings, and that Civil Service Rule 8, which addresses discipline, specifically provides that a formal counseling may not be appealed to the Commission.

In consideration of the foregoing, the Commission establishes the following policy and procedure for the handling of grievance appeals of formal counselings:

1. The following conditions precedent must be met before the Commission Secretary will place the item on the Commission agenda:
 - a. The employee must have completed Steps 1 through 4 of the Rule 14 grievance process; and
 - b. The employee must prepare a brief written statement ("Statement") to the Commission detailing the employee's request for relief and the jurisdictional basis for appealing to the Commission (in other words, the relief being sought must fall within the Commission's jurisdiction, and may not seek to have the formal counseling modified, removed or invalidated); and
 - c. The employee must submit the Rule 14 Employee Grievance Form and the Statement (the "Complete Application") to the Commission Secretary when filing the grievance for consideration by the Commission.
2. The Commission Secretary will place the grievance on the consent agenda for the next scheduled Civil Service Commission meeting to be summarily dismissed or moved to the regular agenda for discussion and action.
3. The Commission Secretary shall not place a grievance appealing a formal counseling on the Commission agenda that is not a Complete Application.

Passed and Approved on this 8 day of September, 2016.




Bobby Bowling, Chair
Civil Service Commission

ATTEST:



Amy Ross, Secretary
Civil Service Commission

APPROVED AS TO FORM:



Elizabeth Ruhnmann
Assistant City Attorney