

**DENTON COUNTY
CIVIL SERVICE RULES**

**CHAPTER II
ORGANIZATION AND
ADMINISTRATION**

PURPOSE

2.1 The Civil Service System of Denton County has been established pursuant to Chapter 158 of The Local Government Code, for the purpose of developing and enforcing rules regarding the selection of Classified Employees and their advancement, rights, benefits and working conditions.

COMMISSIONERS COURT

2.2 Role. The Denton County Commissioners Court is the legal authorized elected body that provides oversight for the operation of the Denton County Governmental entity. The Court's presiding member is the Chief elected official of Denton County, the Denton County Judge.

2.3 Appointments. The Commissioners Court appoints three members to the Civil Service Commission, designating one member to serve as Chairman.

CIVIL SERVICE COMMISSION

2.4 Term of Office. Each member of the Commission holds office for a term of two years and until a successor is appointed and has been determined to be qualified. Vacancies on the Commission must be filled by appointment of the Commissioners Court for the unexpired term of the member whose position has been vacated.

2.5 Responsibilities. The Commission shall adopt, publish, and enforce rules relating to:

- A. the definition of a County Classified Employee;
- B. selection and classification of employees;
- C. competitive examinations;
- D. promotions, seniority, and tenure;
- E. layoffs and dismissals;
- F. disciplinary action;
- G. grievance procedure and other procedural and substantive rights of employees; and
- H. other matters relating to the selection of employees and the procedural and substantive rights, advancement, benefits and working conditions of employees

2.6 Meetings. Regular meetings of the Commission are held on an as needed basis, as determined by the Commission. The meetings of the Commission are open to the public and the time and date of the meetings are posted in accordance with the Open Meetings Law of the State of Texas. Special meetings of the Commission may be called by any Commission member upon giving reasonable advance notice to each Commission member.

2.7 Quorum. Two members of the Commission constitute a quorum.

2.8 Rules of Orders. Roberts Rules of Order are used as a guide by the Commission in its proceedings. The normal order of business is:

- A. approval of minutes
- B. communications
- C. consideration of reports
- D. unfinished business
- E. new business

A Commission member may record in the minutes the member's approval of, or objection to, any act of the Commission together with the reasons.

2.9 Minutes. The Secretary of the Commission shall be responsible for writing the minutes of each meeting and shall note the following:

- A. the time and place of each meeting of the Commission;
- B. the names of the Commission members present;

- C. all official actions of the Commission;
- D. the official vote by each Commission member except where the action is unanimous;
- E. upon request, a Commission member's dissent with the reasons for it

The minutes are presented for approval at the next regular meeting of the Commission. The approved minutes are open for public inspection.

2.10 Communications. All appeals, requests, and other communications with the commission must be delivered to the Secretary of the Commission (Human Resources).

2.11 Attendance. At each meeting of the Commission at which a Commission member is absent, the members in attendance shall note in the minutes their approval or disapproval of the absence.

DIRECTOR OF HUMAN RESOURCES

2.12 Appointment. The Commissioners Court shall appoint a Director of Human Resources who is responsible for recommending the implementation of pertinent rules and regulations to the Denton County Civil Service Commission and for administering those approved rules through Civil Service staff on a day-to-day basis.

2.13 Duties. The Director of Human Resources shall act as Secretary of the Commission for all Civil Service appeals. The Director appoints all employees in the Department of Human Resources. The Director shall also:

- A. Serve as general manager of the Department of Human Resources and as such, responsible for the direction of the work and the staff of the Department.
- B. Administer a broad human resources program, which includes, but is not limited to:
 - 1. recruitment and examination of applicants
 - 2. classification of positions
 - 3. compensation management
 - 4. employee information and counseling
 - 5. employment development
 - 6. performance appraisal system
 - 7. approval and monitoring of leaves of absence
 - 8. risk management
 - 9. benefits administration
 - 10. any other tasks(s) or projects as may be directed by the Commissioners Court

APPLICABILITY

2.14 The Civil Service Rules apply to all employees of Denton County who are not exempted from the system by the express terms or judicial interpretations of Chapter 158 of the Local Government Code, by Attorney General opinion, or by the operation of Subchapter B of Chapter 158 of the Local Government Code, or

HUMAN RESOURCES RECORDS

2.15 Official Roster. The Director of Human Resources shall maintain an official database containing the names, job title, or code, salary, ethnicity, hire date, and department of all Classified Employee.

2.16 Employment Record. The Director of Human Resources shall also maintain in the Department of Human Resources records of all Classified Employees holding positions in the service of Denton County. These records will include all human resources actions, personal employment data, benefit information, and County Human Resources education courses or seminars attended.

CERTIFICATION

2.17 The Director of Human Resources shall certify the name of each applicant determined to be eligible for a classified position in accordance with the provisions of the Civil Service Rules.

RULES AND REGULATIONS

2.18 Establishment. Chapters I through V herein constitute the Denton County Civil Service Rules. These rules have been approved by the Denton County Civil Service Commission and are in effect until amended, revised, or eliminated by the Commission.

2.19 Amendment of the Rules. Amendments to the rules may be made at any meeting of the Commission by a vote of the majority of the Commission. All rules and amendments shall become effective on the date of their approval by the Commission. Re-numeration does not change the validity of the rules. The Rules shall be maintained for viewing by employees on the County intrasite.

2.20 County Policies. Classified Employees are subject to all applicable Denton County and Departmental policies, rules and procedures.