

SHERIFF'S OFFICE CIVIL SERVICE SYSTEM



DENTON COUNTY

AS OF JANUARY 2021

**DENTON COUNTY
SHERIFF'S OFFICE
CIVIL SERVICE COMMISSION**

**CHAPTER I
INTRODUCTION AND DEFINITIONS**

1.0 Chapters I through VI of this document comprise the Civil Service Rules of the Denton County Sheriff's Office Civil Service Commission

DEFINITIONS

The following Definitions apply to the terms used throughout these Rules.

- 1.1 **APPEAL.** A request, in writing, by any employee, addressed to and filed with the Commission in the manner and within the time provided by these rules seeking a review and hearing of the facts.
- 1.2 **APPLICANT.** This term includes any person who has completed an Application for Employment for a specific position in the Denton County Sheriff's Office for which the Denton County Department of Human Resources is currently recruiting.
- 1.3 **APPOINTING AUTHORITY.** The elected or appointed County officer with appointing authority over a county employee.
- 1.4 **CLASSIFICATION.** A structuring of jobs, usually arranged into classes or pay grades according to a job evaluation.
- 1.5 **CLASSIFIED EMPLOYEE.** A regular employee occupying a position in the classified service. Except where context requires otherwise, all references to employees in these rules refer only to classified employees.
- 1.6 **CLASSIFIED POSITION.** A full-time position in the Sheriff's Office which is not designated as exempt pursuant to subchapter B of Chapter 158 or the Texas Local Government Code.
- 1.7 **CLASSIFIED SERVICE.** This term includes all regular employees of the Denton County Sheriff's Office, except those who are specifically exempted from the classified service by the Denton County Sheriff, pursuant to Section 158.038 of the Local Government Code. This term also includes such an employee who is on authorized leave of absence and whose position is being held by the Department for the employee's return.
- 1.8 **COMMISSION.** The Denton County Sheriff's Office Civil Service Commission.

- 1.9 **DAYS.** Business days, exclusive of County-observed holidays.
- 1.10 **DEMOTION.** A demotion is the movement of an employee to a position or classification that has a lower starting salary or range.
- 1.11 **DIRECTOR.** The Director of Denton County Human Resources who, by virtue of these rules, is also designated as the Civil Service Director.
- 1.12 **EMPLOYEE.** An employee of the Denton County Sheriff's Office
- 1.13 **ENTRY LEVEL.** Lowest level job grade comprised of Detention Officer I on the Detention side, Sworn Deputy for sworn positions, and the lowest grade available in a civilian position.
- 1.14 **EXEMPT EMPLOYEE.** An employee the Sheriff has designated as exempt from the provisions of the Civil Service Commission as outlined in the Texas Local Government Code, Chapter 158, Subchapter B.
- 1.15 **HEARING.** An administrative session held for the purpose of receiving evidence and reaching a decision with respect to matters or issues appropriately submitted to the Civil Service Commission for determination.
- 1.16 **HIRING MANAGER.** This term refers to the individual authorized by the Sheriff to manage the recruiting and/or selection process in his/her department.
- 1.17 **PROMOTION.** A promotion is defined as the movement by an employee from a position in a pay grade with a lower starting salary to a position in a pay grade with a higher starting salary.
- 1.18 **SHERIFF.** For the purpose of simplicity and consistency, the Office of the Sheriff for Denton County is referred to as the "Denton County Sheriff's Office" or "Department" in this document.
- 1.19 **SECRETARY OF THE COMMISSION.** The Denton County Director of Human Resources.
- 1.20 **SUSPENSION.** The period of time during which an employee, through appropriate disciplinary action, is forbidden to work.
- 1.21 **TERMINATION OF EMPLOYMENT.** The discontinuation of an employee's service with the County as a result of resignation, dismissal, retirement, reduction in force or death.
- 1.22 **TRANSFER.** A transfer is the movement of an employee from one position to another position.