

**Holguin, Mary L.**

**ITEM 5**

**From:** AFSCME Local 59 <afscme.local59@gmail.com>  
**Sent:** Thursday, September 28, 2023 1:28 PM  
**To:** Holguin, Mary L.  
**Subject:** Re: Rule 8;Sect 8 With Track Changes and Accepted Track Changes

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Hi Ms. Holguin

Please place this item as a discussion and action on the next CSC commission meeting Rule 8 Section 8 Formal Counseling.(Amendment)

AFSCME Local 59 is requesting for this item to be placed on the next Civil Service commission meeting of October 12, 2023 New wording amendment of Rule 8-Section 8. Formal Counseling  
Respectfully,

David Guzman  
AFSCME AFL-CIO, Local 59  
1155 Westmoreland, Suite 113  
El Paso, Texas 79925  
(915) 222-8008  
(915) 791-2618

**Strategically Planning for the Future of AFSCME Local 59**

On Thu, Sep 28, 2023 at 12:58 PM Holguin, Mary L. <[HolguinML@elpasotexas.gov](mailto:HolguinML@elpasotexas.gov)> wrote:

Hi David,

Please see attached.

Thank you,

**Mary Holguin**

**CSC Recorder**

City of El Paso

(915) 212-1242

[holguinml@elpasotexas.gov](mailto:holguinml@elpasotexas.gov)

**Holguin, Mary L.**

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**From:** AFSCME Local 59 <afscme.local59@gmail.com>  
**Sent:** Thursday, September 28, 2023 1:30 PM  
**To:** Holguin, Mary L.  
**Subject:** Fwd: Rule 8;Sect 8 With Track Changes and Accepted Track Changes  
**Attachments:** RULE 8; Sect 8 Formal Counseling with Track Changes 10-12-23.docx; RULE 8; Sect 8 Formal Counseling Accepted Trk Chgs 10-12-23.docx

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----- Forwarded message -----

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**To:** AFSCME Local 59 (afscme.local59@gmail.com) <afscme.local59@gmail.com>

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**Mary Holguin**

**CSC Recorder**

City of El Paso

(915) 212-1242

[holguinml@elpasotexas.gov](mailto:holguinml@elpasotexas.gov)

## RULE 8

### Suspension, Reduction, Discharge

#### Section 8. Formal Counseling.

Formal Counseling is not within the type of disciplinary action specified in Section 6.13-2 of the Charter which may be appealed to the Civil Service Commission. A formal counseling is issued by the Department Head and considered a written counseling to address employee workplace conduct. Formal Counseling must be issued within 120 calendar days from the date Human Resources is made aware of the occurrence of the incident giving rise to the formal counseling. Formal Counselings issued beyond the 120 calendar days will not be considered timely and will not be placed in employee's file. Employees receiving a formal counseling shall have the right to place responses to the formal counseling into their personnel files which shall remain in the file so long as the formal counseling to which the response relates remains in the file.

Included in, or in conjunction with, the formal counseling document, the Department Head must provide the employee with written notice of the reasons for the formal counseling, with sufficient explanation to place the employee fairly upon his defense.

Upon an employee's request, formal counselings shall be removed from an employee's personnel file after the expiration of twelve (12) months from the date of the last formal counseling, provided the employee has not received any disciplinary action during the twelve (12) month time period between the request and the last-received formal counseling. Formal counselings meeting the criteria above shall not be considered against the employee for purposes of determining progressive discipline or performance evaluations, regardless of whether or not the employee requested removal of the formal counselings. (Added 8/25/09)(Amended 11/2/10, 3/6/12, 1/20/15, 11/15/16)

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