

ITEM 4A

**RESOLUTIONS OF THE MEMBERS OF  
THE CIVIL SERVICE COMMISSION OF  
THE CITY OF EL PASO**

I, the undersigned, being the Secretary (the "Secretary") of the Civil Service Commission of the City of El Paso (the "Commission"), in accordance with the Commission's Bylaws and applicable law, do hereby certify that the Commission adopted the following resolutions of the Commission to be effective \_\_\_\_\_, 2016 (the "Effective Date"):

**RESOLVED**, that after the Effective Date, the Commission shall hear grievances related to formal counselings only when such grievances meet the following criteria: (i) the appellant must have previously submitted to his/her department head a written response to the formal counseling (the "Response") with directions to place such response in the applicant's personnel files, (ii) the appellant must prepare a brief statement to the Commission detailing the applicant's request for relief, which request may not represent any variation of the contention that the formal counseling should be modified or invalidated in any manner (the "Jurisdictional Contention"), and (iii) the appellant must provide the Response and the Jurisdiction Contention to the Secretary at the time the appellant files his/her grievance (the "Additional Submission", together with the Response and the Jurisdictional Contention, the "Completed Application"); and

**FURTHER RESOLVED**, that the Secretary shall place each Completed Application on the consent agenda to be summarily rejected; and

**FURTHER RESOLVED**, that the Secretary shall not place any grievance of a formal counseling on the agenda that is not a Completed Application.

**IN WITNESS WHEREOF**, I have hereunto set my hand on \_\_\_\_\_,  
2016

\_\_\_\_\_  
**AMY ROSS**, Secretary of the Civil Service  
Commission of the City of El Paso