

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** El Paso Water Utilities

**AGENDA DATE:** 07/05/06

**CONTACT PERSON/PHONE:** El Paso Water Utilities, Fred Loweree, (915) 594-5519

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Reinstatement Request

**BACKGROUND / DISCUSSION:**

Employee resigned in good standing and meets all the requirements for reinstatement as per CSC Rules and Regulations.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

No

**AMOUNT AND SOURCE OF FUNDING:**

N/A

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

As per Civil Service Commission approval on 6/22/06

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

6A

**REINSTATEMENT BACKGROUND INFORMATION**  
06/22/06

TO: CIVIL SERVICE COMMISSION

RE: REQUEST FOR REINSTATEMENT  
**CONTRERAS, HUMBERTO – EPWU PLANT TECHNICIAN I – EPWU**

CIVIL SERVICE COMMISSION PROVISION REGARDING REINSTATEMENT:

ARTICLE VI. Section 6.10-10. REINSTATEMENT FOLLOWING RESIGNATION. Any person who has held a classified position and has resigned from the service in good standing and without fault or delinquency will, upon Council approval of a request, be placed on the proper reinstatement list below those on the list because of layoff or job abolishment. Such requests must be made within one year from the date of resignation, except as provided in the Rules. Not more than one reinstatement after resignation may be granted any employee.

Rule 13, Section 7. REINSTATEMENT FOLLOWING RESIGNATION.

c. Upon a determination that a former employee has resigned in good standing, the Council, after receiving a recommendation from the Commission, shall approve the request for the former employee to be placed on a reinstatement list, conditional on the person's passing a medical examination and background investigation, if required by the Commission or Council. Said medical examination must be performed by a physician acceptable to the Council in accordance with the physical specifications established for the position.

d. Those former uniformed employees requesting reinstatement to the Fire, Police, and EMS Departments must take and pass the medical examination and a physical agility test prior to the reinstatement to actual duty. One additional attempt at the physical agility test will be permitted after a period of six months has elapsed for persons failing the agility test on the first attempt. Persons requesting reinstatement to the Police Department will also be required and allowed one opportunity to take a psychological examination prior to reinstatement to actual duty. Persons requesting reinstatement to E.M.S. will also be required and allowed one opportunity to take a medical knowledge and skills test prior to reinstatement to actual duty. (Passed 8/21/84 and amended 8/11/87 & 03/17/92)

Date Reinstatement Request Received: 05/30/06

Date Resignation Effective: 03/25/06

Has individual ever been reinstated after resignation: No

Attachments: Department's Comments  
Reinstatement Request



EDMUND G. ARCHULETA, P.E.

MEMORANDUM

**RECEIVED**

JUN 07 2006

**HUMAN RESOURCES DEPT.  
ADMINISTRATION**

**TO:** Linda Thomas, Human Resources Director

**FROM:** Edmund G. Archuleta, P. E., General Manager

**DATE:** June 6, 2006 

**SUBJECT:** Reinstatement—Humberto Contreras

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Humberto Contreras worked as an EPWU Plant Technician I for the El Paso Water Utilities from June 3, 2002 through March 25, 2006. During this time period Mr. Contreras performed his duties in a very satisfactory manner. We recommend that Mr. Contreras be placed on the reinstatement list in the proper order of certification.

If you need additional information, please feel free to contact Fred Loweree, our Human Resources Manager.

COMMISSIONERS:

Boureslan, Ali  
Brannon, Edith  
Gezelius, Ken  
Graham, Elijah  
Mosher, Fran  
Reynolds, Thurman  
Ruck, Lance E.  
Schwartz, Elma  
Scott, Valerie



CIVIL SERVICE COMMISSION

#2 Civic Center Plaza – 3<sup>rd</sup> Fl.  
El Paso, TX 79901-1196

Telephone 541-4216  
Fax 541-4220

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MEMORANDUM

**TO:** Edmund Archuleta, General Manager  
EPWU

**FROM:** Linda Ball Thomas, Secretary *LBT*  
Civil Service Commission

**SUBJECT:** Reinstatement Request  
**Humberto CONTRERAS EPWU Plant Technician I**

**DATE:** June 5, 2006

May we have your comments regarding the attached request for reinstatement?

In order to place this request on the agenda for the Civil Service Commission meeting of 06/22/06, we need your comments by 06/09/06

Please call me at 541-4082 if you have any questions. Thank you.

LBT/rb  
Attachments

*6/6*