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**BEXAR COUNTY  
HUMAN RESOURCES**

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December 31, 2018

**NOTICE OF PROPOSED AMENDMENT TO THE  
BEXAR COUNTY CIVIL SERVICE COMMISSION RULES**

The Bexar County Civil Service Commission will hold a public hearing concerning the proposed amendment to 7.6 Bexar County Civil Service Commission Rules and Regulations, Policy 7.6.09 Discipline, Section 2. Nondiscrimination

The proposed amendment will be discussed and considered for final adoption at the Bexar County Civil Service Commission meeting to be held Thursday, January 17, 2019, at 9:00 a.m., in the Bexar County Civil Service Commission Conference Room, 211 S. Flores Street, San Antonio, TX 78204.

For more information contact Adam Leos at 335-0728.

Sincerely,

A handwritten signature in blue ink that reads "ALL".

Adam L. Leos  
Human Resources Analyst

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## 7.6 BEXAR COUNTY CIVIL SERVICE COMMISSION RULES AND REGULATIONS

**RULE NUMBER:** 7.6.09  
**TITLE:** DISCIPLINE  
**EFFECTIVE DATE:** March 16, 2007  
**REVISED:** **Adopted XXXXX, Effective XXXXXX**

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### SECTION 1. GENERALLY

- a. Rules and policies guiding conduct. Bexar County employees are expected to conduct themselves responsibly and with propriety in their work and are expected to abide by all County policies, by these Rules and by the policies and procedures in the office or department for which they work. Each office or department should develop clear and reasonable policies and performance expectations.
- b. Investigation. Before taking disciplinary action, each office or department should investigate the circumstances of apparent policy or rule violations or unsatisfactory performance and ensure that prompt, consistent disciplinary action is administered.
- c. Progressive discipline. Bexar County's policy is to encourage progressive discipline, when practicable, to permit an employee who violates policies or exhibits unsatisfactory job performance an opportunity to correct his or her actions. Progressive discipline is not mandatory.

### SECTION 2. NONDISCRIMINATION

No disciplinary action may be taken against an employee on account of **sex, race, color, ethnicity, national origin, citizenship, gender, gender identity, gender expression, sexual orientation, pregnancy status, age, religion, political affiliation or beliefs, physical or mental disability, genetic information, veteran status, or any nonmerit factor ( except where such is a bona fide occupational qualification) in accordance with applicable federal, state, and local laws governing non discrimination in employment.**

### SECTION 3. LEVELS OF DISCIPLINE

- a. Discipline levels. The levels of disciplinary action include:
  - 1). Verbal Counseling

- 2). Written Reprimand
  - 3). Suspension
  - 4). Demotion
  - 5). Termination
- b. Determining the level. In determining the level of discipline to impose, the office or department should consider factors that it deems relevant on a case-by-case basis, including, but not limited to, the following:
- 1). The seriousness of the employee's offense;
  - 2). The position the employee holds;
  - 3). The employee's employment history, including any previously imposed disciplinary actions which occurred within the previous twenty-four (24) months;
  - 4). Other similar disciplinary actions with the office or department; and
  - 5). The progressiveness of the discipline, where practicable.

#### **SECTION 4. RESIGNATION IN LIEU OF DISCIPLINE**

- a. Resignation. An employee who faces disciplinary action may voluntarily resign prior to the issuance of disciplinary action. Resignation shall not be forced upon the employee by the office or department.
- b. Written resignation. If an employee chooses to resign, they should submit a written and signed letter of resignation. The written and signed resignation may be hand-delivered or emailed to the supervisor/manager of the office or department. Any emailed resignation not containing the employee's handwritten signature will not be accepted or approved.