

ADMINISTRATIVE ACCOUNTABILITY POLICY

Overview:

The County of El Paso is committed to safeguarding taxpayers against risk, waste, and liability due to independent actions by Department Heads or Elected Officials. All Department Heads and Elected Officials have the responsibility to appropriately administer their area of operations which includes administering efficient operations in a reasonable risk avoidance manner and administering employment actions in accordance with Federal Law, State Law, or County and Civil Service Commission Orders or Policy. In an effort to provide administrative accountability for independent actions by Department Heads or Elected Officials, the County of El Paso is adopting an Administrative Accountability Policy which will hold individuals accountable for matters that result in unreasonable expense, exposure, waste or loss due to these matters.

Discussion:

An administrative accountability system is essential in maintaining the confidence of the citizens and to ensure taxpayers are safeguarded from risk and liability due to independent actions by Department Heads and Elected Officials that result in unreasonable expenses, exposure, or loss to the County of El Paso.

EMPLOYMENT RELATED ACTIONS

Purpose:

The purpose of this policy is to develop and maintain an administrative accountability system to ensure abidance with legally accepted standards and policies regarding employment related matters.

Policy:

It shall be the policy of the County of El Paso to annually review all settlements, judgments, losses, and/or significant exposures occurring within the County as a result of independent employment related actions by Department Heads or Elected Officials. It is not the intent of this policy to second-guess or supervise the employment decisions of elected officials. This policy is directed at those decisions which are arbitrary and capricious and taken in deliberate and intentional disregard of the law or policy, and which result in potential financial loss or employment accommodation to the County.

Employment related matters include but are not limited to EEOC charges, lawsuits, failure to comply with employment laws (ADA, FMLA, FLSA, Title VII of the Civil Rights Act), Civil Service Rules, Orders of the Civil Service Commission, or policies of the Commissioners Court.

Independent employment related actions and failures to act by a Department Head or Elected Officials resulting in unreasonable, expense, exposure, or loss to the County, may result in a financial reduction during the next and future budget allocation processes, including but not limited to, Department Head/Elected Official's pay, operating or capital budgets, and/or staffing levels. Any reductions will not prevent the elected official's ability to perform his or her core functions and duties of office.

A reduction in elected official/department head pay will be considered for significant risk or exposure to liability known to have occurred, in addition to any additional reductions necessary to offset the matter. An elected official/department head will have the right to be heard at a public open meeting on the matter prior to any pay, budget, or staffing reductions.