



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: August 20, 2014

SUBJECT: Discussion/Approval of Revision of Civil Service Commission Complaint/Grievance Process

RATIONALE/NEED: This revision is recommended by legal counsel for the County and the Head Start Program to conform with state law.

RECOMMENDATION: For information only.

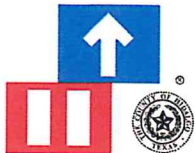
COST: N/A

RELATED INFORMATION INCLUDES: Memorandum

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*



Hidalgo County Head Start Program

P.O. Box 0117 Edinburg, Texas 78540-0117 (956) 383-0706

TO: Policy Council Members

FROM: Teresa Flores, Executive Director

DATE: August 14, 2014

SUBJ: Complaint/Grievance Procedures

A handwritten signature in blue ink that reads 'Teresa Flores'.

Hidalgo County Head Start Program administrative staff met with the County's Human Resources Director, Esther Cortez and her staff; the Civil Service Commission legal counsel Mercedes Espinoza; Assistant District Attorney Victor Garza and Head Start Program legal counsel, Ricardo Gonzalez to review the proposed revisions of the Civil Service Commission Rules.

During the last meeting held in June, the current Complaint and Grievance process was thoroughly reviewed. Based on the review by all the attorneys present, it was their opinion that the final decision regarding Head Start employees' complaints or grievances should rest with the Civil Service Commission and not with the Policy Council.

Civil Service Commission written procedures delegated to the Policy Council the final decision on grievances and complaints. Current legal counsel's opinion is that this authority cannot be delegated to Policy Council since all Head Start employees are County Civil Service employees. State law does not permit the Commission to delegate the final determination regarding complaints/grievances to the Policy Council. Current procedure must be amended to reflect that the final determination regarding complaints/grievances shall rest with the Civil Service Commission.