

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Human Resources

AGENDA DATE: January 7, 2020

PUBLIC HEARING DATE: NA

CONTACT PERSON NAME AND PHONE NUMBER: Linda Ball Thomas

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: Goal 6: Set the Standard for Sound Governance and Fiscal Management

SUBGOAL: 6.3 Implement Programs to reduce organizational risk

SUBJECT:

Discussion and action on a referral made by the Civil Service Commission at its December 12, 2019 meeting relating to a grievance brought by Daniel Martinez and Jose Villalobos with regards to Sun Metro's FY2019 Safety Incentive Program.

BACKGROUND / DISCUSSION:

At the Civil Service Commission (CSC) meeting on December 12, 2019, the CSC referred the subject item to the City Council.

PRIOR COUNCIL ACTION:

On April 14, 2016, the Civil Service Commission referred an item to the Council for the May 16, 2016 agenda.

AMOUNT AND SOURCE OF FUNDING:

NA

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

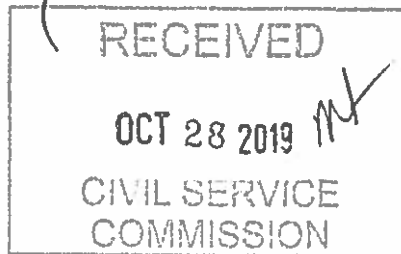


(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

MISCELLANEOUS APPEAL FORM

Date: 10/28/19

Civil Service Commission Secretary
300 North Campbell
El Paso, Texas 79901



To the Honorable Civil Service Commission:

Name: Daniel Martinez

Appeal of: Sun Metro Safety Incentive Program FY 2019

Comments:

Are you a current City of El Paso employee? Yes ☒ No ☐

Have you ever been employed by the City? Yes ☒ No ☐

Signature: [Handwritten Signature]

(Please Print)

Name: Daniel Martinez

Address: _____

City/State/Zip: _____

Telephone: _____

Employee ID #: _____ Last 4 of SS#: _____

SUN METRO
EMPLOYEE GROUP GRIEVANCE FORM

Group's Designated Representative's Name: Daniel Martinez Contact # and email: (915)

Employees' Names, Job Title, Division/Section, and Kronos #:
Daniel Martinez. Facility Maintenance Lead Worker, Marketing # 001508
Jose Villalobos Document Specialist, Marketing # 005803

STEP ONE

THIS IS A GROUP GRIEVANCE. A group grievance is a complaint that covers more than one employee, and that involves like circumstances and facts; for example, a department or a shift that has been affected the same way and at the same time by an action taken by management.

We are complaining and/or submitting a grievance concerning the following as to wages, hours of employment, and/or conditions of work:

Date grievance arose: January, 2019 / February 1, 2019

Details of grievance:

See attached page

Requested Remedy:

See attached page

(attach additional sheets if needed)

RECEIVED

Signature of group representative:

[Signature]

AUG 05 2019

SUN METRO
PAYROLL / HR

Date: 8/5/2019

(Upon completion of the above, submit form and any attachments to Department Head or Designated Manager)

Department Head or Designated Manager's Statement: (Return completed form to the Designated Representative, with copy to Department's Human Resources Manager)

Grievance: Upheld ☐ Denied ☒ Explain the reason for your decision below:

See Attached Response.

Department Head's Signature: *Jay Bena...* Date: 9-5-19
Designated Representative's Initials (indicating receipt of form): *DAH* Date: 9-5-19

STEP TWO

We are not satisfied with the decision of the Department Head and ask to go on to the Human Resources Director.

Designated Representative's Signature: *[Signature]* Date: 9-5-19

(Give form to HR Director)

Human Resources Director's Recommendation: (Required only if not resolved at department head level; return completed form to the Designated Representative, with a copy to department head.)

Please see attached memo dated 10/24/19.

Human Resources Director's Signature: *[Signature]* Date: 10/24/19
Designated Representative's Initials (indicating receipt of form): *DH* Date: 10/28/19

STEP THREE

We are not satisfied with the findings and recommendations of the Human Resources Director and ask to appeal to the Civil Service Commission for final disposition of our grievance. (Give to Secretary of Civil Service Commission)

Designated Representative's signature: *[Signature]* Date: 10/28/19

INSTRUCTIONS ATTACHED

OCT 28 2019
CIVIL SERVICE
COMMISSION

CITY HR SEP9'19

SUN METRO
EMPLOYEE GROUP GRIEVANCE FORM

INSTRUCTIONS FOR COMPLETING THIS FORM

If your group grievance involves discrimination or sexual harassment, you may contact the Human Resources Department for guidance and information about the correct procedure to use.

All regular Sun Metro employees may use this group grievance procedure to voice grievances that cover more than one employee, and that involve like circumstances and facts concerning wages, hours of employment, and/or conditions of work. Discipline has a separate appeal process and is excluded from this procedure.

Most group grievances can be resolved informally by discussing them with your immediate supervisor, manager and/or the Department Head. The Sun Metro Group Grievance Policy requires you to discuss your grievance with the Department Head or designated manager within thirty (30) calendar days after April 29, 2015 and thereafter within thirty (30) calendar days from the date the group becomes discontented with wages, hours of work, and/or conditions of work. The Department Head or designated manager may seek advice from other knowledgeable employees and/or supervisors before answering the grievance.

You may contact the Sun Metro Human Resources Manager to obtain the official group grievance form and advice in using the procedure.

To fill out the form:

Enter the group's Designated Representative's name and contact information. Enter the names, titles, division/section, and Kronos #s of each employee in the group.

Step One

The group has thirty (30) calendar days after April 29, 2015 and thereafter within thirty (30) calendar days from the date the group becomes discontented with wages, hours of work, and/or conditions of work to complete the first block of step one and submit the grievance form to the Department Head. The Department Head or designated manager investigates the grievance and schedules a meeting with the appropriate group member's through the group's Designated Representative within five (5) working days. After the meeting, the Department Head has ten (10) working days after the initial meeting to respond to the grievance. The Department Head enters his/her statement on the form.

RECEIVED

OCT 20 2015 ML

CIVIL SERVICE
COMMISSION

CITY HR SEP9'19

SUN METRO
EMPLOYEE GROUP GRIEVANCE FORM

INSTRUCTIONS FOR COMPLETING THIS FORM (CONTINUED)

Step Two

If the group is still dissatisfied, it has ten (10) working days to complete the first block of step two and submit the grievance form to the Human Resources Director. The Human Resources Director or assignee ordinarily has thirty (30) working days to make a recommendation. The Human Resources Director may notify the group, through its designated representative, if an additional fifteen (15) working days are necessary. The Human Resources Director enters his/her recommendation.

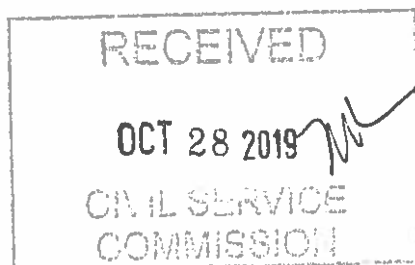
Step Three

If the group is still dissatisfied, it has ten (10) working days to complete the block for step three and appeal to the Civil Service Commission. The grievance will be placed on the next available Commission agenda. Both the group's Designated Representative and the Department Head will receive written confirmation of the Commission's action concerning the grievance.

Time limits may be extended by mutual agreement. IF the group misses a time limit the grievance is denied for further processing. If management misses a time limit, the group may go to the next higher level in the process.

Employees covered by collective bargaining agreements may not use this grievance procedure and must use grievance procedures contained in their bargaining agreements.

4/29/15



CITY HR SEP3'19

Details of Grievance

Sun Metro Safety Incentive Program FY2019

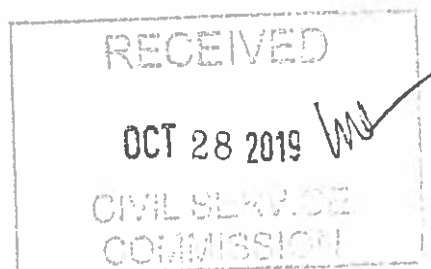
Before Feb 1, 2019, I asked Erica Salamanca, HR, if I qualified for this incentive; she said no because I don't have a CDL.

On June 7, 2019, I received an email from Ms Salamanca letting "eligible employees" know they will receive their incentive pay in their July 12th paycheck. She also attached the policy of this incentive program which LEGAL had already reviewed and approved on January 14, 2019. The policy clearly states, "Sun Metro employees eligible to participate in this program are those whose job specifications require a commercial driver's license (CDL) or whose job duties require operation of a commercial motor vehicle."

Through the chain of command, Jose and I asked our immediate supervisor, Mr. Arriaga, if we qualify according to the policy guidelines since we do operate a commercial motor vehicle. According to an email he received from Ms Salamanca on Aug. 2, 2019, she stated we were not eligible since we are not required to operate a commercial vehicle. In this email, Ms Salamanca mentions that Jay stands firm that the policy should apply to those whose job requires a CDL. She added her opinion of what is considered a commercial vehicle type; she also added vehicle weight limitations which AGAIN is not part of the policy she had sent in her June email.

Requested Remedy

Since Jose and I do qualify according to the Sun Metro Safety Incentive Program FY2019 policy, and because our job duties require operation of a commercial motor vehicle, we are asking for retro-pay from the beginning of this program. We, also, should be part of this incentive program, this point going forward.



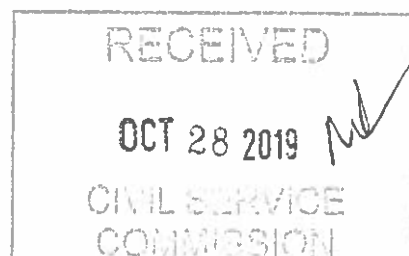
STEP ONE Department Head Statement:

A Commercial Vehicle for the purpose of Sun Metro's Safety Incentive policy means a motor vehicle or combination of motor vehicle used in commerce to transport passengers or property if the motor vehicle-

- (1) Has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
- (2) Has a gross vehicle weight rating or gross vehicle weight of 26,001 pounds or more, whichever is greater; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of hazardous materials as defined in DOT regulation 49 CFR 383.5.

This definition is in accordance with the definition found in the City's CDL Safety Incentive Policy. Sun Metro's policy is intended to reduce bus collisions and events and is therefore limited to employees in job classes whose duties require a CDL or operation of a bus.

To conclude, because you are not required a CDL to perform your job duties and your job duties do not require you to operate a bus, you are not eligible for Sun Metro's CDL Safety Incentive Program.



CITY HR SEP9'19



Facilities Maintenance Lead Worker

Class Code:
18520 GS 50

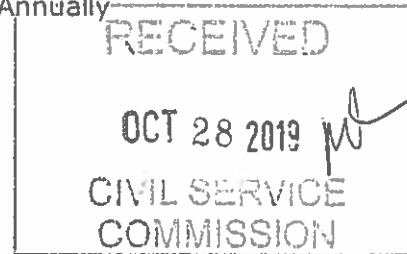
CITY OF EL PASO
Established Date: Aug 21, 2006
Revision Date: Jul 29, 2012

SALARY RANGE

\$13.95 - \$21.50 Hourly
\$1,116.11 - \$1,719.66 Biweekly
\$2,418.24 - \$3,725.93 Monthly
\$29,018.87 - \$44,711.11 Annually

FLSA:

Non-Exempt



MINIMUM QUALIFICATIONS:

Education and Experience: A High school diploma or GED, and three (3) years of experience in the building trades or grounds and building maintenance work.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Some positions may require a Class "B" Commercial Driver's License.

Special Requirements: Positions requiring a CDL or positions of a safety sensitive are subject to drug and alcohol testing in accordance with federal regulations.

GENERAL PURPOSE:

Under general supervision, as a working supervisor, perform and oversee a variety of semi-skilled and skilled work in the maintenance of City properties and facilities.

TYPICAL DUTIES:

Perform and oversee a variety of semi-skilled and skilled work in the maintenance of City properties and facilities. Involves: Perform and oversee preventive building maintenance efforts involving writing work orders, scheduling staff, ensuring work quality and on-time completion. Troubleshoot basic maintenance problems involving HVAC, electrical, structural, plumbing and equipment repair or replacement. Perform carpentry, painting or related repair or installation. Perform concrete and asphalt repair of aircraft parking ramps, taxiways, runways, public and non-public roadways, parking lots, curbs and sidewalks. Maintain landscaping, storm drainage and irrigation systems, treat plants and turf for disease, install and maintain backflow prevention devices. Repair or replace fencing and security systems. Perform preventative and routine maintenance of pool operating systems. Maintain proper

operations of backwash and chlorination systems, boilers, and other operating systems, and perform preventative maintenance on various pumps and motors. Monitor water quality and chemistry. Size and replace mechanical seals; install and calibrate chlorination controllers. Install, repair or replace a variety of pool equipment. Estimate cost of repairs; select and requisition necessary equipment and related supplies. Oversee all work in progress to ensure quality, timeliness and safety. Inspect completed work to ensure quality and conformance to code. Maintain cleanliness of tools, equipment and work areas.

Participate in maintenance and repair work and supervise a small work crew. Involves: As a working supervisor, assign, review and inspect work completed. Guide task performance. Train and develop employees. Provide input to employees' performance appraisals. Promote and observe safe work practices at all times

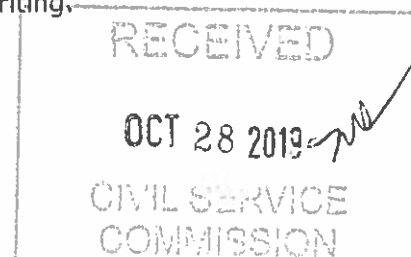
Perform related duties as required. Involves: Perform duties of subordinate personnel as necessary to ensure continuity of operations during absences. Assist or participate in performing maintenance and repair work as necessary. Interact with regulatory agencies, supervisors, vendors, contractors, other departments or the general public. Answer questions, provide accurate information to inquiries and assist in resolving problems. Subject to emergency recall.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of skilled trades related to building construction, maintenance, repair and renovation, proper maintenance and repair requirements related to area of responsibility.
- Application of considerable knowledge of the techniques utilized in concrete and asphalt work in maintaining aircraft parking ramps, taxiways, runways, public and non-public roadways, landscaping and irrigation systems, proper maintenance and repair requirements related to airport operations, including occupational hazards and safety precautions.
- Application of considerable knowledge of the proper use and handling of a variety of tools and equipment.
- Application of good knowledge of relevant federal, state and local laws, regulations, rules and ordinances, City and departmental policies and procedures related to related to area of responsibility, including occupational hazards and safety precautions.
- Application of some knowledge of supervisory techniques and effective customer service practices and procedures.
- Interpret and analyze technical data and information including blueprints and as-built drawings for decision-making purposes.
- Establish and maintain effective working relationships with officials, employees, other departments, vendors, contractors and the general public.
- Safely operate City vehicles and equipment and safely work in a variety of facilities, circumstances and situations.
- Express oneself clearly and concisely, orally and in writing.

OTHER JOB CHARACTERISTICS:

- Subject to call during off working hours.

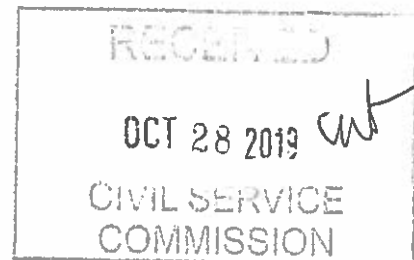


- Bend, climb and work on ladders, lift and/or carry heavy, bulky items, materials and/or supplies weighing up to 50 pounds.
- Exposure to dangerous machinery, potential physical harm, hazardous chemicals, reptiles and extreme weather conditions.
- Pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

CLASSIFICATION STATUS:

(Ord. 016439 08/22/06), (CC 01/27/09), (CC 07/29/12)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.



Holguin, Mary L.

From: Martinez, Daniel
Sent: Monday, October 28, 2019 10:41 AM
To: Holguin, Mary L.
Subject: What is Considered a Commercial Vehicle?

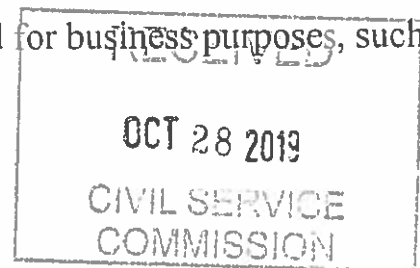
<https://legalbeagle.com/13710166-what-is-considered-a-commercial-vehicle.html>

What is Considered a Commercial Vehicle?

Commercial vehicles are those owned by a business and used for business purposes, such as carrying goods or paying passengers.

March 09, 2018

By: Victoria Langley



Most of the vehicles on the road are personal vehicles. People are driving those cars, trucks or vans for their own needs or desires. However, a good portion of vehicles on any given road are not personal – they are commercial. These vehicles are used to carry goods or passengers for profit. They are on the road for a business purpose. When you're unsure of whether a vehicle is personal or commercial, consider who owns it, who is driving it, what size it is and why it is on the road.

TL;DR (Too Long; Didn't Read)

Commercial vehicles are those owned by a business and used for business purposes, such as carrying goods or paying passengers.

Federal Definition of a Commercial Vehicle

The Federal Motor Carrier Safety Administration has a specific definition for commercial vehicles. Under 49 U.S.C. §390.5, a commercial motor vehicle means any vehicle used on public roads in interstate commerce to transport property or passengers when the vehicle:

This definition applies across the country. Whether a vehicle is a commercial or personal vehicle will not differ by state.

How to Tell if a Car, Truck or Van is a Commercial Vehicle

Whether a vehicle is personal or commercial usually comes down to whether it is being used for a business purpose. You can usually figure this out by looking at a few factors.

- **Who owns the vehicle?** Many, though not all, commercial vehicles are owned by a business. There may be a situation in which an individual, acting as a business, owns a commercial vehicle. The vehicle may be a semi that belongs to a trucking fleet or a passenger van owned by a hotel shuttle service.
- **Who drives the vehicle?** Commercial vehicles are often driven by employees of the business, though they are occasionally driven by independent contractors. Either way, the driver is being paid by the business that owns the vehicle to drive it.
- **Why is the vehicle on the road?** Commercial vehicles have a business reason to be on the road. They are delivering goods or returning from a delivery. The employee may be driving to a client or back to the work site from a client's location. A commercial vehicle is usually not on the road for the driver's personal reasons, though this issue can come up if an employee takes a business vehicle on a detour.
- **How big is the vehicle?** When the vehicle is a van or a bus, it matters how many people it can carry at one time. It also matters how much it weighs. A truck that is not a semi could be a commercial vehicle if it weighs more than 10,001 pounds. That seems like a lot, but semis can weigh up to 80,000 pounds.

There Are Many Types of Commercial Vehicles

There are so many types of commercial vehicles, you cannot assume a vehicle is personal or commercial simply from its size or outward appearance. You probably think first of semi-trucks or other large trucks when talking about commercial vehicles. It is true that these are almost entirely commercial vehicles. However, so are passenger buses, like Greyhound. There are also light commercial vehicles (a term mostly used in Europe), which encompass commercial vans and smaller trucks. What looks like a pickup truck could be a commercial vehicle if it satisfies the FMCSA's requirements.

Sent from my iPhone





Mayor
Dee Margo

City Council

District 1
Peter Svarzbein

District 2
Alexsandra Anello

District 3
Cassandra Hernandez

District 4
Dr. Sam Morgan

District 5
Isabel Salcido

District 6
Claudia Ordaz Perez

District 7
Henry Rivera

District 8
Cissy Lizarraga

City Manager
Tommy Gonzalez

RECEIVED

OCT 28 2019

CIVIL SERVICE
COMMISSION

Human Resources

TO: Danny Martinez, Facilities Maintenance Lead Worker, Kronos #
Jose Villalobos, Document Center Specialist, Kronos #

FROM: Linda Ball Thomas, Human Resources Director

DATE: October 24, 2019

SUBJECT: Grievance

I have completed my review of your grievance. In accordance with Civil Service Commission Rules, I have reviewed the available information and applicable rules regarding the application of the Sun Metro Safety Incentive Program FY2019.

BACKGROUND

On August 5, 2019, Daniel and Jose filed a grievance. In the grievance, they stated that the Sun Metro Safety Incentive Program FY 2019, has been violated. In their grievance, they cited the area where their rights have been violated is as follows:

- The policy states, "Sun Metro employees eligible to participate in this program are those whose job specifications require a commercial driver's license (CDL) or whose job duties require operation of a commercial motor vehicle."

Erica Salamanca informed them that they were not eligible because they are not required to operate a commercial vehicle.

Their requested remedy is, "Retro-pay from the beginning of this program and to be part of the incentive program, from this point going forward."

FINDINGS

- Neither Daniel Martinez nor Jose Villalobos require a CDL for their current position.
- The vehicles in question are not commercial vehicles.
- CDL Safety Incentive Policy

III. DEFINITIONS:

B. Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle –

- (1) Has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) which a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
- (2) Has a gross vehicle weight rating or gross vehicle weight of 26,001 pounds or more whichever is greater; or
- (3) Is designated to transport 16 or more passengers, including the driver; or
- (4) Is of any size and used in the transportation of hazardous materials as defined in DOT regulation 49 CFR 383.5.

Note: This definition is derived from the Federal Motor Carrier Safety Administration Section 383.5 Definitions.

Linda Ball Thomas, IPMA-SCP, PHR, SHRM-SCP – Human Resources Director
City # 1 | 300 N. Campbell | El Paso, Texas 79901 | (915) 212-0045

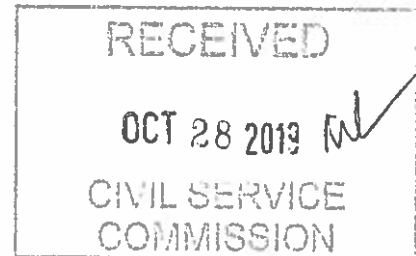
"Delivering Outstanding Services"



Human Resources

RULING

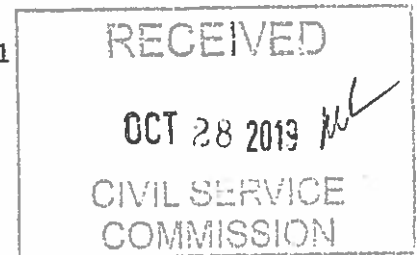
Because you do not require a CDL to perform the duties of your positions and the vehicles you operate do not qualify as commercial vehicles, I find that in regards to your grievance, Sun Metro is correctly applying the Sun Metro Safety Incentive Program FY 2019. Therefore, you do you qualify for the Sun Metro Safety Incentive Program FY 2019, nor are you due back pay.



Ramirez, Angel

From: Salamanca, Erica
Sent: Friday, February 01, 2019 8:27 AM
To: Sun Metro
Cc: SunMetroSafety
Subject: Sun Metro Safety Incentive Program FY 2019-Stage 1
Attachments: 19013112_17_5113445.pdf

Importance: High



Good morning,

Attached is the policy and guidelines for the *Sun Metro Safety Incentive Program FY 2019* that is effective today, 2/1/2019! This Program will reward eligible employees for reducing the *1.5 aggregate collision rate*. Please read the policy for further information on the measures and criteria.

- The first stage of eligibility will begin on February 1, 2019.
- An eligible employee who has zero (0) preventable accidents, including zero (0) traffic violations, zero (0) automated camera violations, and zero (0) unsafe acts while operating a commercial vehicle during an eligibility period, qualifies for a \$175 incentive payment at the end of the respective period.

Eligible employees will receive the incentive payment within two (2) pay periods after the end of each eligibility period. If you have any questions about this policy you may address them to your chain of command, Sun Metro Safety or Sun Metro HR and Payroll.

Thank you,

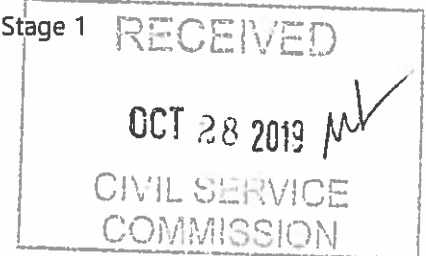
Erica M. Salamanca, PHR, SHRM-CP
Departmental Human Resources Manager
Sun Metro-City of El Paso Mass Transit
10151 Montana Avenue|El Paso, Texas 79925
(915) 212-3308 Office|(915) 212-0120 Fax

CITY HR SEP 9 19

Martinez, Daniel

From: Salamanca, Erica
Sent: Friday, June 7, 2019 11:30 AM
To: Sun Metro
Cc: SunMetroSafety; Sun Metro HR & Payroll
Subject: FW: Sun Metro Safety Incentive Program FY 2019-Stage 1
Attachments: 19013112_17_5113445.pdf

Importance: High



Good morning,

Eligible employees will receive the incentive payment on the July 12th paycheck.

If you have any questions about this policy you may address them to your chain of command, Sun Metro Safety or Sun Metro HR and Payroll.

Thank you,
Erica

From: Salamanca, Erica
Sent: Friday, February 1, 2019 8:27 AM
To: Sun Metro <SunMetro@elpasotexas.gov>
Cc: SunMetroSafety <SunMetroSafety@elpasotexas.gov>
Subject: Sun Metro Safety Incentive Program FY 2019-Stage 1
Importance: High

Good morning,

Attached is the policy and guidelines for the *Sun Metro Safety Incentive Program FY 2019* that is effective today, 2/1/2019! This Program will reward eligible employees for reducing the 1.5 aggregate collision rate. Please read the policy for further information on the measures and criteria.

- The first stage of eligibility will begin on February 1, 2019.
- An eligible employee who has zero (0) preventable accidents, including zero (0) traffic violations, zero (0) automated camera violations, and zero (0) unsafe acts while operating a commercial vehicle during an eligibility period, qualifies for a \$175 incentive payment at the end of the respective period.

Eligible employees will receive the incentive payment within two (2) pay periods after the end of each eligibility period. If you have any questions about this policy you may address them to your chain of command, Sun Metro Safety or Sun Metro HR and Payroll.

Thank you,

Erica M. Salamanca, PHR, SHRM-CP
Departmental Human Resources Manager
Sun Metro-City of El Paso Mass Transit
10151 Montana Avenue|El Paso, Texas 79925

CITY HR SEP9'19

Sun Metro Safety Incentive Program FY 2019

I. POLICY OBJECTIVE:

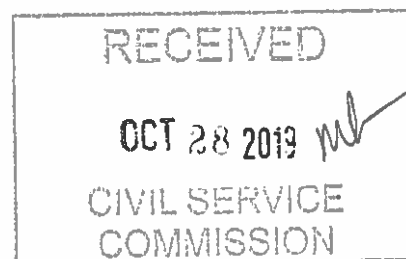
Sun Metro recognizes that a proactive employee safety program can have a positive impact on reducing accidents and injuries, and that acknowledging and rewarding employees for working safely contributes to and reinforces a safety program's success. In this regard, the El Paso City Council, as part of the FY2019 adopted budget, approved the institution of a goal-based safety incentive program for eligible employees, as established herein. The Sun Metro Safety Incentive Program ("Program") has been developed and seeks to reward eligible employees for meeting identified performance goals that are in excess of their normal and expected safety performance requirements.

The monetary incentive made available under this Program is contingent upon eligible employees not being involved in any preventable collisions and accidents (collectively referred to as "collisions"), and not performing any unsafe acts, during a designated period of time. This is a one-time program that will terminate when the incentive period ends.

II. ELIGIBILITY

Sun Metro employees eligible to participate in this Program are those whose job specifications require a commercial driver's license (CDL) or whose job duties require operation of a commercial motor vehicle. A non-exhaustive list of eligible job classes are as follows:

Transit Operator
Transit Supervisor
Fleet Maintenance Technician
Fleet Maintenance Lead Technician
Fleet Maintenance Trainer/Supervisor
General Service Worker (assigned to Fleet Services-Wash Bay)
Fleet Services Assistant
Fleet Service Worker
Transit Fleet Services Supervisor



III. PERFORMANCE MEASURES, INCENTIVE CRITERIA AND ELIGIBILITY PERIODS

On average, Sun Metro historically experiences over 1.5 collisions per 100,000 collective miles driven by employees while on department business. This Program will reward employees for reducing this aggregate collision rate, as set forth herein.

The incentive period for this Program runs over a period of eight (8) months, divided into two periods ("eligibility periods"). The first eligibility period during which an employee begins participating in the Program will be identified as Stage 1 followed by Stage 2. The eligibility periods are broken down as follows:

Stage 1: February 1 through May 31, 2019

Stage 2: June 1 through September 30, 2019

An eligible employee who has zero (0) preventable accidents, including zero (0) traffic violations and zero (0) automated camera violations, and zero (0) unsafe acts while operating a commercial vehicle during an eligibility period, qualifies for a \$175 incentive payment at the end of the respective period.

IV. GENERAL GUIDELINES:

- Failure to maintain eligibility at any stage disqualifies the employee from receiving an incentive payment for that period.
- Eligible employees who commence employment after January 1, 2019 will receive a pro-rated incentive amount during the affected eligibility period.
- Employees who are on a leave of absence, paid or unpaid, during an entire incentive period are ineligible for the incentive payment. Eligible employees who are on a leave of absence during only a portion of the incentive period, but who otherwise participate in the Program for a portion of the incentive period, are eligible for pro-rated incentive amount based on the time actually worked.

Creation Date: December 13, 2018
Created by: Mass Transit Department- Sun Metro
Legal Review Date: January 14, 2019
Implementation Date: February 01, 2019



APPROVED BY:


Jay Banajak, Sun Metro Director

1/23/19
Date


Linda Ball Thomas, Human Resources Director

1/28/19
Date

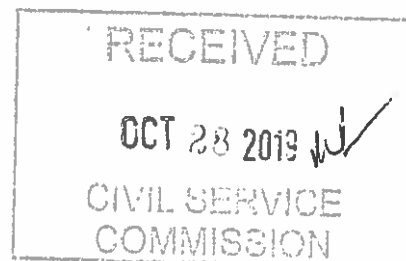

Ted Marquez, Deputy City Manager

1/29/19
Date



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: CDL Safety Incentive Policy
Creation Date: October 11, 2016
Revision Date:
Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann



I. POLICY:

The City of El Paso ("City") recognizes that a proactive employee safety program can have a positive impact on reducing accidents and injuries, and that acknowledging and rewarding employees for working safely contributes to and reinforces a safety program's success. In this regard, the El Paso City Council, as part of the FY2016 adopted budget, approved the institution of a goal-based safety incentive program for eligible employees, as established herein.

The monetary incentive made available under this program is contingent upon eligible employees being involved in no preventable accidents over a designated period of time.

II. ELIGIBLE EMPLOYEES:

City employees, excluding employees of Sun Metro and El Paso Water, whose job specifications require a commercial driver's license (CDL) and whose job duties require operation of a commercial motor vehicle for more than 50% of their work time. A non-exhaustive list of eligible job classes follows:

AIRPORT - EL PASO INTERNATIONAL

Equipment Operator
Heavy Equipment Operator

ENVIRONMENTAL SERVICES AND CODE ENFORCEMENT

Equipment Operator
Heavy Equipment Operator
Solid Waste Truck Driver
Solid Waste Truck Driver, Lead
Truck Driver

PARKS AND RECREATION

Equipment Operator

STREETS AND MAINTENANCE

Equipment Operator
General Services Lead Worker
Heavy Equipment Operator
Truck Driver

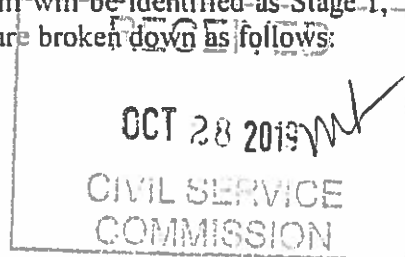
III. DEFINITIONS:

- A. **Commercial driver's license** means a license issued to an individual by a State or other jurisdiction of domicile, in accordance with Department of Transportation (DOT) regulations, which authorizes the individual to operate a class of commercial motor vehicle.
- B. **Commercial motor vehicle** means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle—
- (1) Has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
 - (2) Has a gross vehicle weight rating or gross vehicle weight of 26,001 pounds or more, whichever is greater; or
 - (3) Is designed to transport 16 or more passengers, including the driver; or
 - (4) Is of any size and is used in the transportation of hazardous materials as defined in DOT regulation 49 CFR 383.5.
- C. **Preventable accident** means any accident in which the driver failed to exercise every reasonable precaution to prevent the accident. This is irrespective of whether or not there is property damage or personal injury, the extent of the loss of injury, to whom it occurred and the location of the accident. (Based on National Safety Council Rules)

IV. PERFORMANCE MEASURES AND INCENTIVE CRITERIA:

- A. **ELIGIBILITY PERIODS.** This program runs over a period of twelve (12) months, divided into four periods ("eligibility periods"). The first eligibility period during which an employee begins participating in the program will be identified as Stage 1, followed by Stages 2, 3 and 4. The eligibility periods are broken down as follows:

September—November
December—February
March—May
June—August



- B. **CRITERIA.** An eligible employee who is not involved in preventable accident during an eligibility period qualifies for the following payments at the end of the respective period:

Stage	Requirements	Payment at end of period
Stage 1	Successful completion of initial eligibility period	\$50
Stage 2	+ Successful completion of Stage 1	\$75
Stage 3	+ Successful completion of Stages 1 and 2	\$100
Stage 4	+ Successful completion of Stages 1, 2 and 3	\$125

C. PAYMENTS. Payments are cumulative in nature after successful completion of each consecutive stage. Failure to maintain eligibility at any stage disqualifies the employee from receiving an incentive payment for that period, and reset the employee to Stage 1.

- i. An eligible employee not involved in a preventable accident during an eligibility period moves to the next stage.
- ii. An employee who is involved in a preventable accident will be reset to Stage 1 at the start of the next eligibility period.
- iii. A new employee is eligible to start the program at the beginning of the next eligibility period.
- iv. Employees who successfully complete four consecutive eligibility periods without a preventable accident will begin the next year's program at Stage 1.

D. An eligible employee who fails to report an accident in accordance with City policy will be eliminated from the current eligibility quarter and will begin the next eligibility quarter at Stage 1.

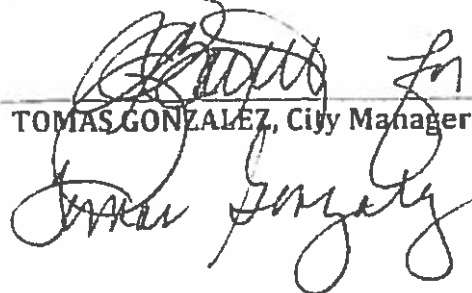
E. Department personnel conducting the accident investigation shall make the determination of preventability.

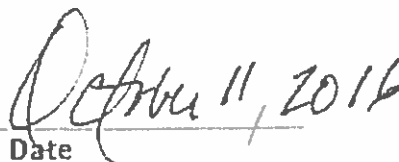
F. The determination of whether a vehicle related accident is classified as preventable or not shall be based on National Safety Council (NSC) guidelines. The determination should be made within seven (7) calendar days of becoming aware of the accident.

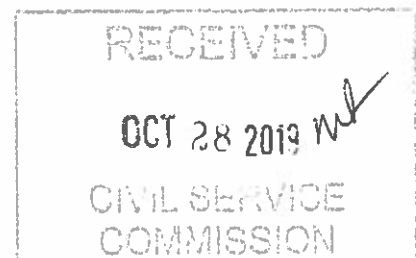
G. All department personnel who conduct accident investigations to determine accident preventability shall be trained in NSC guidelines. The Human Resources Department shall make this training available to departments on an ongoing basis.

H. Departments with eligible employee are responsible for determining which employees are eligible for payment within two (2) pay periods after the end of each eligibility period.

APPROVED BY:


TOMAS GONZALEZ, City Manager


Date



Martinez, Daniel

From: Arriaga, Oscar A
Sent: Friday, August 2, 2019 3:56 PM
To: Villalobos, Jose J.; Martinez, Daniel
Subject: FW: Safety Incentive Program qualifications for Danny Martinez and Jose Villalobos

Danny and Jose,
Below is the response from HR concerning the Safety Incentive Program.
Any questions, feel free to ask me.

From: Salamanca, Erica <SalamancaE@elpasotexas.gov>
Sent: Friday, August 02, 2019 3:47 PM
To: Arriaga, Oscar A <ArriagaOA@elpasotexas.gov>
Subject: RE: Safety Incentive Program qualifications for Danny Martinez and Jose Villalobos

Hi Oscar,

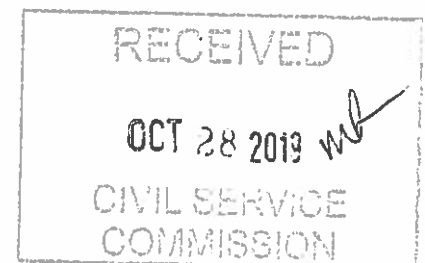
I forwarded your email below to Jay and he stands firm that our CDL Safety Incentive policy should apply to those employees *whose job description requires a Commercial Driver License (CDL) or those that operate a Commercial Vehicle*. Our policy is intended to reduce *bus* collisions and events and, is therefore limited to vehicles (buses) that require a CDL to operate.

A Commercial Vehicle for the purpose of our policy means a motor vehicle or combination of motor vehicle used in commerce to transport passengers or property if the motor vehicle-

- (1) Has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
- (2) Has a gross vehicle weight rating or gross vehicle weight of 26,001 pounds or more, whichever is greater; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of hazardous materials as defined in DOT regulation 49 CFR 383.5.

To conclude, because Danny and Jose are not required a CDL to perform their job duties and do not operate a commercial vehicle as defined above, they are not eligible employees for Sun Metro's CDL Safety Incentive Program.

Thank you,
Erica



CITY HR SEP9'19

Martinez, Daniel

From: Martinez, Daniel
Sent: Friday, September 6, 2019 8:45 AM
To: Salamanca, Erica
Cc: Villalobos, Jose J.; Martinez, Daniel
Subject: Sun Metro Safety Incentive Program

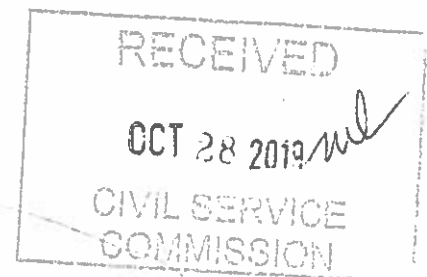
CITY HR OCT29/19

In regards to the Sun Metro Safety Incentive Program, I'm requesting the list under the Open Record Law of all employees who don't have a CDL but are receiving this pay.

Eligibility

Sun Metro employees are eligible to participate in this program for those whose job specification require a commercial driver license (CDL) or whose job duties required operation of a commercial motor vehicle a non-exhaustive list of eligible job classes or as follows

Transit Operator
Transit Supervisor
Fleet Maintenance Technician
Fleet Maintenance Lead Technician
Fleet Maintenance Trainer / Supervisor
General Service Worker (assigned to fleet service wash bay) Fleet Service Assistant Fleet Service Worker Transit Fleet Service Supervisor



CITY HR SEP9/19

Dictionary

or

Look it up

or

[ɔr] ⓘ

CONJUNCTION

- used to link alternatives.
"a cup of tea or coffee" - [more]
- introducing a synonym or explanation of a preceding word or phrase.
"the espionage novel, or, as it is known in the trade, the thriller"
- otherwise (used to introduce the consequences of something not being done or not being the case).
"hurry up or you'll miss it all"
synonyms or else - if not
- introducing an afterthought, usually in the form of a question.
"John's indifference—or was it?—left her unsettled"

NOUN [ɔr]

- a Boolean operator that gives the value one if at least one operand (or input) has a value of one, and otherwise has a value of zero.

More definitions: origin and translations

Feedback

And/or - Wikipedia

<https://en.wikipedia.org/wiki/And/or>

And/or (also **and or**) is a grammatical conjunction used to indicate that one or more of the cases it connects may occur. For example, the sentence "He will eat cake, pie, **and/or** brownies" indicates that although the person may eat any of the three listed desserts, the choices are not mutually exclusive; the person may eat one, two, or all three of the choices.

And/Or | Grammar Girl ... - Quick and Dirty Tips

<https://www.quickanddirtytips.com/education/grammar/and-or>

Sep 16, 2015 - Usually, rewriting the sentence with **or** better reflects the meaning you're trying to accomplish with **and/or**, but sometimes people try to add clarity by adding **or** both to the end of the sentence. This message, **or** attachments, **or** both are confidential. In Kelly's case, a slight rewrite with **and** is probably the best choice. This message and any attached files are confidential.

And/or | Definition of And/or at Dictionary.com

<https://www.dictionary.com/browse/and-or>

And/or *definition*. (used to imply that either or both of the things mentioned may be affected or involved): insurance covering fire **and/or** wind damage. See *more*.

word choice ... - English Language & Usage Stack Exchange

<https://english.stackexchange.com/questions/30254/>

Breaking this down, **and/or** is as official as English gets in the sense that you can use it in extremely formal contexts. There is typically a better way to say whatever is being said but it does convey a specific meaning. You should use **and/or** when both options are applicable in its place. "I would like cake **and/or** pie" means "I would like one or both of the following: cake, pie."

Breaking this down, **and/or** is as official as English gets in the sense that you can use it in extremely formal contexts. There is typically

There is no official English. English is what its speakers make of it. That said, **and/or** is terrible English. It should be avoided, and people

And/or is generally used when either one or both of the options may be true. Consider the following three examples: I am going to b

Best answer ⓘ 14

9

3

word choice - Alternatives to "and/or"? - English Language

expressions - The correct way to write "and/or" together

See more results

And/or

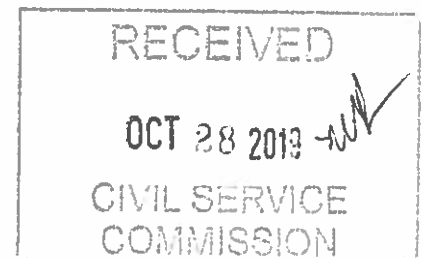
And/or is a grammatical conjunction used to indicate that one or more of the cases it connects may occur. For example, the sentence "He will eat cake, pie, **and/or** brownies" indicates that although the person may eat any of the three listed desserts, the choices are not mutually exclusive; the person may eat one, two, or all three of the choices.

W Wikipedia

Data from: Wikipedia

Suggest an edit

2013 SEP 28 19



CITY HR SEP 9 '19



Fleet Maintenance Technician

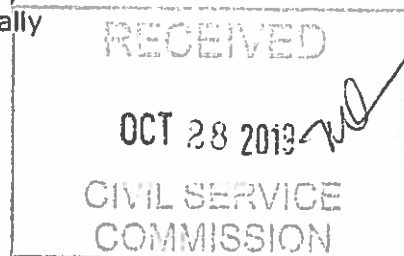
Class Code:
18120 GS 52

CITY OF EL PASO
Established Date: Aug 21, 2006
Revision Date: Jul 29, 2012

CITY HR OCT28/19

SALARY RANGE

\$15.06 - \$24.06 Hourly
\$1,204.88 - \$1,925.18 Biweekly
\$2,610.57 - \$4,171.23 Monthly
\$31,326.78 - \$50,054.70 Annually



FLSA:

Non-Exempt

MINIMUM QUALIFICATIONS:

Education and Experience: High School Diploma or General Education Development equivalent, and two (2) years of journey level automotive or diesel mechanic experience.

Licenses and Certificates:

- Some positions may be required to obtain and maintain Automotive Service Excellence (ASE) Certification within six (6) months of appointment.
- Texas Class "C" Driver's License or equivalent from another state.
- ~~Some positions may require a Texas Class "B" Commercial Driver's License (CDL) or equivalent from another state.~~
- Some positions may require Environmental Protection Agency certification for refrigerant recycling and recovery within six (6) months of appointment.
- Special Requirements:
 - Incumbents of positions requiring a CDL or of a safety sensitive nature are subject to drug and alcohol testing, and may be required to pass physical qualification examinations in accordance with federal regulations.
 - Some positions must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

GENERAL PURPOSE:

Under general supervision, perform and undertake a variety of broad to specific fleet repair, maintenance and upkeep of work assignments.

TYPICAL DUTIES:

Repair, recondition and maintain a variety of trucks, automobiles, buses and other City vehicles and equipment with gasoline, diesel or alternative fueled internal combustion engines. Involves: Assess, diagnosis, analyze, recommend and undertake overhaul repair, maintenance and upkeep tasks required based on work orders received. Identify parts, supplies and materials needed. Remove, inspect, install, and replace a variety of parts and items. Test and validate repairs and maintenance work. Perform regularly scheduled, emergency repair and/or preventative maintenance work. Determine compliance with established repair, maintenance and upkeep standards, operations and expectations. Update and maintain files, records, logs and reports. Interact with officials, contractors, employees, other departments or the general public to provide accurate information to inquiries, resolve problems and respond to inquiries.

Perform related duties as required. Involves: Perform duties of immediate supervisor or coworkers as necessary to ensure continuity of operations during absences. Maintain cleanliness of work area and tools.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of good knowledge of relevant policies and procedures related to safety including occupational hazards and safety precautions.
- Application of good knowledge of operational requirements and safety practices associated with the tools and equipment of the trade.
- Interpret and analyze technical data and information for decision-making and work purposes that may include the need to take action in stressful situations.
- Establish and maintain effective working relationships with officials, employees, other departments and the public.
- Safely operate City vehicles, equipment and tools.
- Express oneself clearly and concisely, orally and in writing.

RECEIVED

OCT 28 2019

CIVIL SERVICE
COMMISSION**OTHER JOB CHARACTERISTICS:**

- Potential exposure to extreme weather conditions, hazards of working around moving equipment, and physical harm from dangerous chemicals or infectious diseases.
- Subject to call during off working hours.
- Lift and carry heavy or bulky items, materials and supplies weighing up to 50 pounds

CLASSIFICATION STATUS:

(Ord. 016439 08/22/06), (CC 01/27/09), (HR 07/04/10), (CC 07/29/12)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned

and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

CITY HR OCT2819

RECEIVED

OCT 28 2013

CIVIL SERVICE
COMMISSION



CITY OF EL PASO
Established Date: Aug 21, 2006
Revision Date: Jul 29, 2012

Fleet Maintenance Lead Technician

Class Code:
18110 GS 54

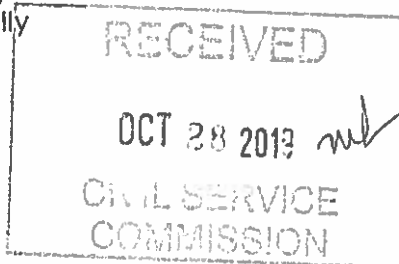
CITY HR OCT 28 2019

SALARY RANGE

\$16.60 - \$26.53 Hourly
\$1,328.38 - \$2,122.51 Biweekly
\$2,878.15 - \$4,598.78 Monthly
\$34,537.77 - \$55,185.32 Annually

FLSA:

Non-Exempt



MINIMUM QUALIFICATIONS:

Education and Experience: High School Diploma or General Education Development equivalent, and three (3) years of journey level automotive or diesel mechanic experience.

Licenses and Certificates:

- Some positions may be required to obtain and maintain Automotive Service Excellence (ASE) Certification within six (6) months of appointment.
- Texas Class "C" Driver's License or equivalent from another state.
- ~~Some positions may require a Texas Class "B" Commercial Driver's License (CDL) or equivalent from another state.~~
- Some positions may require Environmental Protection Agency certification for refrigerant recovery and recycling within thirty (30) days of appointment.

Special Requirements:

- Incumbents of positions requiring a CDL or of a safety sensitive nature are subject to drug and alcohol testing, and may be required to pass physical qualification examinations in accordance with federal regulations.
- Some positions must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

GENERAL PURPOSE:

Under general supervision, perform mechanical maintenance and repair of cars, trucks, coaches and other light, medium and heavy duty City vehicles and equipment.

TYPICAL DUTIES:

Repair, recondition and maintain a variety of diesel, gasoline or alternative fuel powered trucks, automobiles, buses and other City vehicles and equipment. Involves: Receive broad or specific work assignments. Diagnose, analyze, recommend and/or undertake repair, maintenance and/or upkeep tasks. Identify parts, supplies and materials needed. Inspect, diagnose and repair vehicles and related systems such as, air conditioning, fuel, electronic, electrical. Remove, inspect, install/reinstall/replace a variety of parts and items on automobiles, fire apparatus, heavy equipment and construction equipment, including transmissions, hydraulic systems, brakes/suspension and water pumps. Complete paperwork to request parts or supplies and to describe completed work. Interact with supervisors, contractors, employees and other departments to provide accurate information to inquiries, resolve problems and respond to inquiries.

Perform complete diagnostic and repair of all engine components and vehicle systems using computerized testing equipment. Involves: Test and validate repairs and maintenance work. Perform regularly scheduled, emergency and/or preventative maintenance work. Rebuild diesel engines. Repair specialized equipment such as wheelchair lifts and fire suppression/gas detection systems. Determine compliance with established repair, maintenance standards, operations and expectations. Update and maintain files, records, logs and reports. Observe safe work practices at all times.

Supervise fleet maintenance crew, if assigned. Involves: Assign, review and inspect completed work for conformance with standards. Guide task performance. Train and instruct new technicians in maintenance procedures and techniques, and guide them in more difficult or complex repairs. Complete employee performance appraisals. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Promote observance of safe work practices at all times.

Perform related duties as required. Involves: Perform duties of immediate supervisor or subordinate personnel as necessary to ensure continuity of operations during absences. Maintain cleanliness of work area and tools.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of vehicular servicing practices and procedures, tools of the trade, including maintenance of heavy equipment, diesel engines and hydraulic systems, and a wide range of vehicular systems including air conditioning, fuel, electronic, electrical, brakes/suspension and transmissions.
- Application of good knowledge of relevant federal, state and local laws, regulations, rules and ordinances, City and departmental policies and procedures related to area of operation and safety including occupational hazards and safety precautions.
- Diagnose, troubleshoot and repair a wide range of mechanical, electrical or electronic system malfunctions.
- Interpret and analyze service manuals, technical data and information for decision-making and work purposes that may include the need to take action in stressful situations.
- Establish and maintain effective working relationships with supervisors, employees, and other departments.
- Safely operate City vehicles, equipment and tools.
- Express oneself clearly and concisely, orally and in writing.

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OCT 28 2013

CIVIL SERVICE
COMMISSION

OTHER JOB CHARACTERISTICS:

- Potential exposure to extreme weather conditions, hazards of working around moving equipment, and physical harm from dangerous chemicals or infectious diseases.
- Subject to recall during off working hours.
- Lift and carry heavy or bulky items, materials and supplies weighing up to 50 pounds.

CLASSIFICATION STATUS:

(Ord. 016439 08/22/06), (HR 07/04/10), (CC 07/29/12)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

CLASS SPEC TITLE 7:

CITY HR OCT28'19

RECEIVED

OCT 28 2019

CIVIL SERVICE
COMMISSION



CITY OF EL PASO
Established Date: Nov 30, 2011
Revision Date: Nov 10, 2017

Fleet Maintenance Trainer Supervisor

Class Code:
18105 GS 57

CITY HR 0072819
CITY HR 0072819

SALARY RANGE

\$19.22 - \$30.71 Hourly
\$1,537.76 - \$2,457.07 Biweekly
\$3,331.82 - \$5,323.66 Monthly
\$39,981.79 - \$63,883.90 Annually

FLSA:

Non-Exempt

RECEIVED

OCT 28 2019

CIVIL SERVICE
COMMISSION

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and five (5) years of journey level auto or diesel mechanic experience, including two (2) as a trainer or training program supervisor.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

Some Positions may require a Texas Class "B" Commercial Driver's License (CDL) or equivalent from another state.

Positions at Sun Metro require a Texas Class "B" Commercial Driver's License with the written portion of the Passenger (P) Endorsement, or equivalent from another state at time of appointment. The driving portion of the Passenger (P) Endorsement must be obtained within six (6) months of appointment.

Special Requirements: Positions requiring a CDL or of a safety sensitive nature are subject to drug and alcohol testing, and may be required to pass physical qualification examinations in accordance with federal regulations.

GENERAL PURPOSE:

Under general supervision, coordinate and oversee the day to day automotive technical maintenance training programs for department.

TYPICAL DUTIES:

Develop and conduct technical maintenance training programs. Involves: Research, plan, develop, and conduct technical training program courses. Meet with division manager to

Identify specific training needs. Analyze and evaluate training requirements. Research various topics for future program development. Create or select training manuals, handout materials, visual aids and program outlines, and determine suitability and feasibility of instructional methods. Evaluate usefulness of available audiovisual support materials. Arrange for instructors and training locations. Provide technical assistance in the selection of engine and transmission manufacturers, parts suppliers, and rebuilders. Monitor and evaluate quality of equipment and service vendors. Act as a system-wide technical advisor in area of expertise.

Coordinate outside trainings. Involves: Identify courses to be taught by outside instructors and make appropriate arrangements. Schedule and arrange with outside institutions, technical schools, and vendors technical training for automotive maintenance service employees. Remain abreast of changes in applicable federal, state or local laws or regulations, and overall training development.

Assess training program effectiveness. Implement procedures to evaluate effectiveness of current courses. Develop and collect data for engine and power train performance; oil, liquid and exhaust gas analyzation, and verify final test results. Provide technical review and comment of studies and reports. Order equipment, maintain fleet records, and plot trend and report results. Maintain files of relevant training courses. Evaluate and update instructional methods.

Supervise assigned personnel, as assigned. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

OCT 28 2019

CIVIL SERVICE
COMMISSION

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of applicable City and department regulations, rules and procedures related to safety including occupational hazards and safety precautions.
- Application of considerable knowledge of proper repair, maintenance and handling of a variety of vehicles, tools and equipment, hazardous materials and safety standards and training techniques and principles.
- Application of good knowledge of instructional and teaching, principles, and methods.
- Application of good knowledge of program research and development techniques including training needs assessment.
- Application of good knowledge of supervisory techniques and customer service practices and procedures.
- Assess training needs, organize materials, assemble, and coordinate courses of instruction.
- Obtain and maintain certifications necessary to instruct any topic or subject matter as required by regulatory agencies.
- Communicate clearly and concisely orally and in writing to conduct training.
- Establish and maintain effective working relationships with fellow employees, officials and public.

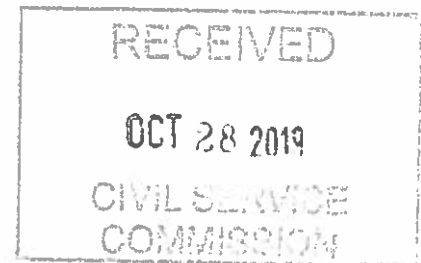
OTHER JOB CHARACTERISTICS:

- Required to work varies shifts and weekends.
- Be subject to call during off working hours, including work extended hours, including weekends and/or holidays.
- Occasionally lift and carry heavy, bulky items, materials and supplies weighing up to 50 pounds and exposure to dangerous machinery, physical harm, hazardous chemical and extreme weather conditions.

CLASSIFICATION STATUS:

(Ord. 016439 08/22/06), (HR 11/30/11) , (CC 07/29/12), (HR 4/6/16), (HR 11/10/17)
As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines

CITY HR 0612819



Commercial vehicle

A **commercial vehicle** is any type of motor vehicle used for transporting goods or paying passengers. The European Union defines a "commercial motor vehicle" as any motorized road vehicle, that by its type of construction and equipment is designed for, and capable of transporting, whether for payment or not: (1) more than nine persons, including the driver; (2) goods and "standard fuel tanks". This means the tanks permanently fixed by the manufacturer to all motor vehicles of the same type as the vehicle in question and whose permanent fitting lets fuel be used directly, both for propulsion and, where appropriate, to power a refrigeration system. Gas tanks fitted to motor vehicles for the direct use of diesel as a fuel are considered standard fuel tanks.^[1]



Lada Largus is a type of commercial cars for transporting goods

ITEM #5
Rec'd 12/12/19
by appellant
Daniel Martiney
at CSC Meetings as an additional document

Contents

Classification

Commercial truck classification

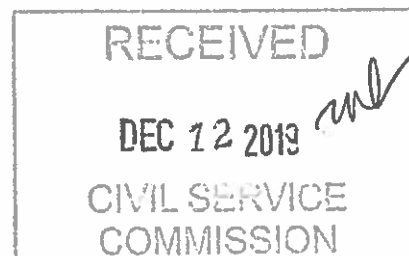
Examples of commercial vehicles

Preservation

Legal issues

See also

References



Classification

In the United States a vehicle is designated "commercial" when it is titled or registered to a company. This is a broad definition, as commercial vehicles may be fleet vehicles, company cars, or other vehicles used for business. Vehicles that are designed to carry more than 15 passengers are considered a commercial vehicle. Variations may exist from state-to-state on which "commercial vehicles" are prohibited on certain routes and lanes and between homeowner associations, which may employ broader definitions than their municipalities with regard to their own parking restrictions.^[2]

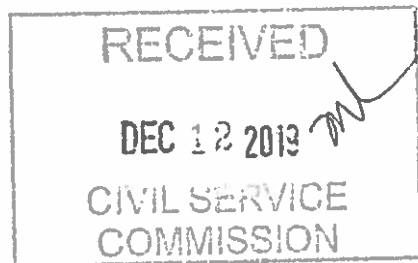
Broadly defined, a vehicle may be considered a commercial vehicle if it:

- Belongs to a company or corporation
- Is used for business, but is in an individual's name, such as a sole proprietor
- Is a leased vehicle and in the name of the financial institution that owns it
- Exceeds a certain weight or class and therefore, is "classified" as commercial even though it may not be commercially used or commercially owned. A weight rating of 26,001 pounds or more is always considered commercial^[3]
- Is used to haul any hazardous material

A vehicle can be used for a business, if not exclusively, and remain privately licensed, depending on the amount of time used for business.

Commercial truck classification

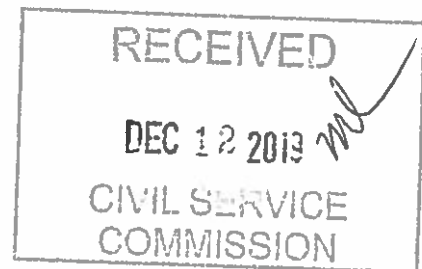
Commercial trucks are classified according to the gross vehicle weight rating (GVWR). The United States Department of Transportation classifies commercial trucks with eight classes:^[4]



- Class 1- GVWR ranges from 0 to 6,000 pounds (0 to 2,722 kg)
- Class 2- GVWR ranges from 6,001 to 10,000 pounds (2,722 to 4,536 kg)
- Class 3- GVWR ranges from 10,001 to 14,000 pounds (4,536 to 6,350 kg)
- Class 4- GVWR ranges from 14,001 to 16,000 pounds (6,351 to 7,257 kg)
- Class 5- GVWR ranges from 16,001 to 19,500 pounds (7,258 to 8,845 kg)
- Class 6- GVWR ranges from 19,501 to 26,000 pounds (8,846 to 11,793 kg)
- Class 7- GVWR ranges from 26,001 to 33,000 pounds (11,794 to 14,969 kg)
- Class 8- GVWR is anything above 33,000 pounds (14,969 kg)

Examples of commercial vehicles

- Truck
 - Box truck (also known as a straight truck)
 - Semi-trailer truck (articulated lorry)
 - Van
- Bus
 - Coach
- Trailers
- Heavy equipment (in mining, construction, farming)
- Travel Trailers over 10,000 pounds
- Taxi



Preservation

Old commercial vehicles, like vintage cars, are popular items for preservation. News about preservation can be found in magazines, such as Heritage Commercials.

Legal issues

Commercial vehicle accidents and injuries are often more complex than regular car accidents, often involving additional concerns, background checks on operator driving records, and corporate maintenance records.^[5]

See also

- Bus driver
- Light commercial vehicle
- Large goods vehicle

- Light truck
- Truck classification
- Truck driver
- Violation out-of-service

References

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