

MONTGOMERY COUNTY CIVIL SERVICE COMMISSION

FRANK NEWTON, CHAIR

**PHILIP DAILEY
COMMISSIONER**

**WILLIAM FOWLER
COMMISSIONER**

NOTICE OF REGULAR ANNUAL MEETING

TO ALL INTERESTED PARTIES:

NOTICE IS HEREBY GIVEN THAT A REGULAR ANNUAL MEETING OF THE MONTGOMERY COUNTY CIVIL SERVICE COMMISSION, CALLED BY THE CHAIRMAN UPON FIVE DAYS NOTICE TO ALL COMMISSION MEMBERS, WILL BE HELD ON MONDAY, JANUARY 14, 2008, AT 9:00 A.M. AT THE SOUTH MONTGOMERY COUNTY COMMUNITY BUILDING LOCATED AT 2235 LAKE ROBBINS DRIVE, THE WOODLANDS, TEXAS, FOR THE PURPOSE OF TAKING ACTION ON MATTERS BROUGHT BEFORE THE COMMISSION DURING THE FOLLOWING AGENDA:

1. CALL TO ORDER
2. ROLL CALL
3. CONSIDER AND APPROVE MINUTES OF OCTOBER 5, 2007 CIVIL SERVICE COMMISSION MEETING
4. CITIZENS' PUBLIC COMMENT
5. COMMUNICATIONS AND CORRESPONDENCE - None
6. DISCUSSION OF REPORTS - None
7. UNFINISHED BUSINESS - None
8. NEW BUSINESS
 - a. Consider, discuss and take action on proposal to amend 2.12 of the Montgomery County Civil Service Regulations to include a statement that an employee who is covered by civil service in one department who transfers to a position in another department that is covered by civil service does not serve a six month probationary period in the new department
 - b. Consider, discuss and take action on proposal to amend 2.12 of the Montgomery County Civil Service Regulations to include a statement that an employee moving from a non-covered position to a covered position must serve a six month probationary period in the new position
9. DISCUSS OTHER MATTERS ON WHICH NO ACTION WILL BE TAKEN
 - a. Consider and discuss whether to adopt a fitness for duty policy applicable to all County employees and, if so, consider and discuss an initial draft of same
 - b. Consider and discuss whether to grant authority to the hiring authority, after consultation with the Human Resources Director, to order a County employee to avail himself/herself of a service offered under the County's Employee Assistance Plan
10. ADJOURN MEETING

THIS NOTICE IS POSTED ON THIS BULLETIN BOARD AND MAY BE OBTAINED IN THE COUNTY CLERK'S OFFICE ON THE FIRST FLOOR OF THE COURTS BUILDING AT 210 WEST DAVIS ST., CONROE, TEXAS, AND AT THE MEETING LOCATION ON THE DAY OF THE MEETING.

RECEIVED BY: _____

DATE: _____

TIME: _____

POSTED BY: _____

DATE: _____

TIME: _____