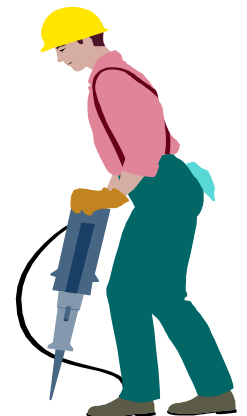
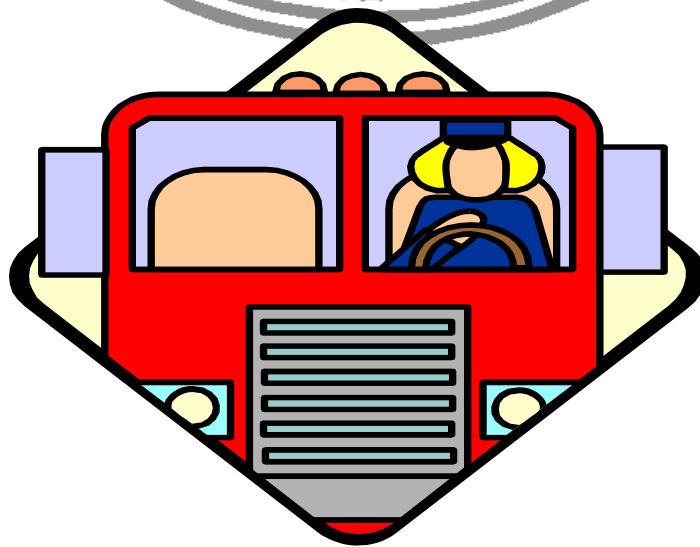


Public Works Policies and Rules Handbook



WHO, WHAT, WHEN, WHERE, AND WHY



MANAGER'S INTRODUCTION FOR THE DEPARTMENT OF PUBLIC WORKS RULES AND REGULATIONS HANDBOOK

You are an important part of the Department that works for Denver. Public Works services have earned Denver a reputation as a clean and beautiful city. Public Works employees have helped to build this reputation through the quality of our work; work that literally defines Denver.

Each employee receives a copy of these Department Rules & Regulations. These Rules and Regulations as well as Career Service rules and the Mayor's Executive Orders, provide the framework for a productive working environment for all employees. Your responsibility is to be familiar with and abide by these standards as you perform your work. If you see an opportunity to improve our standards through revisions to these Rules and Regulations, please let me know.

Beyond the rules that govern our workplace is the important role you play in this department. As a member of Denver Public Works, you help make our work successful. Public Works is a diverse department that shares one common goal, working to improve our quality of life in Denver. The work we perform is identified in distinct categories: environment, transportation, construction and operations.

Working for the environment covers services such as trash collection, recycling, wastewater management, litter, graffiti control, and street sweeping. For example, each year Public Works employees:

- Provide weekly trash collection services for 155,000 households
- Recycle 13,000 tons of materials each year
- Keep 1,364,000 lane blocks of streets swept and clean
- Remove graffiti on 1,500,000 square feet of surfaces
- Help organize 25,000 volunteer hours to conduct neighborhood cleanups
- Teach composting methods to our residents
- Provide and maintain 2,000 miles of safe and efficient storm and sanitary sewer systems.

Our work in transportation helps provide safe and smooth travel for pedestrians, bicyclists and motorists through services that include street maintenance, traffic control, snow control, traffic signs and signal operations, transportation engineering, bicycle and pedestrian planning, fleet maintenance and parking control. Public Works employees in these service areas work annually to:

- Repair potholes using 5,000 tons of asphalt
- Pave 60 center line miles of streets
- Plow an average of 1,800 center line miles of streets each storm, at least once
- Spread 24,000 tons of salt and sand, and sweep after each storm
- Maintain 1,200 traffic signals
- Stripe/paint 1,600 miles of lane markings - 2 to 3 times per year
- Manage 10,000 on-street parking spaces for easier access to businesses, which includes 4,500 metered spaces
- Balance the transportation needs of motorists, pedestrians and bicyclists
- Maintain parking access in neighborhoods close to special events
- Maintain 1,700 pieces of city equipment including 3800 preventive maintenance inspections

We also work to build Denver's future through our construction services provided by city engineering, design and construction management and wastewater management. These employees manage the design and construction of some of our most distinctive public buildings and crucial infrastructure, as well as improvements to numerous city facilities. Some of these projects include:

- Denver Central Library and 19 branch library renovations, Speer Tunnel, 15 Recreational Center Renovations, Mile High Stadium and McNichols Arena Improvements, Platte Valley Viaducts, Denver International Airport, 6th Ave Viaduct Deck Rehabilitation and the rebuilding of sanitary and storm sewer systems to meet Denver's growing needs.

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1. WORK PLACE ENVIRONMENT

The success of Public Works depends on employees who establish and maintain a proper business atmosphere. This includes maintaining a high level of customer service, and respect for co-workers and citizens.

If you suspect violations of 'A' through 'D' below, report allegations to a supervisor or a Human Resources representative.

A. Workplace Violence

Violence, or the threat of violence, **is not acceptable and will not be tolerated** in any of the City and County of Denver's work locations. It is the goal of the City and County of Denver to rid work sites of violent behavior or the threats of such behavior. It is each employee's responsibility to prevent or defuse actual or implied violent behavior at work. To ensure and affirm a safe, violence-free workplace, the following will not be tolerated:

- 1). Intimidating, threatening or hostile behaviors, physical assault, vandalism, arson, sabotage, unauthorized use of weapons, bringing unauthorized weapons onto city property or other acts of this type clearly inappropriate to the workplace.
- 2). Jokes or comments regarding violent acts, which are reasonably perceived to be a threat of imminent harm.
- 3). Encouraging others to engage in the negative behaviors outlined in Executive Order No. 112.

The City and County of Denver, Department of Public Works, is committed to maintain a safe work environment free from all forms of violence.

B. Drugs and Alcohol

Under Executive Order 94 and DOT regulations, the City and County of Denver has established a policy for a Drug Free Work Place. The policy regarding Drugs and Alcohol for the Department of Public Works is as follows:

- 1). Illegal Drugs: While performing City business, or while in a City facility, vehicle, or on City property, it is prohibited for any City employee to use, be under the influence or subject to the effects of, possess, sell, purchase, or transfer an illegal drug;
- 2). Alcohol: While performing City business, or while in a City facility, vehicle, or on City property, it is prohibited for any City employee to be under the influence or impaired by alcohol;
- 3). Legal Drugs: It is the responsibility of the employee to notify management of any legally prescribed drugs which may affect the employee's work performance.

Employees of the Department of Public Works that are suspected of being impaired by the influence of alcohol or drugs during work hours must immediately be taken to the OHSC by a supervisor for evaluation. Evaluation may include tests to find out whether the employee is under the influence or impaired by drugs or alcohol. **EMPLOYEES WHO REFUSE TO TEST, REFUSE TO COOPERATE WITH TESTING REQUIREMENTS, OR TAMPER**

WITH THE TEST, MAY BE SUBJECT TO DISMISSAL. Supervisors should not allow employees that have tested positive or refused to cooperate with testing requirements to drive; however, if employees insist upon driving their vehicles, the supervisor will immediately notify the police.

Employees that are required to have a CDL and are subject to DOT regulations must be aware of requirements established and enforced by the City.

C. Harassment

The Department of Public Works takes very seriously the right of each employee to work in an environment that respects the individuality of employees. Our work force reflects the diversity of the Denver community and that diversity is an asset to our ability to provide excellent service to our City. All employees are expected to treat co-workers with dignity and respect. Harassment of any kind **will not be tolerated**.

D. Sexual Harassment

It is the policy of the City and County of Denver, and the Department of Public Works, that sexual harassment in the work place **is not acceptable and will not be tolerated**. All employees and managers must treat each other with dignity and respect at all times. Employees and managers are responsible not to engage in, to prevent when possible, and report any activity that is perceived as offensive or as harassment. Report allegations to a supervisor or a Human Resources representative.

E. Searches

The Agency/Division has provided its employees with certain property to help further the Agency's/Division's business and accomplish its mission and goals. These property items may include desks, telephones, computers, cabinet files, or even Agency/Division vehicles. These, as well as any other Agency/Division owned and provided property, are to be used only for Agency/Division business and the Agency/Division reserves the right to view, inspect, or search, at any time, without notice, any of its property. Similarly, the Agency/Division reserves the right to view, inspect, or search employer provided work sites or services such as E-Mail. **EMPLOYEES SHALL HAVE NO EXPECTATION OF PRIVACY IN ANY OF THESE ITEMS OR SERVICES, OR IN ANY PROPERTY OR SERVICE PROVIDED BY THE AGENCY/DIVISION TO FURTHER THE BUSINESS OF THE AGENCY/DIVISION.** Even personal items such as lunch pails, toolboxes, purses, or private vehicles may be seized and secured if there is reasonable suspicion to believe that Agency/Division property is inappropriately contained therein.

F. Personal Appearance

Employees must dress appropriately for the job they perform, and practice proper cleanliness to show consideration for co-workers and the public. All work clothing is to be maintained in good repair and kept clean. All issued and purchased safety clothing or equipment must be worn at appropriate times.

G. Public Contact

Employees must conduct themselves with courtesy and helpfulness to fellow employees and the public at all times. Employees will project a positive attitude concerning the merits of any job on which they are working and will refer any persons with questions or complaints about the job to their supervisor.

H. Personal Business

Personal business should not be transacted during working hours. Personal telephone calls, both incoming and outgoing, will be short in duration and held to a minimum.

I. Employees Away from the Shop or Office

Employees working away from their shop or office must keep their supervisors advised of their locations at appropriate intervals as established by Agencies/Divisions. Employees assigned pagers and radios are required to respond when paged or called on the radio. The use of obscenity, profanity or intentional interference of any kind on the two-way radio system will be grounds for discipline.

J. ADA (Americans With Disabilities Act)

The Department of Public Works abides by the ADA and will provide reasonable accommodations as required by the Act.

2. WORK SCHEDULES

The nature of each Agency's/Division's responsibilities requires flexible and varied work hours for each functional area, depending on specific requirements of that area. The immediate supervisor will inform each employee of the starting times and reporting requirements of the area. The basic working hours are usually eight (8) hours per day, five (5) days per week. Depending on the needs of the Unit or Agency/Division, the hours and days may be changed in case of a special or emergency situation. All Public Works employees, if required, will respond during a special or emergency situation. Other work situations are explained below.

A. Exempt, Non-Exempt, and On-Call Employees

1). **Exempt (Exempt From Overtime Employees, 800 pay grade series)**

Exempt employees are paid on a straight salary basis for their overall job responsibilities rather than for hours worked; thus any overtime worked by such employees will be without additional compensation in accordance with the Federal Fair Labor Standards Act (FLSA).

Note: Some exempt employees may be eligible for overtime in specific situations as defined in Career Service Rules.

2). **Non-Exempt (Eligible for Overtime Employees, 600 pay grade series)**

Non-exempt employees will be paid at their hourly rate of pay for all hours worked up to and including the 40th hour in each work week, or the eighth (8th) hour of a work day unless on a special work schedule. Non-exempt employees will be paid at the rate of one and one-half (1½) their hourly rate of pay for all hours worked in excess of 40 hours in each workweek or eight (8) hours per day.

3). **On-Call (On-Call Employees)**

On-call employees will be paid hourly for time worked. Overtime will only be paid after 40 hours of work in a workweek, at the rate of 1½ their hourly pay. Employees should check with Payroll to determine when they will receive their first paycheck.

B. Time and Attendance

It is the employee's responsibility to be at work each day and to report an absence in accordance with Agency/Division procedures.

1). **Exempt**

Must have daily attendance recorded separately from non-exempt employees. These forms must show each employee's work attendance and leave type used. Time in and out must not be recorded in accordance with FLSA. When exempt employees are eligible for overtime due to emergency or special work schedules, their time must be recorded in a manner similar to the method for reporting non-exempt employee time.

2). **Non-Exempt**

Must sign in, or punch in, at the time they begin work, sign out for lunch, and sign in when they return from lunch, and sign out at the end of their work day. (There may be exceptions to signing in and out for lunch, such as field crews that call in to "sign out" to lunch.) Leave used must also show on the approved form. Each employee must sign the document to show their agreement that the document accurately reflects their time worked and supervisors must sign to certify that the document is accurate.

3). On-Call

Supervisors will keep track of time worked by on-calls daily. These records will be submitted to Payroll before payment is authorized.

C. Work Hours

The nature of each Agency's/Division's responsibilities requires varied work hours for each functional area, depending on specific requirements of each unit. The immediate supervisor will inform each employee of the work schedules and reporting requirements of their specific functional areas.

D. Attendance and Punctuality

1). Exempt

Exempt employees are expected to manage their time in order to arrive at work and meetings to meet scheduled deadlines. Some exempt employees may be required to report to work at scheduled times in order to supervise non-exempt employees. When schedules or deadlines cannot be met, it is the employee's responsibility to arrange coverage or help to ensure that work is completed on time.

2). Non-Exempt

It is the non-exempt employee's responsibility to report to work at the scheduled starting time each working day. Reporting after the scheduled starting time may be recorded as tardiness, and habitual tardiness is cause for disciplinary action. Should a situation arise where an employee expects to be late, it is the employee's responsibility to contact his/her supervisor immediately so that leave may be authorized in cases of a bonafide emergency, as determined by the immediate supervisor. Reporting expected tardiness must be done in accordance with Agency/Division procedures.

3). On-Call

On-call employees are paid for the time they work. Late arrivals must be reported within Agency/Division procedures. Repeated tardiness/absence may result in dismissal.

E. Lunch Periods

Each Agency/Division Appointing Authority will determine duration and time for lunch periods and may reschedule or waive, as necessary. If it is required that an employee eat lunch at the assigned station, no lunch period will be scheduled or added to the eight-hour work schedule.

F. Work Breaks

Work breaks may be granted by the Agency's/Division's Appointing Authority. Work breaks are a privilege and MAY be granted if the workload of the unit permits. If granted, work breaks will not exceed fifteen minutes including travel time.

G. Standby Duty

Because of the varying nature of jobs within the Department, personnel may be required to be available for duty on a standby basis. All employees of the Agency/Division who are on standby shall be required to report during emergency conditions. Exempt employees are not entitled to standby pay.

When the Appointing Authority or authorized designee schedules non-exempt employee(s) to be on standby, such employees shall receive an amount equal to one and one half (1½) hours of pay for each eight hours the employee is assigned standby duty.

H. Call-Back Pay

An overtime-eligible employee who has been called and has reported back to work will be paid a minimum amount equal to two (2) hours of work at the employee's scheduled rate of pay from the time the employee begins work.

I. Snow/Emergency Duty

Snow/emergency duty is mandatory for all designated Public Works employees. When assigned snow/emergency duty, employees may be given a special work schedule.

J. Overtime

The Department of Public Works avoids overtime whenever possible. All overtime must be approved by a supervisor in advance. Work in excess of an eight (8) hour day, except for special work schedules, or a forty-hour work week, is considered overtime for employees eligible for overtime.

**FAILURE TO RESPOND TO A DIRECTIVE TO WORK MANDATORY OVERTIME
MAY BE GROUNDS FOR DISCIPLINARY ACTION(S)**

K. Differentials

Differential pay can only be paid when authorized by the Agency/Division and notification of the hours differential is earned are received by Payroll. Payroll will add differential pay onto the next payroll that they prepare.

1). Shift Differential

Evening shift	= 3:00 P.M. to 10:59 P.M.	\$.77 per hour
Night shift	= 11:00 P.M. to 6:59 A.M.	\$1.70 per hour

Employees will be paid shift differential for actual hours worked on evening or night shift. Differential for the entire shift will be paid at the rate of the shift in which 50% or more of the time worked occurs. Employees must be in a non-exempt classification, exempt but eligible for overtime in times of emergency as specified by rule, or the first-line supervisor of a crew working differential shifts, in order to receive shift differential.

2). Equipment Differential

Equipment differential will be paid when employees are temporarily assigned to operate equipment appropriate to a class at a higher pay grade. The differential will be paid hourly at the difference between current hourly rate and a rate either four steps higher than current pay, but not to exceed appropriate pay grade, or the lowest step of the higher class, whichever is more. Total pay for a pay period, including equipment differential, must not be more than the pay would be for actually working in the higher class for that pay period.

3. LEAVE AND HOLIDAYS

The City and County of Denver offers a competitive leave and holiday benefit package for all employees, except on-calls. Employees accrue both sick leave and vacation leave. It is the employee's responsibility to follow the procedures for requesting leave. If those procedures are not followed, the employee may not receive the leave requested.

LEAVE SHALL ONLY BE APPROVED BY THE IMMEDIATE SUPERVISOR OR A SUPERVISOR ABOVE THE IMMEDIATE SUPERVISOR

A. Requesting Leave

For all leave, except sick leave, a written request on the leave authorization form, indicating the kind of leave, duration and dates of departure and return must be approved prior to taking the leave. In the case of sick leave, the form must be completed and submitted for approval immediately upon the employee's return to duty. It is the employee's responsibility to be aware of their current sick and vacation balances. An employee cannot be paid for sick or vacation leave if they do not have the accrued leave available.

B. Vacation Leave

Employees continuously employed during the year are encouraged to take a vacation of two consecutive weeks each year. Supervisors may grant shorter periods of vacation when requested, but not less than ½ hour increments. Supervisors will grant leave on the basis of the work requirements of the Agency/Division after conferring with employees and recognizing their wishes whenever possible. Preference in the scheduling of vacation time will be given to employees in order of their total length of Career Service employment. Vacation leave is requested, in advance, by submitting a leave authorization form to the supervisor for approval. Requests for emergency vacation leave will be granted only with a supervisor's approval.

Note: 1. Employees on employment probation cannot use vacation prior to 6 months of continuous employment.

2. Depending on years of service, there are maximum levels of vacation accrual allowed. Employees are responsible for knowing their accrued level and monitoring their accrual level to avoid losing vacation time.

C. Sick Leave

Sick leave may be used when an employee is incapacitated by sickness or injury, or for necessary care and attendance during sickness of an immediate family member, or for death of a member of the employee's immediate family. A **non-exempt** employee who fails to timely report an illness to his/her immediate supervisor shall be charged with an unauthorized absence and may receive discipline. Sick leave forms must be filled out by the employee and signed by the supervisor immediately upon returning to work. An **exempt** employee who fails to timely report an illness to his/her immediate supervisor may be disciplined.

An employee may be required to produce documentation from a health care provider or documentation of an immediate family member's death when using sick leave of any duration. Documentation, when required, must be given to the employee's supervisor immediately upon returning to work.

Note: 1. Depending on years of service, there are maximum levels of sick leave accrual allowed. Employees are responsible for knowing their accrued level and monitor their accrual level to avoid losing sick time.

D. Family Medical Leave

If qualified, employees may be placed on Family Medical Leave up to 12 weeks in a 12-month period. This allows eligible employees to take time away from work in order to attend to:

- the needs of newborn, adopted or foster children, stepchildren, children under legal guardianship, a child of an employee standing in loco parentis
- illness of the employee, illness of a member of the employee's immediate family, or a family member who is incapable of self-care.

E. Holidays

- 1) **New Year's Day** (January 1)
- 2) **Martin Luther King Day** (Third Monday in January)
- 3) **President's Day** (Third Monday in February)
- 4) **Memorial Day** (Last Monday in May)
- 5) **Independence Day** (July 4)
- 6) **Labor Day** (First Monday in September)
- 7) **General Election Day** (Tuesday following first Monday in November in even-numbered years)
- 8) **Veteran's Day** (November 11)
- 9) **Thanksgiving Day** (Fourth Thursday in November)
- 10) **Christmas Day** (December 25)
- 11) **Personal Holiday** (Appointing Authorities shall grant this holiday on the basis of the work requirements of the Agency/Division after conferring with each employee and recognizing his/her wish where possible. This personal holiday shall not be carried forward past December 31, of each year.)

If any of these holidays fall on the second or third day off, then the following workday will be observed as the holiday. If any of these holidays fall on the first regular day off, the preceding workday shall be observed as the holiday.

4. SAFETY

SAFETY IS EVERYBODY'S BUSINESS

Because of the hazardous nature of the business of the Department of Public Works, safety should be at the forefront of our concerns, not only for ourselves, but for the citizens of Denver as well. With the special inspections, and different types of equipment in traffic, it is in the best interest of all employees to review safety procedures frequently.

A. Workplace Safety

Remember, accidents are avoidable. They do not just happen; they are caused by unsafe mechanical or physical conditions, or by unsafe acts of a person(s). Everyone should perform their job carefully, safely, and efficiently.

Employees are required to comply with all Occupational Safety and Health Administration (OSHA) regulations, Department of Transportation (DOT) regulations, Executive Orders, and Public Works Policies. When working in and around traffic, proper safety warning devices must be used as specified in DOT's "Uniform Traffic Control Devices" manual and the Public Works "Traffic Barricade Manual." Employees are required to wear the appropriate Personal Protection Equipment (PPE) for the task they are performing, as determined by the Safety Section. Please refer to Executive Order 65 for detailed safety programs that are required to be implemented.

B. On-the-Job Injury Reporting

When an employee incurs an occupational disease and/or injury, the employee must report the incident immediately to his/her supervisor. The employee is to go to the Occupational Health and Safety Clinic (OHSC) at the Denver Health Medical Center (DHMC) for medical treatment. After-hours and weekends the employee is to go to the Emergency Room at DHMC. In case of EMERGENCY, the employee will go to the nearest adequate medical facility. The supervisor, employee, Safety Section, and Payroll must comply with the procedures established in the current Public Works Policy for on-the-job injuries. Please refer to this policy for a complete detailed description of your responsibilities.

C. Vehicle Accidents

When an employee is involved in a vehicle accident while operating a City vehicle or a personal vehicle while performing official City business, the employee's supervisor must be informed immediately. The supervisor is to inform the safety section and contact the switchboard to have the police notified to respond. The supervisor and Safety Section will investigate the accident. Based on DOT regulations, Executive Orders, and Public Works Policy the employee may be required to submit to drug and alcohol testing at OHSC.

During after-hours and weekends, if a supervisor is not available, the employee must contact the radio room at Street Maintenance on the Snow channel (33) or at 640-3501, to report the accident.

The employee shall:

- Check for injuries.
- Report the accident.
- Not discuss the incident with anyone other than the police, supervisor, and safety officer.
- Remain at the scene until the supervisor excuses them.
- Not move the vehicle unless instructed by the police.
- Use all available appropriate safety devices to provide additional safety at the accident scene, i.e., traffic cones, emergency lights, etc.

5. MOTOR VEHICLES

Each vehicle operator is responsible for the safe operation and condition of his/her vehicle or equipment.

Employees authorized to drive City vehicles or drive their personal vehicles for official City business shall maintain the appropriate Colorado driver's license and required insurance. If the driver's license or CDL is suspended or revoked for any reason, it is the employee's responsibility to notify his/her supervisor immediately.

Employees driving City vehicles or personal vehicles on official City business shall obey all traffic laws, rules, and regulations, even when on an emergency call, except where the nature of the work being performed requires deviation. Seat belts must be worn by all persons while any vehicle is in operation. City vehicles will be used for official City business only and may not be driven outside the City and County of Denver without approval from the Agency/Division Appointing Authority. Drivers of City vehicles will not permit anyone other than City employees or authorized personnel to ride in their vehicles at any time, except for official City business or carpool with approval of the Appointing Authority. City vehicles should not be driven home for breaks or lunch unless approved by the Appointing Authority.

Employees regularly assigned City vehicles must be responsible for ensuring that maintenance, cleaning, and mechanical repairs are performed as scheduled. At the beginning and end of shift, employees shall inspect their vehicles and complete an "Operator's Checklist". For Commercial Driver's License (CDL) vehicles, the operator shall complete and document on the "Vehicle Inspection Report" as required by DOT.

Public Works will review employees' driving records quarterly, and perform residency checks during this same period. CDL employees must comply with DOT regulations and submit a Motor Vehicle Driver's Certification at the time they receive their PEPR, and within 30 days of conviction for a moving violation, even when the ticket was issued while the driver was not in a CDL vehicle.

6. MISCELLANEOUS

A. Filling Vacancies (Transfers, Promotions, Demotions, Re-Hires, New Hires)

It is the intent of the Department of Public Works to hire the best-qualified candidate, in as short a time as possible, for each vacant position to be filled. Best qualified refers to the candidate with the best knowledge, skills, and ability to do the specific job for which they are being considered. Criteria used to select candidates for hire will be valid qualifications that are required to do the job. Qualities sought for most Public Works employees will be the ability to work with a team and good customer services skills. Qualities sought for supervisors and managers will be leadership and communication skills. The Department will strive to ensure that every candidate is given a fair chance to show the qualities they have that may make them the best possible choice for the position.

B. Training

Public Works makes every possible operational accommodation to employees for attendance at training classes. Operational considerations are paramount as employees must be available to get work responsibilities done. This does not include cross training, which is evaluated on an individual basis as requested.

Department practice is as follows:

- 1). Foremost consideration is whether there are funds for the proposed training and that the Agency/Divisional operations can allow the employee the necessary time away from work to attend the training.
- 2). If the training will enhance the employee's skills in a way that will improve the employee's performance in the current job or normal job progression of their career path, then the employee may be given training leave to take the class. Training will also be encouraged which improves general knowledge, skills, and abilities, as part of an employee development program.
- 3). If the training involves a change of career for the employee, i.e. the employee wants to take the training in order to qualify for a position outside of their current career path, this is the choice and responsibility of the employee. They will be charged vacation time for the training, during work hours.

C. Conflict Resolution

It is the intent of the Department of Public Works that workplace conflicts will be addressed at the lowest level possible. The most desirable conflict resolution happens before progressive discipline or grievance processes begin. Agencies/Divisions and employees are strongly encouraged to consider mediation as soon as possible in order to facilitate communication and cooperation as the first step in conflict resolution. Mediation may also be used after a grievance has been filed. Upon mutual consent of the parties, as evidenced by a written signed agreement, a time extension may be authorized to allow for grievance mediation. Generally, supervisors should encourage participation in mediation. Mediation is a voluntary, confidential process.

D. Outside Employment

All employees must submit a memorandum/form to their supervisor outlining all outside employment or business activity. Similarly, employees who propose any changes in outside employment or business activity must submit the same memorandum/form to their supervisor. Executive Order No. 10 prohibits outside employment or business activity that "... might tend to affect the judgment or actions of any officer or employee in the performance of his/her duties."

E. Personnel Records

Employees are required to ensure that their address and telephone numbers are current with their Agency/Division, Career Service Authority, and Department Of Motor Vehicle. Employees will immediately submit any change in address or telephone number, **in writing**, to their supervisor and payroll.

F. Residency

The Charter of the City and county of Denver specifies that residence within the corporate boundaries of Adams, Arapahoe, Boulder, Douglas, Elbert, or Jefferson counties or within the City and county of Denver is a condition and requirement of city employment for each employee hired on or after January 1, 1979 who has been employed for three months or more following completion of employment probation. Compliance with said requirement is an official duty of the employee.

G. Resignation and Retirement

An employee who decides to resign or retire must submit a written notice to the proper supervisor as soon as possible. This notice will be forwarded to Human Resources, which will prepare the necessary paper work and retain the written notice. Employees who resign in good standing, which includes proper prior notice as outlined below, are eligible to be re-employed with the City for a five (5) year period as long as other qualifications and requirements are met. Proper prior notice is:

Unlimited Positions	ten-(10) calendar days in advance
Limited Positions	four-(4) calendar days in advance
On-Call Positions	one-(1) calendar day in advance.

7. RULES AND POLICY REFERENCES
AS OF JUNE, 1999

	<u>PUBLIC WORKS POLICY</u>	<u>CAREER SERVICE AUTHORITY</u>	<u>EXECUTIVE ORDER</u>
1. <u>WORK PLACE ENVIRONMENT</u>			
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7. RULES AND POLICY REFERENCES
AS OF JUNE, 1999

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7. RULES AND POLICY REFERENCES
AS OF JUNE, 1999

	<u>PUBLIC WORKS</u> <u>POLICY</u>	<u>CAREER SERVICE</u> <u>AUTHORITY</u>	<u>EXECUTIVE</u> <u>ORDER</u>
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About the cover

The cover of this handbook is a compilation of the ideas submitted by three Public Works employees. The images on the cover depict the diversity of our work force and the respect that we have for that diversity.

The top left represents management briefing programs.
The middle illustrates employees that operate or repair vehicle/equipment.
The top right connotes men and women white-collar workers.
The bottom left shows technical professionals.
The bottom middle depicts our respect for Americans with disabilities.
The bottom right symbolizes all labor trades.

Our special thanks to the three computer artists who submitted designs for the cover:

Ron Latreille Senior Agency Budget Analyst Fleet Maintenance Division

Beth Woody Personnel & Payroll Technician Human Resources

Carlos Duran Drafter City Engineering

This Handbook has been created to assist in the efficient operation of this Department. It may be changed as the need arises. The Department may adopt additional policies and rules as needed. This Handbook does not create any contractual obligation and should not be relied upon by the employee as a contract.

**ACKNOWLEDGMENT OF RECEIPT OF
PUBLIC WORKS
POLICIES AND RULES**

I have received a copy of the Public Works Policies and Rules. I understand that it is my responsibility to become familiar with these Policies and Rules. I will be held accountable for following these Policies and Rules.

This Handbook has been created to assist in the efficient operation of this Department. It may be changed as the need arises. The Department may adopt additional policies and rules as needed. This Handbook does not create any contractual obligation and should not be relied upon by the employee as a contract.

Name (Please Print)

Social Security Number

Signature

Date

Agency/Division

Please return this signed form to Human Resources through your immediate supervisor.

**ACKNOWLEDGMENT OF RECEIPT OF
PUBLIC WORKS
POLICIES AND RULES**

I have received a copy of the following revised documents and I understand that it is my responsibility to become familiar with these Executive Orders, policies, and rules. I will be held accountable for following these Executive Orders, policies and rules.

- 1. Executive Order 94, Alcohol and Other Drug Policy For City and County of Denver Employees**
- 2. Public Works Policies and Rules Handbook**

The Handbook has been created to assist in the efficient operation of this Department. It may be changed as the need arises. The Department may adopt additional policies and rules as needed. This Handbook does not create any contractual obligation and should not be relied upon by the employee as a contract.

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