MEMORANDUM

REVISION 230, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: May 30, 2003
SUBJECT: Rule Revision - Rule 15-20 through 15-21, Ethics

The Career Service Board has adopted an amendment to Rule 15-20 through 15-23 that was published as Rule Proposal 322B. The effective date of this revision is May 30, 2003.

<table>
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<tr>
<th>Page Number</th>
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<tr>
<td>Remove 15-1 and 15-2</td>
<td>April 26, 2001</td>
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PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.
RULE 15

CODE OF CONDUCT

Section 15-10 Employee Conduct
(6/5/80, 121A)

Every employee in the Career Service shall conscientiously fulfill the duties and responsibilities of his or her position. The conduct of every employee during work hours or at any time while representing the agency, department, or City shall reflect credit on Career Service and the City and County of Denver (City).

Section 15-20 Ethics

All employees shall comply with the following:

A. The Denver Code of Ethics, D.R.M.C. § 2-51 et seq, as currently codified and any subsequent amendments thereto;

B. Any provisions in the Denver Charter regarding ethical conduct of employees; and,

C. Any stricter Code of Ethics promulgated by an employee’s Department or Agency as authorized by D.R.M.C. § 2-51.

A violation of the Denver Code of Ethics, Denver Charter provisions regarding ethical conduct of employees, or any stricter departmental or agency code of ethics shall be grounds for discipline up to and including dismissal from employment.

Section 15-21 Retaliation Prohibited

A. Except as provided in subsection (B) of this section, no Appointing Authority or supervisor shall initiate or administer any disciplinary or adverse employment action against an employee on account of the employee filing an inquiry or other complaint with the Denver Board of Ethics, testifying before the Denver Board of Ethics, or otherwise participating in any proceeding or investigation of the Denver Board of Ethics.

B. Subsection (A) shall not apply to:

1. An employee who files an inquiry or complaint knowing that the underlying information of the inquiry or complaint is false;

2. An employee who files an inquiry or complaint without regard to the truth or falsity of the allegations; or,

3. An employee who has intentionally lied as a witness in any investigation, hearing, or other proceeding of the Denver Board of Ethics.
Section 15-24 Solicitation and Distribution

Employees may not solicit or distribute any non-job-related material of any kind during working time on City property except for designated City programs.

Section 15-30 Political Activities
(6/5/80, 121A)

15-31 Policy

Employees are prohibited from engaging in political activities during working hours. Accordingly, the following practices are prohibited on City premises during work hours:

A. soliciting monetary political contributions from any officer or employee;

B. soliciting any contribution of services or resources for political purposes from any officer or employee;

C. taking any personnel action or making any promise or threat of action with regard to any employee because of the giving or the withholding of a political contribution or service;

D. engaging in solicitation or politically motivated behavior that is harassing or discriminatory; or

E. using employer resources for political purposes.

Accordingly, employees are not permitted to spend work time involved in campaign activities. Employees also are prohibited from using City facilities.