MEMORANDUM

REVISION 231, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: May 30, 2003
SUBJECT: Rule Revision - Rule 16-50 (A)(18), Discipline and Termination

The Career Service Board has adopted an amendment to Rule 16-50(A)(18) that was published as Rule Proposal 323B. The effective date of this revision is May 30, 2003.

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PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.
scheduled shift without authorization; or taking unauthorized breaks.

14) Failure to use safety devices or failure to observe safety regulations which results in injury to self or others; jeopardizes the safety of self or others; or results in damage or destruction of City and County property.

15) Engaging in a strike, sabotage, or work slowdown.

16) Divulging confidential information from official records to unauthorized individuals.

17) Conduct which violates the Charter of the City and County of Denver or the Revised Municipal Code of the City and County of Denver.

18) Conduct which violates an executive order.

19) Failure to meet established standards of performance in three successive rating periods.

20) Conduct not specifically identified herein may also be cause for dismissal.

B. Disciplinary action taken may not be reversed or modified by a hearing officer on the grounds that the stated reason(s) for the disciplinary action is not specifically contained in this section.

Section 16-51 Causes for Progressive Discipline

A. The following unacceptable behavior or performance may be cause for progressive discipline. Under appropriate circumstances, immediate dismissal may be warranted. Failure to correct behavior or committing additional violations after progressive discipline has been taken may subject the employee to further discipline, up to and including dismissal from employment. It is impossible to identify within this rule all potential grounds for disciplinary action; therefore, this is not an exclusive list.

1) Reporting to work after the scheduled start time of the shift

2) Failure to meet established standards of performance including