MEMORANDUM

REVISION 234, SERIES B

TO: Holders of CSA Rule Books

FROM: CS Board

DATE: July 29, 2003

SUBJECT: Personnel Rule Revision – Rule 2-60, Hearings by the Career Service Board and Rule 2-90, Adoption, Amendment or Repeal of Personnel Rules

The Career Service Board has adopted an amendment to Rule 2-60 and Rule 2-90 that was published as Rule Proposal 326B. The effective date of this revision is July 30, 2003.

<table>
<thead>
<tr>
<th>Page Number</th>
<th>Effective Date(s)</th>
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<tbody>
<tr>
<td>Remove 2-9</td>
<td>December 22, 1983</td>
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<tr>
<td>Insert 2-9</td>
<td>July 30, 2003</td>
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<tr>
<td>Remove 2-12 thru 2-13</td>
<td>July 12, 1995/ November 3, 1980</td>
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<tr>
<td>Insert 2-12 thru 2-13</td>
<td>July 30, 2003</td>
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PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.
Section 2-60 Hearings by the Career Service Board

2-61 Types of Public Hearings
(Effective July 30, 2003, Rule Revision Memo 234B)

a) Mandatory Public Hearings: Public hearings shall be held for the following pending actions:
   1) Annual classification and pay plans of employees and appointed officers and quadrennial pay plans for elected officers;
   2) Adoption, amendment or repeal of a fund consolidation for lay-off purposes;
   3) Determination of prevailing wages, in accordance with the Denver Revised Municipal Code.
   4) Adoption, amendment or repeal of a classification specification (including the pay grade);
   5) Adoption, amendment or repeal of a Personnel Rule.

b) Other hearings: The Board may hold a hearing, at its discretion, on any personnel matter within the jurisdiction of the Board.

2-62 Notice

a) Notice of hearings: Public notice of hearings by the Career Service Board shall be given at least ten (10) calendar days in advance of the hearing, and shall state the time, date, place, and subject of the hearing, who may be heard, and how to arrange to be heard. Such notices shall be posted in the same manner as notices of meetings, as set forth in Subsection 2-32 e) Notice. The period of time shall be computed in accordance with subparagraph 19-22 a) 2), except that the date of the notice shall be the date of posting in the City and County Building. (Effective August 5, 1982; Rules Revision Memo 37B)

b) Special additional notice requirements:

   1) In event of fund consolidations for purposes of lay-off, the department or agency affected by the proposed consolidation shall post the notices in such locations that employees affected by the consolidation will be given notice of the time, date, place and subject of the hearing.
(Paragraph 2-84-6)

6) To provide a system of certifying payrolls of the Career Service to insure the payment is made only to employees holding positions in accordance with the personnel rules;

7) To establish and maintain a roster of all Career Service employees;

8) To establish and maintain such records, forms and procedures as necessary to control personnel transactions;

9) To cooperate with and assist the Mayor, appointing authorities, department personnel officers, and others in developing and establishing programs for improvement of employee performance, including training, safety, health, counseling and welfare;

10) To consider suggestions from appointing authorities, the public, and employees or their representatives, pertaining to any phase of the personnel program;

11) To delegate to a designee such duties as, in his/her opinion are appropriate, unless otherwise specifically provided in these rules;

12) To administer the Tuition Refund Program in accordance with Sections 18-361 through 18-366, inclusive, of the Revised Municipal Code, as amended, 1982 codification. (Effective December 15, 1983; Rules Revision Memo 51B).

13) To perform such other duties as may be necessary to implement the personnel program or as the Career Service Board shall from time to time direct or authorize.

Section 2-90 Adoption, Amendment or Repeal of Personnel Rules
(Effective July 30, 2003, Rule Revision Memo 234B)

When the Personnel Director considers that a change in the rules is necessary or desirable, the procedure shall be as follows:

1) The Personnel Director shall submit to the City Attorney the proposed rules change for his or her ruling as to legality, at any time prior to adoption by the Career Service Board.

2) The proposed rules change shall be posted on bulletin boards and made available to appointing authorities, employees, and the general public for comments and suggestions. A short notice of the proposed rules change shall be published. (Effective July 6, 1995; Rules Revision Memo 182).

3) A hearing shall be scheduled and held in accordance with Section 2-60, Hearings by the Career Service Board.
4) The Board shall then accept, reject or modify the rules proposal and adopt, amend or repeal the appropriate section of the rules unless disapproved as to legality.

5) When a rule is adopted, amended or repealed by the Career Service Board, it shall become effective when the following procedure has been completed, unless otherwise provided under paragraph 6):

(a) Three copies are filed with the Clerk and Recorder;

(b) One copy has been filed with the City Attorney;

(c) One copy has been filed with the Career Service Authority; and

(d) A notice of the adoption, setting forth the date of such filings, has been published to appointing authorities and employees by posting at a minimum in the City and County Building and the Career Service Authority.

6) Effective date of such adoption may be another date than the date of publication as deemed appropriate by the Career Service Board.

Rule changes may also be proposed by appointing authorities, employees, or other interested citizens. Such proposals shall be in writing and shall be directed to the Career Service Board through the Personnel Director. The Board, after considering the proposal, may reject it or accept it, with or without modification, for further consideration. If the Board accepts the proposal for further consideration, the procedure outlined above for rules changes shall be followed.

Section 2-100 Hearings Officer
(Effective November 1, 1978; Rules Revision Memo 106A)

2-101 Charter Provisions

The Charter provisions relating to the adjudication of appeals are as follows:

a) "... The Career Service Board shall...appoint a hearings officer to hear and decide appeals by employees and applicants for employment in the Career Service from the administrative actions of officers