



Career Service Board Meeting #2268
Minutes
Thursday, July 16, 2015
9:00 a.m.
Webb Municipal Building
201 W. Colfax Ave, Fourth Floor, Room 4.G.2

Colleen M. Rea (Chair)
Gina Casias, Esq. (Co-Chair)
Derrick Fuller
Neil Peck, Esq.

- I. Opening:** *Meeting called to order at 9:01 a.m.*
- 1. Approval of the Agenda for the July 16, 2015 Board Meeting.**
The Board unanimously approved the Agenda for the July 16, 2015 meeting.
 - 2. Approval of the Minutes for the July 2, 2015 Board Meeting.**
The Board unanimously approved the July 2, 2015 meeting minutes.
- II. Board Comments:** *None.*
- III. Public Comments:** *None.*
- IV. Public Hearings:**
- 1. Public Hearing Notice No. 504 – Proposed Revision of Career Service Rule 9—Pay Administration**

Dani Brown, Human Resources Manager, provided an overview of the Rules Committee. Members:

*John Sauer, Assistant City Attorney
Kristen Merrick, Assistant City Attorney
Pete Garritt, Human Resources Supervisor
Dani Brown, Human Resources Manager*

Meredith Creme, Classification and Compensation Manager from the Office of Human Resources, presented Public Hearing Notice No. 504 to the Board.

Board member Gina Casias asked about rule 9-33. She wanted to know why the minimum pay decreases for demotions should now be 8% as opposed to 6.9% as they have been. Ms. Creme responded by saying that they wished to have a consistent number since minimum pay increases for promotions have now been raised to 8%.

Board Chair Colleen Rea asked how situations are handled when they involve someone who demotes to a lower position, but the new minimum 8% pay decrease results in a salary that is lower than the minimum for the new position. Ms. Creme responded by saying it depends on whether or not the demotion is voluntary. She said with a voluntary demotion it is the agency's discretion as to whether the employee's pay is decreased at all. If it is an involuntary demotion the pay decrease still needs to fall within the new salary range. She said this specific issue is addressed in rule 9-33.

With regard to rule 9-39, Ms. Rea asked why it does not address factors such as experience, years of service, background, and education. Ms. Creme responded by saying that these pay factors are addressed in section D.

Ms. Casias asked about the intent of rule 9-39, section B. Ms. Creme responded that employees at the managerial level are compared with other manager positions.

Ms. Rea pointed out that rule 9-39 has always been limited to situations where pay adjustments are made for existing employees as a result of new hires from outside the City. She is concerned that with all of the internal movement of City employees there may be an excessive amount of requests for pay adjustments. Karen Niparko, Executive Director of the Office of Human Resources, stated that the Classification & Compensation and OHR teams will ensure that the rule is facilitated in a fair and consistent manner. Ms. Creme also said they will be tracking requests to be sure that employees do not ask for pay adjustments from year to year.

Ms. Casias expressed concern that rule 9-39, section A3 may be too broad. After some discussion, the Board agreed that the wording for this section should be revised.

The Board members also discussed the language in rule 9-93, section C and requested changes.

The Board unanimously approved Public Hearing Notice No. 504 with the changes they specified.

2. Public Hearing Notice No. 505 – Proposed Revision of Career Service Rule 13—Pay for performance

Meredith Creme presented the Public Hearing Notice No. 505 to the Board.

Regarding rule 13-10, section A4, Ms. Rea suggested that new hires should be eligible for merit increases if they are hired before October 1 of the previous year rather than being hired before November 30 as it provides more time on the job before the performance review and potential merit increase. After discussing the issue, it was decided that the date would be changed from November 30 to September 30.

Board member Derrick Fuller asked about rule 13-24. He inquired regarding performance information kept by managers regarding their employees throughout the year. Ms. Creme responded that supervisors are expected to maintain documentation about employee performance at least quarterly.

The Board discussed issues surrounding the language of rule 13-24 and requested changes.

The Board unanimously approved Public Hearing Notice No. 505 with the requested modifications.

3. Classification Notice No. 1506 – Finance & Accounting Study, Proposed Change to Classification and Pay Plan

Due to time constraints, the Board agreed to address Classification Notice No. 1506 at the August 6 Board meeting.

V. Director's Briefing:

1. *Karen Niparko, Executive Director of the Office of Human Resources, informed the Board that the Auditor's Office conducted an audit on OHR's FMLA practices and has made several recommendations. She introduced Marilyn Carroll, HR Manager for Leave Administration. Ms. Carroll added that Payroll was also included in the audit since it is so closely related to employee leave. The audit recommendations include the following:*

- *Duplication between OHR and Payroll with regard to the administration of FMLA needs to be eliminated.*
- *There is currently a good manual system in place, but an automated system is needed to increase efficiency.*
- *More collaboration should take place between OHR and the independent HR teams within the City regarding FMLA.*
- *More FMLA education for supervisors and employees is needed.*
- *Data analytics should be conducted for identification of trends.*
- *The City Medical Leave policy needs to be addressed in the Rules or eliminated.*

VI. New Cases: *None.*

VII. Pending Cases:

1. *Monwell Fuller v. Department of Safety, Denver Sheriff's Department, Appeal No. 39-14. The Career Service Board AFFIRMED the hearing officer's decision, written order to follow.*
2. *Ned St. Germain v. Department of Safety, Denver Sheriff's Department, Appeal No. 24-14. The Career Service Board changed its ruling on the hearing officer's decision from MODIFYING it to AFFIRMING it, written order to follow.*

VIII. Executive Session:

The Board went into executive session at 10:48 a.m. to discuss cases and staffing matters.

The Board re-convened the meeting at 11:01 a.m.

IX. Adjournment: *Adjournment was at 11:01 a.m.*