



Career Service Board Meeting #2360
Minutes
Thursday, May 16, 2019, 9:00am
Webb Municipal Building
201 W. Colfax Ave, Fourth Floor, Room 4.G.2

Karen DuWaldt (Co-Chair)
Neil Peck (Co-Chair)
Patricia Barela Rivera
David Hayes
Tracy Winchester

I. Opening: Meeting was called to order at 9:00am

- 1. Approval of the Agenda for the May 16, 2019 Board Meeting.
The Board unanimously approved the agenda for the May 16, 2019 meeting.
2. Approval of the Minutes for the April 18, 2019 Board Meeting.
The Board unanimously approved the minutes for the April 18, 2019 meeting.

II. Board Comments: None.

III. Public Comments: None.

IV. Public Hearing:

- 1. Public Hearing Notice No. 598 –Prevailing Wage: QC Assurance Tech & Appliance Mechanic

Alena Duran, Classification & Compensation Analyst, presented Public Hearing Notice No. 598 to adopt a change in the pay and/or fringe benefits of the wage classification series, "Quality Control & Assurance Technician" and "Appliance Mechanic" in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

Based on this review, the following pay and fringe benefits revision was proposed, based on the service contract method:

Table with 7 columns: Job Title, Current Base Wage, Current Fringes, Current Total, Proposed Base Wage, Proposed Fringes, Proposed Total. Rows include Quality Control & Assurance Technician and Appliance Mechanic.

The Career Service Board unanimously approved Public Hearing Notice No. 598.

V. Director's Briefing:

1. Gender Inclusivity Guidelines – Lauren Locklear

Lauren Locklear, HR Compliance Officer, presented the updated Gender Inclusivity Guidelines, outlining how the City intends to improve how accepting and welcoming our environment is to transgender and non-conforming employees.

In 2018, the Office of Human Resources ("OHR") updated Career Service Rule 16 to include "transgender status" as a protected characteristic within the rules on discrimination, harassment, and retaliation. OHR also added a definition for "gender identity" to make it clear to employees what it means to discriminate, harass, or retaliate against an employee based on their gender identity.

OHR has started the process of moving away from using gendered pronouns such as "he" and "her" in communications and on the OHR website, instead using the pronouns "they" and "their". This change was incorporated into the OHR style guidelines and OHR is in the process of auditing its website and publications, including the Career Service Rules, to ensure gender inclusivity.

Additionally, in collaboration with the Office of Human Rights and Community Partnerships, and the Denver LGBTQ Commission, OHR created gender transition guidelines for employees and managers to guide them through the process of when an employee is transitioning (see Appendix A). OHR will publish these guidelines on Denver HUB, which is the City's intranet for employees, and on OHR / HQ, OHR's internal website. OHR is also going to communicate these guidelines to the HR Community through the OHR Update and to supervisors and managers through the "Leaders in the City" email.

OHR would like the City and County of Denver to be viewed by its employees as a welcoming space where individuals of all genders, and those who are gender non-conforming, feel included.

Board Member Tracy Winchester asked if these guidelines were intended to be packaged with others that address similar issues such as race and gender diversity as well as sexual harassment. Ms. Locklear responded the other guidelines are also individually being reviewed and updated with the goal of having updated guidelines to assist managers.

Board Co-Chair Karen DuWaldt asked if there was a timeline for updating the other guidelines, to which Ms. Locklear replied she is working through them as time allows. Ms. DuWaldt stated she thought the guidelines were very well done and would be helpful to employees.

Karen Niparko, Executive Director of OHR, noted Ms. Locklear worked closely with the Human Rights and Community Partnership Agency ("HRCP"), particularly with the Women's and LGBTQ Commissions, to create the guidelines, which have been shared with other municipalities considering the issue. Ms. Niparko stated the city has several employees who are currently transitioning, which is a very sensitive and complex journey, and it is extremely important to be able to guide their peers and managers in providing the support needed.

Board Member David Hayes asked how active the commissions, such as LBTQ and Women's, are in providing input to OHR and other agencies in crafting these policies. Ms. Locklear responded the commissions consist of community members who may be affiliated with the ACLU or private law firms and act as advisors to HRCP for generally external-facing issues. However, OHR did consult with them on these particular guidelines.

Ms. Winchester asked if there would be an opportunity for comments to be solicited once the guidelines are posted on the city website. Diane Vertovec, Director of OHR Marketing & Communications, stated the guidelines are intended to provide an internal go-to resource and the expectation is agencies will consult with their HR Business Partner as appropriate.

VI. Pending Cases:

1. Emina Gerovic vs. General Services-Facility Management, Appeal No. 77-17
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.
2. Edward Keller vs. Denver Sheriff's Department, Appeal No. 47-14
The Career Service Board affirmed the Hearing Officer's decision, written order to follow.

VII. Executive Session:

The Board went into executive session at 9:10am and discussed several issues regarding the Hearing Office. The meeting was re-convened at 10:03am.

VIII. Adjournment: *Adjournment was at 10:04am.*