Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules. When the Board or the Personnel Director considers that a change in the Rules is necessary or desirable, the procedure shall be as follows: ... 2) The proposed rule change shall be posted on bulletin boards and made available to appointing authorities, employees, and the general public for comments and suggestions. A short summary of the proposed rule changes shall be posted with the proposed rule change. 4) A public hearing on the proposed rule change shall be held by the Board.”

**PLEASE POST ON ALL BULLETIN BOARDS AS SOON AS POSSIBLE**

Public Hearing Notice - No. 385

A Career Service Board Public Hearing has been scheduled regarding the **Proposed Revision of Career Service Rule 8-43, regarding effective date of pay survey adjustments.**

The scheduled time for the public hearing is **THURSDAY, FEBRUARY 19, 2009, at 5:45 p.m.,** in the **CSA Board Room, 4.F.6., Webb Municipal Building, 201 West Colfax Avenue.**

If anyone wishes to be heard by the Board on this item, please contact Leon Duran at 720-913-5168 no later than 12:00 Noon on **TUESDAY, FEBRUARY 17, 2009.**

If anyone wishes to submit written comments, please submit them

**IN PERSON NO LATER THAN 12:00 NOON ON TUESDAY, FEBRUARY 17, 2009, TO:**

Pete Garriott  
HR Supervisor  
Career Service Authority  
201 West Colfax, 4th Floor  
Denver, Colorado

**BY MAIL TO BE RECEIVED NO LATER THAN NOON ON TUESDAY, FEBRUARY 17, 2009, ADDRESSED TO:**

Pete Garriott  
HR Supervisor  
Career Service Authority  
201 West Colfax, Department 412  
Denver, Colorado 80202

**BY FAX, TO BE RECEIVED NO LATER THAN NOON ON TUESDAY, FEBRUARY 17, 2009 TO:**  
(720-913-5720)

**OR BY E-MAIL TO BE RECEIVED NO LATER THAN NOON ON TUESDAY, FEBRUARY 17, 2009 TO:**  
Peter.Garritt@denvergov.org
RULE PROPOSAL 395B

TO: Appointing Authorities, Managers, and Employees

FROM: Jeff Dolan, CSA Director

DATE: February 6, 2009

SUBJECT: Proposed Revision of Career Service Rule 8-43, regarding effective date of pay survey adjustments

THIS PROPOSED REVISION TO THE CAREER SERVICE RULES IS BEING POSTED FOR PUBLIC COMMENT AND HEARING TO BE HELD ON

THURSDAY, FEBRUARY 19, 2009, at 5:45 P.M.

The Career Service Authority is proposing the revision of Career Service Rule 8-43 as follows:

- Employees are entitled to a pay increase when their classification is changed to a higher pay grade as a result of a pay survey (also known as a “pay grade bump”). Under the current rule, the effective date of this pay grade bump is either the date the annual pay survey is implemented or the beginning of the next week after the Career Service Board has approved the pay grade bump.

- These pay grade bumps cannot be anticipated accurately in the budget process. Each year’s budget is approved in the summer of the previous year. The amount of increase associated with pay grade bumps is usually not known until early in the budget year, and the vast majority of these bumps begin in July of that year.

- Under this proposal, the practice of providing pay grade bumps when supported by market data would continue. However, they would not take effect until the beginning of the year following the pay survey, thereby providing the opportunity to budget for the increased costs associated with pay grade bumps.

- All other pay adjustments resulting from the pay survey would continue to take effect as provided by the Denver Revised Municipal Code. Also, pay grade bumps for classifications in the Health Technical, Health Professional, and Doctors occupational groups will continue to be effective the same day as the rest of the pay survey adjustments.

If you would like to schedule a meeting with a member of Career Service Authority to discuss this proposal prior to the Public Hearing, please contact Pete Garritt at 720-913-5671.
8-43 Pay Maintenance

All classifications shall be organized into occupational groups.

A. Within each occupational group are benchmark classifications which are analyzed to determine what pay survey adjustments, if any, should be recommended.

B. Pay adjustments:

1. Pay survey adjustments shall be applied to the occupational groups as established in the Denver Revised Municipal Code ("DRMC"), subject to the provisions below.

2.a When a classification is changed to a higher pay grade as a result of a pay survey adjustment as defined in this Rule 8, the pay for employees in that classification on the effective date of the change shall be increased by 4.55% per pay grade increase. In no event shall an employee receive less than the entry rate of the new pay range.

   1. The effective date of this change for positions in classifications in the Health Technical, Health Professional or Doctor occupational groups shall be the same day as established for pay survey adjustments in the DRMC;

   2. The effective date of this change for all other classifications shall be the first day of January following the implementation of the annual pay survey adjustments.

   2.b The effective date of any such changes occurring after the implementation of the annual pay survey adjustment shall be the beginning of the first work week following approval by the Board.

2. When a classification is changed to a different occupational group, pay grade, and/or pay range as the result of a re-allocation as described in Rule 7 CLASSIFICATION, the pay for employees in that classification shall be set at the step in the new pay range that is closest to the employees’ current rate of pay without a loss in their current pay. In no event shall an employee receive less than the entry rate of the new pay range.