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. 395

A Career Service Board Public Hearing has been scheduled regarding the proposed revision of Career Service Rule 11-26 Donated Sick Leave.

The scheduled time for the public hearing is THURSDAY, AUGUST 20, 2009, at 5:15 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, AUGUST 18, 2009.

If anyone wishes to submit written comments, please submit them

IN PERSON NO LATER THAN 12:00 NOON ON TUESDAY, AUGUST 18, 2009, TO:

Pete Garritt
HR Supervisor
Career Service Authority
201 West Colfax, 4th Floor
Denver, Colorado 80202

BY MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON TUESDAY, AUGUST 18, 2009, ADDRESSED TO:

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

BY FAX, TO BE RECEIVED NO LATER THAN 12:00 NOON ON TUESDAY, AUGUST 18, 2009 TO: (720-913-5720)

OR BY E-MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON TUESDAY, AUGUST 18, 2009 TO: Peter.Garritt@denvergov.org
RULE PROPOSAL 400B

TO: Appointing Authorities, Managers, and Employees

FROM: Jeff Dolan, CSA Director

DATE: August 7, 2009

SUBJECT: Proposed revision of Career Service Rule 11-26 Donated Sick Leave

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

THURSDAY, AUGUST 20, 2009, at 5:15 P.M

The Donated Sick Leave rule was revised in May of this year. As the changes were implemented, it became apparent that a couple of minor additional changes needed to be made to this rule for the sake of clarity. Here is a summary of the changes and the reasons for them:

- §11-26 B.2.c – Under this proposed change, donated sick leave can be applied to absences occurring up to 15 calendar days before the leave was posted to a recipient’s account. This allows more flexibility in emergency situations where an employee may have a sudden, unexpected need for donated sick leave, and cannot request donations until after the fact.

- §11-26 E 3 – This proposed revision makes it clear that City employees receiving PTO can donate leave to employees eligible for sick leave. Although the existing rule intended this result, the rule language needed clarification.

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.
11-26 Donated Sick Leave
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B. Recipient requirements:

1. Before an employee can receive donations of sick leave, the employee (or the employee’s representative) must provide notice to the Department of Finance that the employee anticipates a need for donated sick leave. Such notice shall estimate how much donated sick leave the employee expects to use in the current calendar year. Should the employee need more donated leave beyond the original estimate, the employee shall provide notice of this to the Department of Finance before the employee can receive additional donations.

2. In order to use donated sick leave, an employee must:

   a. Have exhausted his or her accumulated compensatory time, sick leave and vacation leave, be absent from work and;

      i. Receiving disability leave, or temporary disability benefits under the provisions of the Workers’ Compensation Act. In either of these situations, the employee may only use donated sick leave to make up the difference between the employee’s base salary, and the total of other paid leave received and the temporary disability benefits the employee is receiving; or

      ii. Receiving FMLA leave;

      iii. Receiving interactive process leave; or

      iv. Have received written notice of a pre-disqualification meeting. The employee may use donated sick leave until disqualification occurs or until the end of the period in which a decision on disqualification must be issued, whichever occurs first.

   or

   b. Have elected to substitute donated sick leave for unpaid parental involvement leave.

   c. Donated sick leave can be used to cover absences that occur up to fifteen (15) calendar days before the leave was posted to a recipient’s account so long as the other conditions of this section have been met.

C. Employees cannot use more than six hundred (600) hours of donated sick leave in a calendar year.

Donated Sick Leave revision, posting for Public Hearing, scheduled for August 20, 2009

D. 1. The amount of sick leave to be credited to the recipient's account shall be computed as follows:
   a. Multiply the number of hours of sick leave being donated by the hourly rate of pay of the donor employee;
   b. Divide the result by the hourly rate of pay of the recipient; and
   c. Round the result down to the closest full hour.

2. The computations made in paragraph D.1. shall be reported to the Department of Finance in accordance with procedures to be established by that office.

E. Recipients of donated sick leave are not entitled to receive pay upon separation for unused donated sick leave. Unused donated sick leave may not be donated to another employee or returned to the donor.

F. 1. A Career Service employee may donate sick leave to a non-Career Service City employee provided that the donor requirements listed above have been met and that the recipient employee's department or agency and any applicable collective bargaining agreement allows employees to receive donations of sick leave from Career Service employees.

2. A Career Service employee may receive donated sick leave from a non-Career Service City employee provided that the donor employee’s department or agency and any applicable collective bargaining agreement allows employees to donate sick leave to Career Service employees and that the recipient requirements listed above have been met.

3. *City employees receiving paid time-off leave benefits may donate leave to Career Service employees to be used according to this donated sick leave rule provided the donor employee’s department or agency allows employees to donate leave to Career Service employees and that the recipient requirements listed above have been met.*

4. A Career Service employee may donate sick leave to or receive donated sick leave from an employee covered by the Undersheriff pay schedule to the extent permitted by the applicable collective bargaining agreement and provided that the donor or recipient requirements listed above (as applicable to the Career Service employee) have been met.