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. 398

A Career Service Board Public Hearing has been scheduled regarding the proposed revision of Career Service Rule 9-100 regarding compensatory time pay-outs.


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, SEPTEMBER 1, 2009.

If anyone wishes to submit written comments, please submit them

IN PERSON NO LATER THAN 12:00 NOON ON TUESDAY, SEPTEMBER 1, 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, SEPTEMBER 1, 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, SEPTEMBER 1, 2009 TO: (720-913-5720)

OR BY E-MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON TUESDAY, SEPTEMBER 1, 2009 TO: Peter.Garritt@denvergov.org
PLEASE POST ON ALL BULLETIN BOARDS

AS SOON AS POSSIBLE

RULE PROPOSAL 401B

TO: Appointing Authorities, Managers, and Employees

FROM: Jeff Dolan, CSA Director

DATE: August 21, 2009

SUBJECT: Proposed revision of Career Service Rule 9-100 regarding compensatory time pay-outs

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

THURSDAY, SEPTEMBER 3, 2009, at 9:15 A.M

Currently Career Service Rule 9-100 allows City agencies to pay employees compensatory time for overtime earned instead of paying in cash. The idea is that employees are then able to use compensatory time in place of leave. Section A.1.b.i. of this rule requires that any compensatory time leave balances existing on September 30th in any given year be paid out by the end of the following October. For agencies that use a lot of overtime/compensatory time in the summer, this cut-off leaves little time for employees to use earned compensatory time prior to the cut-off date. Because of this, the Department of Parks and Recreation has requested that the cut-off date be changed.

The attached rule change proposal changes the cut-off date from September 30th to March 31st. If this proposal is passed, agencies would not be required to pay out compensatory time leave balances until April 2010. Of course, agencies would be able to pay out, and employees could use, compensatory time before that date. Pay-outs in subsequent years would continue be made each April.

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.
Section 9-100 Payment for Overtime

A. Employees in salaried positions: Employees in positions in which annual salaries are established who are eligible to receive overtime pay and who work overtime shall receive overtime compensation as follows:

1. Non-exempt employees: The overtime rate shall be at the rate of one and one-half (1 ½) times the regular rate of pay applicable to that position.

b. Compensatory time:

(i) Overtime compensation may be paid either in cash or in compensatory time off, at the discretion of the appointing authority. The appointing authority shall inform employees of the department or agency’s overtime compensation policy. Compensatory time off shall be accrued at the rate of one and one-half (1-1/2) times the overtime hours worked. An employee who has accumulated eighty (80) hours of compensatory time and is required to work overtime shall be paid at the employee’s regular rate for such overtime in cash. All accrued compensatory time shall be used by March 31st September 30th of each calendar year or paid out in cash by the final pay period of April October of that year.

(ii) Payment for accrued compensatory time on separation: An eligible non-exempt employee who has accrued compensatory time in accordance with this section shall receive payment for the unused portion of such accrual when the employee is separated from the Career Service. The rate of compensation for such payment shall be the larger of the following:

1) The average regular rate received by such employee during the last three years of the employee’s employment; or

2) The final regular rate received by such employee.

Compensatory time revision, posting for Public Hearing, scheduled for September 3, 2009