PLEASE POST ON ALL BULLETIN BOARDS AS SOON AS POSSIBLE

Public Hearing Notice - No. 494

A Career Service Board Public Hearing has been scheduled regarding a proposal to revise Career Service Rule 9-62 Child Welfare Stipend.

The scheduled time for the public hearing is THURSDAY, OCTOBER 9, 2014, at 5:00 P.M., in Room, 4.I.4., Webb Municipal Building, 201 West Colfax Avenue.

If anyone wishes to submit written comments or talk to OHR staff regarding this notice, please contact:

Pete Garritt
HR Supervisor
Office of Human Resources
201 West Colfax, 4th Floor
Department 412
Denver, Colorado 80202

(720) 913-5671

Peter.Garritt@denvergov.org

Comments regarding this notice should be submitted no later than noon on Monday, October 6, 2014.

If anyone wishes to address the Board regarding this notice please contact Fran Trujillo at (720) 913-5168 or at Frances.Trujillo@denvergov.org no later than noon on Monday, October 6, 2014 to get on the agenda.
PLEASE POST ON ALL BULLETIN BOARDS

AS SOON AS POSSIBLE

RULE PROPOSAL 436B

TO:   Appointing Authorities, Managers, and Employees

FROM: Pete Garritt, HR Supervisor, OHR

DATE: September 26, 2014


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

THURSDAY, OCTOBER 9, 2014, at 5:00 P.M.
Webb Building Room 414

At the request and with the assistance of the Department of Human Services, the OHR has proposed a revision of Career Service Rule 9-62 Child Welfare Stipend.

Here is a summary of this rule change proposal:

➢ Removes program details from the rule that can be set by the DHS.
➢ Stipends will be paid based on the shift worked by the employee. Shifts have been defined for the purposes of this rule to describe after-hour periods where emergency call coverage is needed. Shifts are defined differently for each type of after-hours emergency duty.
➢ The amount of the stipends has been changed to more closely track with generally prevailing rates paid in the metropolitan area and to compensate based on the work actually performed within a shift.

If you would like to schedule a meeting with a member of the OHR to discuss this proposal prior to the Public Hearing, please contact Pete Garritt at (720) 913-5671.
9-62 Child Welfare Stipend

A. State law requires the Department of Human Services (DHS) to have staff available twenty-four (24) hours a day to receive reports of abuse and neglect, conduct initial assessments of such reports that are deemed emergencies, and investigate those reports that are appropriate for child protective services. In order to meet this requirement, the Manager of Human Services may schedule eligible employees to be available to respond to emergency calls at night, weekends, mandated furlough days and holidays. Employees so scheduled will be entitled to receive a Child Welfare Stipend as provided below. An employee who is scheduled to respond to emergency calls is expected to:

1. Be available by telephone;

2. Be in a non-impaired condition that allows the employee to safely perform job duty assignments; and

3. Respond to a call and perform work within a designated amount of time frames established by the DHS not to exceed:
   a. Fifteen (15) minutes for After-hours Administrators.
   b. Ten (10) minutes for After-hours Call Takers.
   c. Forty-five (45) minutes for After-hours Responders.

Employees who are scheduled to respond to emergency calls and fail to meet these expectations may be subject to disciplinary action, up to and including dismissal.

B. The Manager reserves the right to refuse to schedule an employee to respond to emergency calls. An employee who is scheduled to respond to emergency calls will not be allowed to have his or her regularly scheduled shift before or after the assigned emergency response duties adjusted. However, The employee’s supervisor may allow the employee to use paid or unpaid leave in order to catch up on missed sleep, as appropriate.
C. To be eligible for the Child Welfare Stipend, the employee must be:

1. Have a minimum of one (1) year of child welfare experience at the type and level of Social Case Worker; and

2. Be Exempt from overtime under Federal law and the Career Service Rules (employees who are eligible for overtime may receive standby pay as provided in the Career Service Rules); and

3. In order to be eligible to be assigned After-hours Administrator duties, the employee must be At least at the type and level of Social Case Worker Supervisor in order to be eligible to be assigned After-hours Administrator duties.

D. After-hours emergency response duties will be divided and paid as follows:

1. After-hours Administrator.
   a. Supervises the After-hours Call Taker and the After-hours Responder.
   b. After-hours Administrator duties will be assigned a shift a week at a time.
      i. After hours Administrator shifts on weekend days, paid City holidays, and mandated furlough days begin at 7:00 a.m. and end at 7:00 a.m. on the following day.
      ii. After-hours Administrator shifts on work days begin at 4:30 p.m. and end at 7:00 a.m. on the following day.
   c. i. Employees whose assigned After-hours Administrator duties shift begins on a during a week in which a paid City holiday or mandated furlough day occurs will receive a $300 Child Welfare Stipend for that shift week.
      ii. Employees whose assigned After-hours Administrator duties shift begins on during any other day week will receive a $150 Child Welfare Stipend per shift week.
2. **After-hours Call Taker.**

   a. Answers after-hours hotline calls (nights only) and determines an appropriate response after consulting with the After-hours Administrator.

   b. After-hours Call Taker duties will be assigned a **shift** night at a time. Employees will not be assigned After-hours Call Taker duties more than twice a week or more than eight times a month.

      i. **After hours Call Taker shifts on weekend days begin at 7:00 a.m. on Saturday and run between 7:00 a.m and 3:00 p.m.; 3:00 p.m. and 11:00 p.m.; 11:00 p.m. and 7:00 a.m.; and end at 7:00 a.m on Monday.**

      ii. **After-hours Call Taker shifts on paid City holidays and mandated furlough days begin at 7:00 a.m. on the holiday or furlough and run between 7:00 a.m and 7:00 p.m; 7:00 p.m and 7:00 a.m.; and end at 7:00 a.m on the following day.**

      iii. **After-hours Call Taker shifts on work days begin at 8:00 p.m. and end at 7:00 a.m on the following day.**

   c. i. Employees **whose** assigned After-hours Call Taker duties **shift begins** on a **paid City holiday or mandated furlough day** will receive a $150 Child Welfare Stipend for that **shift** night.

      ii. Employees **whose** assigned After-hours Call Taker duties **shift begins** on any other day will receive a **$75** $130 Child Welfare Stipend per **shift** night.
3. **After-hours Responder.**

   a. Responds to emergency after-hours calls at the direction of the After-hours Administrator or After-hours Call Taker.

   b. After-hours Responder duties will be assigned a shift at a time (including night shift, weekend day shift, mandated furlough day shift or holiday day shift). Employees will not be assigned After-hours Responder duties more than twice a week or more than eight times a month.

      i. **After-hours Call Responder shifts on weekend days, paid City holidays, and mandated furlough days begin at 7:00 a.m. on the weekend day, holiday, or furlough and run between 7:00 a.m. and 7:00 p.m.; 7:00 p.m. and 7:00 a.m.; and end at 7:00 a.m on the following day.**

      iii. **After-hours Call Responder shifts on work days begin at 4:30 p.m. and end at 7:00 a.m on the following day.**

   c. i. Employees *whose assigned* After-hours Call Responder duties *shift begins* on a *paid City* holiday or mandated furlough day will receive a $150 Child Welfare Stipend for that *shift night*. **If the employee is directed by the After-hours Call Administrator to respond to one emergency call during that shift, the employee will be paid a $150 stipend.** If the employee is directed by the After-hours Call Administrator to respond to two or more emergency calls during that shift, the employee will be paid a $195 stipend.

      ii. Employees *whose assigned* After-hours Call Responder duties *shift begins* on any other day will receive a $75 Child Welfare Stipend per *shift night*. **If the employee is directed by the After-hours Call Administrator to respond to one emergency call during that shift, the employee will be paid a $115 stipend.** If the employee is directed by the After-hours Call Administrator to respond to two or more emergency calls during that shift, the employee will be paid a $160 stipend.
E. The City is required by Federal law to treat exempt employees like non-exempt employees during a week in which the exempt employee takes an unpaid furlough. If an exempt employee is assigned after-hours emergency response duties during a week in which a mandated furlough is scheduled to occur, the employee shall be required to work on the mandated furlough day, and take an unpaid furlough day during another week that year in which the employee has not been assigned after-hours emergency response duties. If an exempt employee does take a furlough day during a week in which the employee has been assigned after-hours emergency response duties, the employee will be paid for all time spent performing emergency response duties in addition to the stipend provided by this rule.