

**MEMORANDUM**

**REVISION 1 SERIES D**

**TO:** Holders of Career Service Rule Books

**FROM:** Career Service Board

**DATE:** January 7, 2013

**SUBJECT:** Revision of Career Service Rules

The Board has approved CSA's name change to the Office of Human Resources, and the change of the name of the Career Service Personnel Director to the Office of Human Resources Executive Director. In order to implement this change, the entire rule book needs to be replaced with new rules (and appendixes) containing the new names.

Additionally, the Board approved the revision of Rule 13 **PAY FOR PERFORMANCE** to include the new average merit increase for PEPRs delivered in 2013 and the 2013 PEPR timelines.

|  | <b><u>Page Number</u></b> | <b><u>Issuance Dates</u></b> |
|--|---------------------------|------------------------------|
| <b>Remove:</b><br>Title Page<br>Table of Contents<br>Rules 1 through 19  |                           |                              |
| <b>Replace:</b><br>Title Page<br>Table of Contents<br>Rules 1 through 19 |                           | January 7, 2013              |

Please note that the revision series has changed. Please use the attached Rule Revision Record sheet to track this and future revisions.

**PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.**

The new rules are available at:

<http://www.denvergov.org/humanresources/RulesandPolicies/tabid/432517/Default.aspx>

Please contact [Peter.Garritt@denvergov.org](mailto:Peter.Garritt@denvergov.org) if you are unable to access this address.

Career Service Rules  
Revision Record  
Series D

As you place revisions in your Rules book, place the date and the rule number on the line opposite the number of the revision.

| REVISION<br>NUMBER | DATE  | RULE<br>NUMBER | INITIALS | REVISION<br>NUMBER | DATE  | RULE<br>NUMBER | INITIALS | REVISION<br>NUMBER | DATE  | RULE<br>NUMBER | INITIALS |
|--------------------|-------|----------------|----------|--------------------|-------|----------------|----------|--------------------|-------|----------------|----------|
| 1D                 | _____ | _____          | _____    | 23D                | _____ | _____          | _____    | 45D                | _____ | _____          | _____    |
| 2D                 | _____ | _____          | _____    | 24D                | _____ | _____          | _____    | 46D                | _____ | _____          | _____    |
| 3D                 | _____ | _____          | _____    | 25D                | _____ | _____          | _____    | 47D                | _____ | _____          | _____    |
| 4D                 | _____ | _____          | _____    | 26D                | _____ | _____          | _____    | 48D                | _____ | _____          | _____    |
| 5D                 | _____ | _____          | _____    | 27D                | _____ | _____          | _____    | 49D                | _____ | _____          | _____    |
| 6D                 | _____ | _____          | _____    | 28D                | _____ | _____          | _____    | 50D                | _____ | _____          | _____    |
| 7D                 | _____ | _____          | _____    | 29D                | _____ | _____          | _____    | 51D                | _____ | _____          | _____    |
| 8D                 | _____ | _____          | _____    | 30D                | _____ | _____          | _____    | 52D                | _____ | _____          | _____    |
| 9D                 | _____ | _____          | _____    | 31D                | _____ | _____          | _____    | 53D                | _____ | _____          | _____    |
| 10D                | _____ | _____          | _____    | 32D                | _____ | _____          | _____    | 54D                | _____ | _____          | _____    |
| 11D                | _____ | _____          | _____    | 33D                | _____ | _____          | _____    | 55D                | _____ | _____          | _____    |
| 12D                | _____ | _____          | _____    | 34D                | _____ | _____          | _____    | 56D                | _____ | _____          | _____    |
| 13D                | _____ | _____          | _____    | 35D                | _____ | _____          | _____    | 57D                | _____ | _____          | _____    |
| 14D                | _____ | _____          | _____    | 36D                | _____ | _____          | _____    | 58D                | _____ | _____          | _____    |
| 15D                | _____ | _____          | _____    | 37C                | _____ | _____          | _____    | 59D                | _____ | _____          | _____    |
| 16D                | _____ | _____          | _____    | 38D                | _____ | _____          | _____    | 60D                | _____ | _____          | _____    |
| 17D                | _____ | _____          | _____    | 39D                | _____ | _____          | _____    | 61D                | _____ | _____          | _____    |
| 18D                | _____ | _____          | _____    | 40D                | _____ | _____          | _____    | 62D                | _____ | _____          | _____    |
| 19D                | _____ | _____          | _____    | 41D                | _____ | _____          | _____    | 63D                | _____ | _____          | _____    |
| 20D                | _____ | _____          | _____    | 42D                | _____ | _____          | _____    | 64D                | _____ | _____          | _____    |
| 21D                | _____ | _____          | _____    | 43D                | _____ | _____          | _____    | 65D                | _____ | _____          | _____    |
| 22D                | _____ | _____          | _____    | 44D                | _____ | _____          | _____    | 66D                | _____ | _____          | _____    |