



**CITY AND COUNTY OF DENVER  
CAREER SERVICE AUTHORITY**

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**MEMORANDUM**

**REVISION 233, SERIES B**

**TO:** Holders of CSA Rule Books

**FROM:** CS Board

**DATE:** June 10, 2003

**SUBJECT:** Rule Revision - Rule 16-30 (E)(2), Notice of contemplation of disciplinary action and pre-disciplinary meeting.

The Career Service Board has adopted an amendment to Rule 16-30(E)(2) that was published as Rule Proposal 325B. The effective date of this revision is June 10, 2003.

	<b><u>Page Number</u></b>	<b><u>Effective Date</u></b>
<b>Remove</b>	16-3	April 15, 1999
<b>Insert</b>	16-3	June 10, 2003

**PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.**

2. The specific conduct or omission committed by the employee which the agency believes is in violation of the Career Service Board Rules, the Charter of the City and County of Denver, the Municipal Code, Executive Order or other applicable legal authority;
3. The purpose of the pre-disciplinary meeting as described in Section 16-30 (b) of this rule;
4. The date, time and location of the pre-disciplinary meeting;
5. That the employee is entitled to have a representative of his or her own choosing present at the meeting. It is not necessary for the representative to be an employee of the City and County of Denver.

#### Section 16-40 Disciplinary Action Following Pre-disciplinary Meeting

- A. When Taken: Disciplinary action based on the pre-disciplinary meeting and other pertinent information obtained by the appointing authority or designee shall be taken within fifteen (15) calendar days after the meeting. However, if an appointing authority presents to the Personnel Director documented extenuating circumstances requiring additional time, the Personnel Director may extend the date for taking disciplinary action for an additional ten (10) calendar days. A request for an extension of time must be sent to the Personnel Director prior to the expiration of the fifteen (15) day time period. If disciplinary action is not taken within the fifteen (15) day time period and a request for extension of time is not timely submitted to the Personnel Director, the agency must repeat the steps contained in section 16-30 before disciplinary action may be taken.

- B. Written Notice of Disciplinary Decision.

A written notice of the disciplinary decision and the reasons for the disciplinary action being taken shall be given to the employee in person with a certificate of hand delivery or sent by first class U.S. mail with a certificate of mailing to the employee's last known address. A copy of the notice shall be sent to the Personnel Director, along with a completed personnel action form.

- C. Disciplinary actions which may be grieved or appealed.

A verbal warning may not be grieved or appealed. An employee may file a grievance on a written reprimand in accordance with **Rule 18, Dispute Resolution** but may not file an appeal, except as permitted