



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

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MEMORANDUM

REVISION 235, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: July 29, 2003
SUBJECT: Personnel Rule Revision –
Rule 9-61, Promotion

The Career Service Board has adopted an amendment to Rule 9-61 that was published as Rule Proposal 328B. The effective date of this revision is July 30, 2003.

| | <u>Page Number</u> | <u>Effective Date(s)</u> |
|---------------|---------------------------|---------------------------------|
| Remove | 9-6 | July 22, 1993 |
| Insert | 9-6 | July 30, 2003 |

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.

9-60 Changes in Class

9-61 Promotion
(Effective July 30, 2003; Rule Revision Memo 235B)

- (a) A promotion is an appointment of an employee to a classification in which step one of the pay range for the new classification pays a higher rate than step one of the pay range for the employee's current classification.
- (b) Upon promotion an employee shall be paid as follows:
- 1) General: The employee shall receive a six and nine-tenths percent (6.9%) increase unless doing so would place the employee's pay beyond the highest step of the pay range for the new classification, in which case the pay shall be set at the highest step allocated for the classification. If there is no step in the new pay range that exactly matches the employee's pay with a 6.9% increase, the pay shall be set at the next higher step in the new pay range. In no event shall the new pay be lower than step one of the pay range for the new classification.
 - 2) Exception: Under appropriate circumstances, the provisions of Subsection 9-52 In-Grade Hires may be applied to promotions.
 - 3) Within the short range pay schedule: The employee shall receive a five percent (5%) increase not to exceed the highest step of the pay range for the new classification.

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