



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

201 West Colfax • Dept. 412 • Denver CO 80202
phone: (720) 913-5751 • TTY: (720) 913-5545 • jobline: (720) 913-JOBS • fax: (720) 913-5993
fax applications: (720) 913-5989 • fax administration: (720) 913-5720 • www.denvergov.org/csa/

MEMORANDUM

REVISION 236, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: July 29, 2003
SUBJECT: Personnel Rule Revision –
Rule 11-84, Mandatory Furlough

The Career Service Board has adopted an amendment to Rule 11-84 that was published as part of Rule Proposal 330B. The effective date of this revision is July 30, 2003.

	<u>Page Number</u>	<u>Effective Date(s)</u>
Remove	11-14.1 thru 11-14.2	September 12, 2002
Insert	11-14.1 thru 11-14.2	July 30, 2003

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.

benefits, dental benefits, and life insurance by:

- a) depositing monthly, the employee's share of the premium for such benefits with the payroll clerk for the unit from which the employee is on leave or;
- b) by taking at least one day of paid leave from which the cost of contributions to health, dental, and life insurance shall be deducted.

Failure to contribute to the cost of the benefits or insurance shall result in the discontinuance of such benefits or insurance.

Employees on leave without pay who are not on family medical leave or who do not have a serious health condition may only maintain benefit coverage by depositing the full monthly premium for such benefits with the payroll clerk for the unit from which the employee is on leave.

AFTER 180 DAYS

After the first 180 consecutive calendar days of voluntary leave without pay, City contributions to health, dental, and life insurance shall be discontinued.

Employees on leave without pay for more than 180 consecutive calendar days may maintain benefit coverage by depositing the full monthly premium for such benefits with the payroll clerk for the unit from which the employee is on leave.

- c) No break in service: A leave without pay shall not constitute a break in service.
- d) During probationary period: Leave without pay for more than 180 consecutive calendar days during the probationary period shall not be counted as part of that period but the employee to whom such leave has been granted shall be allowed to complete his or her probationary period upon return from leave.
- e) Notification of Career Service Authority The Career Service Authority shall be advised, in writing, of leave without pay granted for 15 consecutive calendar days or more.

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11-84 Budget Required Furlough
(Effective July 30, 2003; Rule Revision Memo 236B)

If the Mayor of the City and County of Denver decides to furlough employees within the Career Service due to budgetary reasons, the following Career Service Rule applies:

- a.) This Rule is intended to comply with the Fair Labor Standards Act regulation 29 C.F.R. § 541.5d, which permits furloughs for budgetary reasons without affecting the exemption status of an overtime exempt employee except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.
- b.) Furloughs of overtime exempt employees may be taken in work day or workweek increments. During the workweek in which an overtime exempt employee takes one or more furlough days, the furlough hours taken and the hours worked by the exempt employee must not total more than 40 hours.
- c.) Furloughs of non-exempt employees need not be taken in work day or workweek increments but shall be debited in no less than one-half (1/2) day increments.
- d.) The Mayor may exempt certain employees of the Career Service from a mandatory furlough in order to maintain essential City services or for other necessary business reasons.
- e.) At the expiration of the furlough, the employee shall return to the position held prior to the furlough.
- f.) Pay increases and employees benefits:

A mandatory furlough shall have no effect on the following:

- 1. Performance evaluations or merit increases;
 - 2. City contributions to health, dental and life insurance during the furlough period;
 - 3. Vacation and sick leave credits accrued during the furlough period; or
 - 4. Holiday eligibility.
- g.) A mandatory furlough shall not constitute a break in service. Failure to report promptly back to work after the expiration of a mandatory furlough may be grounds for discipline, up to and including dismissal from employment.

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