



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

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MEMORANDUM

REVISION 237, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: July 29, 2003
SUBJECT: Personnel Rule Revision -
Cover Page, Title and Disclaimer
Rule 16-5, Disclaimer

The Career Service Board has adopted an amendment to the Career Service Personnel Rule Book by adding a cover page and disclaimer and adding Rule 16-5 that was published as Rule Proposal 331B. The effective date of this revision is July 30, 2003.

	<u>Page Number</u>	<u>Effective Date(s)</u>
Insert	Cover Page	July 30, 2003
Remove	16-1	April 15, 1999
Insert	16-1	July 30, 2003

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.



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City and County of Denver Career Service Board Personnel Rules

Important – Disclaimer

The Denver Career Service Board Personnel Rules do not create or constitute any contractual rights between or among the City and County of Denver, the Career Service Board, the Career Service Authority and any employee or applicant for employment. The Denver Career Service Board Personnel Rules may only be modified, rescinded, or revised, in writing, by the Career Service Board, which reserves the right to unilaterally modify, rescind, or revise the rules at any time consistent with its rule-making process.



RULE 16
DISCIPLINE

Section 16-5 Disclaimer

(Effective July 30, 2003, Rule Revision Memo 237B)

As with all other rules in the Denver Career Service Board Personnel Rules, Rule 16 pertaining to discipline does not create or constitute any contractual rights between or among the City and County of Denver, the Career Service Board, the Career Service Authority and any employee for employment. As with all other rules in the Denver Career Service Board Personnel Rules, Rule 16 may only be modified, rescinded, or revised, in writing, by the Career Service Board, which reserves the right to unilaterally modify, rescind, or revise Rule 16 at any time consistent with its rule-making process.

Section 16-10 Purpose

The purpose of discipline is to correct inappropriate behavior or performance. The type and severity of discipline depends on the gravity of the infraction. The degree of discipline shall be reasonably related to the seriousness of the offense and take into consideration the employee's past record. The appointing authority or designee will impose the type and amount of discipline she/he believes is needed to correct the situation and achieve the desired behavior or performance.

The disciplinary action taken must be consistent with this rule. Disciplinary action may be taken for other inappropriate conduct not specifically identified in this rule.

Section 16-20 Progressive Discipline

1) In order of increasing severity, the disciplinary actions which an appointing authority or designee may take against an employee for violation of career service rules, the Charter of the City and County of Denver, or the Revised Municipal Code of the City and County of Denver include:

- a) Verbal reprimand, which must be accompanied by a notation in the supervisor's file and the agency's file on the employee.
- b) Written reprimand, a copy of which shall be placed in the employee's personnel file kept at Career Service Authority.
- c) Suspension without pay, a copy of the written notice shall be placed in the employee's personnel file kept at Career Service Authority.
- d) Involuntary demotion, a copy of the written notice shall be placed in the employee's personnel file kept at Career Service Authority.
- e) Dismissal, a copy of the written notice shall be placed in the employee's personnel file kept at Career Service Authority.

2) Wherever practicable, discipline shall be progressive. However, any measure or level of discipline may be used in any given situation as appropriate. This rule should not be interpreted to mean that progressive discipline must be taken before an employee may be dismissed.

Page Issuance Date: July 30, 2003

Effective Date: July 30, 2003