



**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 246, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: February 25, 2004
SUBJECT: Personnel Rule Revision –
Rule 9-64, Reallocations

The Career Service Board has adopted an amendment to Rule 9-64 that was published as Rule Proposal 340B. The effective date of this revision is February 25, 2004.

	<u>Page Number</u>	<u>Effective Date(s)</u>
Remove	9-8 to 9-8.1	June 3, 1998 July 9, 1991
Insert	9-8 to 9-8.1	February 25, 2004

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.

- 2) Voluntarily demoting to a class not previously occupied or to a class previously occupied more than five years earlier: An employee who voluntarily demotes to a class not previously occupied or a class previously occupied more than five (5) years earlier shall have pay set in accordance with Section 9-50 Pay When First Employed. (Effective May 3, 1990; Rules Revision Memo 144B)
- 3) Demotion in lieu of layoff: When an employee demotes in lieu of layoff, pay shall be maintained at the level received before the demotion, or at the top of the growth sector in a pay range in the exempt schedule (the "S" step) or the top of the grade in any other schedule, whichever is lower. If the level received before the demotion does not correspond to a step in the new pay grade, the closest higher step shall be paid.

9-64 Reallocations

(Effective February 25, 2004; Rules Revision Memo 246B)

- A) Subject to the provisions of sub-paragraph 9-64 B), when a position is reallocated to another classification, the incumbent's pay shall be set at a step that is closest to the employee's existing rate of pay without losing pay. If this results in the employee's pay being over the pay range of the new class, the employee's pay shall remain at the employee's existing rate of pay until such time that either
 - 1) the employee changes positions, or
 - 2) the pay range of the new class catches up to the employee's rate of pay when the pay range is adjusted.In no event shall the employee receive less than the entry rate of the pay grade of the new class.
- B) When an employee meets the requirements to progress to a higher class in a delegated progressive class series and the Career Service Authority Personnel Director or designee approves the progression to the higher classification, the employee's pay shall be set at a step that reflects a 2.25% increase in pay. In no event shall the employee receive less than the entry rate of the pay grade of the new class.

9-65 Reinstatement Appointment or Promotional Reinstatement Appointment (Effective September 1, 1989; Rules Revision No. 131B)

Persons receiving reinstatement appointments, either after layoff or after demotion in lieu of layoff, shall be paid at the step previously held of the pay range currently in effect for the class to which reinstated, unless such step would result in a decrease in pay for a current city employee. In the latter case, promotional reinstatement shall be at a rate equal to the employee's present rate of pay. The employee shall be credited for the time served at the step in the class to which reinstated or in the pay grade of such class in determining the next merit increase consideration date.

9-66 Apprentice Appointment

(Effective April 12, 1990; Rules Revision No. 142B)

Persons receiving apprentice appointments **shall be** paid in accordance with the following, as appropriate:

Page Issuance Date: February 25, 2004

(9-66 continued)

Promotion - Subsection 9-61 Promotion

Demotion - Subsection 9-63 Demotion

Transfer - Subsection 9-62 Transfers

This provision shall not be construed as waiving the mandatory promotional probation required of all apprentices.

Section 9-70 Allowance in Kind

The following provisions shall govern allowances in kind furnished employees of the Career Service:

- a) Schedule required: No allowances in kind shall be granted except those listed in official schedules submitted to the Career Service Authority.
- b) Deduction from total pay: Allowances in kind granted to employees shall be deducted from the authorized total pay established by the Classification and Pay Plan.
- c) Amount of deduction: Deductions shall be made in accordance with the established values.

Section 9-80 Eligibility for General Fringe Benefits

9-81 Policy

All Career Service employees are eligible to receive general fringe benefits subject to the provisions in these rules except employees (1) holding positions in classes in the short range pay schedule or (2) holding on-call positions in other classes. (Effective May 1, 1991; Rules Revision Memo 148B)

9-82 Prorated Insurance Benefits for Employees in Part Time Positions

- a) Medical health care insurance: An employee in a part-time position shall receive prorated employer contributions to medical health care insurance in accordance with the following work schedule, based on a total maximum scheduled work period of eighty (80) hours:
 - 1) Under forty (40) hours - no contribution.
 - 2) Forty (40) through fifty-nine (59) hours - half contribution.
 - 3) Sixty (60) through seventy nine (79) hours - three quarter (3/4) contribution.

However, an employee in a part-time position shall contribute the balance of the premium cost for participation in the medical health care program in order to receive the employer's contribution.

- b) Life insurance: An employee in a part-time position shall receive life insurance coverage of one and one-half (1-1/2) times salary for regularly scheduled work.

Page Issuance Date: February 25, 2004