



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

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**MEMORANDUM**

**REVISION 248, SERIES B**

**TO:** Holders of CSA Rule Books  
**FROM:** CS Board  
**DATE:** April 9, 2004  
**SUBJECT:** Rule Revision – Standby Pay

The Career Service Board has adopted an amendment and renumbering to existing Rule 10-35 b) that was published as part of Rule Proposal 342B as proposed Rule 9-94 Standby Pay. The effective date of this revision is April 12, 2004.

	<b><u>Page Number</u></b>	<b><u>Effective Date</u></b>
<b>Remove</b>	9-10.1	June 1, 1999
<b>Insert</b>	9-10.1	April 12, 2004
<b>Remove</b>	10-8	May 16, 1996
<b>Insert</b>	10-8	April 12, 2004

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

## 9-93 Health Care Differential

Certain health care classifications are eligible for a health care differential. The classes eligible to receive a health care differential are contained on the Career Service Board's approved list of classes.

Health care differential shall be paid under the following conditions:

- A. In addition to the shift differential authorized in paragraph 9-91 a) 1), of these personnel rules, employees on the health care differential list shall be paid at the rate of one dollar and thirty-one cents (\$1.31) per hour for any shift with at least fifty percent of its time between 3:00 p.m. and 10:59 p.m. In addition to the shift differential authorized in paragraph 9-91 a) 1), shifts with at least fifty percent of the time between 11:00 p.m. and 6:59 a.m. shall be paid at the rate of two dollars and fifty cents (\$2.50) per hour for the entire shift.

Any shift with fifty percent of its time between 3:00 p.m. and 10:59 p.m. and fifty percent of its time between 11:00 p.m. and 6:59 a.m. shall receive the health care differential rate of the 11:00 p.m. to 6:59 a.m. shift for the entire shift.

- B. Weekend health care differential: the listed classes shall also receive one dollar and eighty-five cents (\$1.85) per hour for weekend shifts. Any shift with at least fifty percent of its time between 11:00 p.m. Friday and 10:59 p.m. Sunday shall receive the weekend health care differential.

## 9-94 Standby Pay:

(Renumbered and Revised effective 4/12/04; 248B)

- A) Appointing authorities may schedule overtime eligible employees to be on standby only when there is a reasonable anticipation that the employee will have to respond and perform work immediately. Such employees shall receive an amount equal to one and one half (1 1/2) hours of work at the employee's straight time hourly rate for each eight hours the employee is on standby duty.
- B) To be eligible for standby pay, all of the following must exist:
- 1) The employee must be overtime eligible and be available by pager, cellular phone, or telephone;
  - 2) Be available to respond to a call and perform work within a designated amount of time not to exceed two hours;
  - 3) Be in a non-impaired condition that allows the employee to safely perform job duty assignments; and
  - 4) Be subject to disciplinary action if he or she does not respond to the call within the designated amount of time.

When an overtime eligible employee on standby is required to perform work, standby pay will be suspended and the employee will be paid basic pay or overtime pay, as appropriate, for the period the employee actually performs work.

- C) Call-out Duty: An employee who merely carries a cellular telephone or pager as a routine part of his or her job duties is not eligible for standby pay when there is not an expectation for immediate response and/or an immediate requirement to perform work.

- 4) Sick leave: All sick leave days to the credit of employees shall be converted to equivalent credits in hours on the effective date of the plan. All accruals and discharges of sick leave credits under Section 11-30 Sick Leave shall be expressed in hours. Future accruals of sick leave shall be converted at the rate of eight (8) hours per work day accrued; future discharges shall be computed at the rate of ten (10) hours per work day discharged.

When an appointing authority or the Personnel Director has reason to believe that the ten (10) hour, four (4) day schedule has not served the best interests of the city, the appointing authority shall investigate the merits of continuing the schedule. The appointing authority may at his discretion, discontinue the ten (10) hour work schedule upon written notification to the Personnel Director specifying the reasons for his decision.

b) (Reserved effective 4/12/04, 248B)

- c) Compensatory time plans: For employees holding unlimited full-time positions who, during certain period of the year, are required to work considerably more hours than the standard work week, and in other periods, fewer hours than the standard work week, the appointing authority may present a special compensatory time plan to the Personnel Director for his approval. The Personnel Director may approve such special compensatory time plan for certain classifications of work, individual employees, or specific units or agencies. Such compensatory time plan shall be requested in writing, and shall be subject to the following provisions: (Effective November 1, 1980; Rules Revision Memo 127A)

- 1) It will provide for the accrual of compensatory time on a straight time basis in those periods of the year which require a work week longer than forty (40) hours and the discharge of such time credits in those periods which require a work week of less than forty (40) hours.
- 2) The agency shall keep records on the accrual of compensatory time and its use and shall make periodic reports to the Personnel Director on the form and on the dates that he shall specify.

The Career Service Board approved a change to Career Service Rule 10-35 b) and renumbered as 9-94. Please insert the revised pages in your rule book and post on bulletin boards. If you have any questions regarding this email, contact 720-913-5718. The rule change is located at [http://www.denvergov.org/Employee\\_Relations/](http://www.denvergov.org/Employee_Relations/)