

**REVISED CAREER SERVICE RULE 13 -63 MERIT-BASED SALARY INCREASE**

**PLEASE READ AS SOON AS POSSIBLE**

**TO:** Appointing Authorities, Managers and Employees  
**FROM:** Jeff Dolan, CSA Director  
**DATE:** January 25, 2008  
**SUBJECT:** Addition of Career Service Rule 13-63 Merit-based Salary Increase

The Career Service Board has approved the addition of Career Service Rule 13-63 Merit-based Salary Increase.

The purpose of adding Career Service Rule 13-63 Merit-based Salary Increase is to implement a 1% base-building merit increase recently approved by City Council. This increase will have an effective date of January 1, 2008, and is payable as follows:

1. All Career Service employees will receive a 1% increase to their base pay effective January 1, 2008 except for:
  - On call employees, including employees on the community rate or short range schedules;
  - Employees on the Undersheriff's pay schedule; and
  - Employees who received a "Needs Improvement" on their 2007 PEPR.
2. Employees whose 2007 PEPR is late, or who were hired in 2007, will receive the merit increase on January 1, 2008. If they subsequently receive a rating of "Needs Improvement" on their 2007 PEPR or their first PEPR (whichever is applicable), the increase will be rescinded, effective on the date the PEPR is reviewed with the employee.
3. The rule allows employees who do not receive the increase, or whose increase is subsequently rescinded, to be paid less than the entry step of their salary range.

Please provide a copy of this rule to employees who do not have access to a City e-mail account.

**MEMORANDUM**

**REVISION 24 SERIES C**

**TO:** Holders of CSA Rule Books

**FROM:** Career Service Board

**DATE:** January 25, 2008

**SUBJECT:** Addition of Career Service Rule 13-63 Merit-based Salary Increase

The Career Service Board has added Career Service Rule 13-63 Merit-based Salary Increase.  
The effective date of this revision is January 1, 2008.

	<b><u>Page Number</u></b>	<b><u>Issuance Dates</u></b>
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<b>Replace</b>	13-6	January 25, 2008

**PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.**

13-63 Merit-based Salary Increase  
(Effective January 1, 2008; Rules Revision Memo 24C)

A. Denver's City Council approved additional funding for merit-based salary increases in 2008. CSA will create new pay tables (subject to City Council approval) that will implement an increase of one percent (1%) to each step within each occupational group's pay schedule in the City's classification and pay plan, except those in the Undersheriff, short range, training and community rate pay schedules.

B. Career Service employees:

1. Holding on-call positions; or
2. Who received a rating of "needs improvement" on a PEPR due and received in 2007;

Shall not receive the merit-based salary increase.

C. The receipt of a "Needs Improvement" rating in 2008 on a PEPR:

1. Due in 2007, but delivered in 2008; or
2. For an employee appointed to a full or part-time Career Service position in 2007;

Shall result in a rescission of the MERIT-BASED salary increase. The effective date of the rescission shall be the PEPR Review date.

D. It is permissible for an employee to receive less than the entry rate of his or her pay range if the employee did not receive the merit-based salary increase or if the employee's increase is subsequently rescinded.