



CITY AND COUNTY OF DENVER

CAREER SERVICE AUTHORITY

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MEMORANDUM

REVISION 251, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: September 1, 2004
SUBJECT: Rule Revision – 10-11 Standard Work Week

The Career Service Board has adopted an amendment to existing Rule 10-11 that was published as part of Rule Proposal 348B as proposed Rule 10-11 Standard Work Week. The effective date of this revision is September 5, 2004.

	<u>Page Number</u>	<u>Effective Date</u>
Remove	10-1	June 1, 2004
Insert	10-1	September 5, 2004

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.

RULE 10
HOURS OF WORK AND OVERTIME

Section 10-10 Hours of Work

(Effective April 27, 1956; Rules Revision Memo 15A)

10-11 Standard Work Week

(Effective August 1, 1978; Rules Revision Memo 104A; Revised 06/01/04; Memo 249B; Effective 09/05/04, Memo 251B)

- A) The five (5) day forty (40) hour week shall be the standard work week for employees of the Career Service. The work week shall begin on Sunday and end on Saturday unless otherwise designated by the appointing authority or designee. Standard work hours shall be eight (8) hours per day, excluding the meal period. Appointing authorities shall be responsible for establishing daily work schedules.

- B) Deviations from the standard workweek, eight (8) hour-work-day or designation of special work schedules must be made in accordance with the provisions of subsection 10-20 Special Work Schedules. The appointing authority must provide written notification to the Personnel Director of any change to the standard workweek or the designation of special work schedules for employees.

10-12 Meal Periods

(Revised June 1, 2004; Rules Revision Memo 249B)

Meal periods may be established for one (1) hour or one-half (1/2) hour. In certain cases, because of the character of the work, it may be necessary for an employee to be required to eat a meal while working. If the meal period is spent predominantly for the benefit of the City, the employee shall be paid for the entire meal period.

10-13 Posting of Changes In Work Schedules

(Revised June 1, 2004; Rules Revision Memo 249B)

- A) If work schedules are changed, such schedules shall be posted sufficiently in advance of rotation so that the employees concerned are fully informed; except that, without such notice, appointing authorities may require an employee to arrive early or stay beyond his or her regular work schedule or return to work to provide essential city services. The determination of an essential city service shall be at the sole discretion of the appointing authority or designee.

- B) Employees are permitted to request a temporary change in daily work schedules in order to accommodate personal needs. Appointing authorities have the discretion to grant this request based on the business needs of the agency.

10-14 Interruption of Work

An employee who is excused from work for the day or any part of the day when the work program is interrupted (e.g., because of weather) shall be considered to have worked the number of hours included in his regular daily schedule. An on-call employee who is called to work and not assigned because of an interruption or change in the work program shall be considered to have worked two (2) hours on that day.