

MEMORANDUM

REVISION 41 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: May 22, 2018

SUBJECT: Amendment to Career Service Rule 12 and related rules

The amendment to Career Service Rule 12 and related rules was approved by the Career Service Board on May 17, 2018. Please insert the following pages in your rule book as soon as possible. Thank you.

<u>Page Numbers to Remove</u>	<u>Page Numbers to Insert</u>
<u>Rule 12</u> Pages 12-1 through 12-12 (entire rule)	<u>Rule 12</u> Pages 12-1 through 12-14 (entire rule) Page issuance date: May 22, 2018
<u>Rule 3</u> Page 3-8 Page issuance date: January 3, 2017	<u>Rule 3</u> Page 3-8 Page issuance date: May 22, 2018
<u>Rule 10</u> Page 10-1 Page issuance date: May 9, 2016	<u>Rule 10</u> Page 10-1 Page issuance date: May 22, 2018
Page 10-2 Page issuance date: May 9, 2016	Page 10-2 Page issuance date: May 22, 2018
Page 10-11 Page issuance date: May 9, 2016	Page 10-11 Page issuance date: May 22, 2018
<u>Rule 11</u> Page 11-1 Page issuance date: May 9, 2016	<u>Rule 11</u> Page 11-1 Page issuance date: May 22, 2018

RULE 12
LEAVE AND ACCOMMODATIONS FOR PREGNANCY AND
EXTENDED ILLNESSES OR INJURIES

(Revised May 22, 2018; Rule Revision Memo 41D)

Purpose statement:

The purpose of this rule is to provide guidelines and policies for administering accommodations and extended time off for pregnancy, a pregnancy-related condition, physical recovery from childbirth, placement of a child for adoption, foster care, or guardianship and extended illness or injury.

Section 12-10 Types of Leave Covered by this Rule

- A. Family and Medical Leave Act (“FMLA”) leave;
- B. Colorado Family Care Act (“FCA”) leave;
- C. Military Caregiver leave;
- D. Salary continuation leave and Workers’ Compensation leave;
- E. Americans with Disabilities Act (“ADA”) leave in connection with the ADA Interactive Process; and
- F. Leave and Accommodations for Pregnancy and Childbirth.

Section 12-15 Designees

Appointing authorities, including the Office of Human Resources (“OHR”) Executive Director, may delegate any authority given to them under this rule to a subordinate employee.

Section 12-20 FMLA Policy

It is the policy of the Career Service Board to provide leave under the FMLA to eligible employees. The purpose of FMLA leave is to provide up to twelve weeks of job-protected leave in a designated twelve-month period to eligible employees for specified family members and medical reasons. This rule is intended to comply with and be interpreted consistent with the FMLA and its corresponding regulations. To the extent an issue is not addressed herein, or if there is a conflict with a Career Service Rule, the FMLA and its corresponding regulations shall govern.

12-21 When Leave under the FMLA May be Used

FMLA leave shall only be available:

- A. For the birth of and bonding with a newborn child of the employee (including a newborn child born into a domestic partnership or civil union);

- B. For placement of a child with the employee, the employee's domestic partner (as defined in Rule 10 PAID LEAVE) or the employee's partner in a civil union (as defined in Rule 10 PAID LEAVE) for adoption, foster care or legal guardianship;
- C. To care for an employee's parent (or individual who acted as a parent to the employee), spouse, or child with a qualifying serious health condition, as defined in the FMLA and its corresponding regulations;
- D. To take leave when the employee is unable to perform the functions of the employee's job because of a qualifying serious health condition; or
- E. For any other reason authorized by the FMLA.

12-22 Eligibility for FMLA leave

An employee may be eligible for FMLA leave if the employee has:

- A. Been employed by the City for at least twelve (12) months in the last seven (7) years; and
- B. Worked at least twelve hundred fifty (1,250) hours in the twelve (12) months immediately preceding the beginning of the FMLA leave.

12-23 Requesting FMLA leave

- A. An employee may expressly request FMLA leave, or may merely state that he or she needs leave for a reason which the appointing authority knows is a qualifying reason for FMLA leave. In either instance, the appointing authority shall notify the employee that the leave may qualify as FMLA leave and refer the employee to their designated leave representative.
- B. In any situation where the need for FMLA leave is foreseeable, an employee shall provide thirty (30) days' notice or notice as soon as is practicable.
- C. In any situation where the need for FMLA leave is not foreseeable, the employee shall provide such notice as soon as is practicable. Such notice may be provided by the employee or the employee's spokesperson if the employee is unable to do so personally.
- D. An employee requesting FMLA leave must provide to their designated leave representative all information necessary to determine if such leave is appropriate, including:
 - 1. The reasons for the leave so as to allow for determining if the conditions identified in subsection 12-21 of this Rule have been met.
 - 2. The anticipated start of the leave.
 - 3. The anticipated duration of the leave.

4. Whether the employee has a spouse or domestic partner who is also an employee of the City and County of Denver.
 5. A health care provider certification on a form provided by the appointing authority consistent with the FMLA. Information provided to the employee's leave representative and/or appointing authority regarding an employee's FMLA leave shall be maintained in a confidential file separate from the employee's personnel file.
- E. A request for FMLA leave which does not satisfy the conditions identified in subsection 12-21 of this Rule may be denied or delayed.
- F. A denial of a request for FMLA leave shall not preclude granting PTO or sick leave if the conditions identified in RULE 10 PAID LEAVE are met.

12-24 Use of FMLA leave

- A. The twelve (12) month period shall begin when FMLA leave was first used by an employee. No more than twelve (12) workweeks of FMLA leave may be used in a designated twelve (12) month period. Exception:
1. An employee may be able to use up to twenty-six (26) workweeks of leave under the FMLA to care for a covered servicemember, as defined in the FMLA and corresponding federal regulations, with a serious injury or illness.
- B. FMLA leave shall be granted consecutively, intermittently or on a reduced leave schedule, as provided for under the FMLA. However, if an employee requests FMLA leave intermittently or on a reduced leave schedule after the birth or placement of a child for adoption, or foster care or legal guardianship, such leave shall be granted only if it is consistent with the reasonable operational necessity of the agency, as determined by the appointing authority.
- C. It is the appointing authority's responsibility to designate qualifying leave as FMLA leave and the appointing authority shall notify the employee of such designation and provide other required information about FMLA leave. An employee cannot refuse to allow the appointing authority to designate qualifying leave as FMLA leave.
- D. FMLA leave is unpaid leave. An employee may elect to use available paid leave, which will run concurrently with unpaid FMLA leave, subject to the limitations in this Rule 12 on the use of paid leave while on salary continuation leave or Workers' Compensation leave.
- E. In the case where both spouses or domestic partners are employees, and the FMLA leave is because of birth, adoption, foster care or legal guardianship of a child, the FMLA leave available for bonding shall be the combined total of twelve (12) weeks of FMLA leave during the designated twelve (12) month period.

12-25 Secondary employment during FMLA leave

Appointing authorities may deny secondary employment during FMLA leave if the secondary employment violates the restrictions of the employee's FMLA leave.

12-26 Investigation of Use of FMLA leave

Appointing authorities may investigate the use of FMLA leave consistent with the FMLA, FCA, and their corresponding regulations. This may include requiring a second opinion and third opinion, if appropriate, and considering information that is inconsistent with an employee's FMLA leave request. Misuse of FMLA leave may be cause for disciplinary action up to and including dismissal. An appointing authority may not discipline an employee for appropriate use of FMLA leave.

12-27 Re-assignment

If an employee needs intermittent leave or leave on an established reduced leave schedule that is foreseeable based on the planned medical treatment for the employee or the employee's parent (or individual who acted as a parent to the employee), spouse, or child, or if the appointing authority agrees to permit intermittent or reduced schedule leave for bonding with a newborn child or for placement of a child for adoption or foster care, the appointing authority may require the employee to transfer temporarily, during the period the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified and for which the modified schedule is less disruptive to the business and/or operational needs of the department or agency than the employee's regular schedule.

12-28 Maintenance of Benefits

- A. During any leave, the City must maintain the employee's health insurance coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously working during the entire leave period.
- B. It shall be the responsibility of an employee on unpaid leave to provide that share of payment(s) necessary to maintain health insurance coverage.

12-29 Return from FMLA leave

- A. An employee returning from FMLA leave due to his or her own qualifying serious health condition shall provide a certification from the employee's health care provider that the employee is able to resume work. Additionally, an employee may be required to report periodically on the employee's status and intent to return to work.
- B. An employee returning from FMLA leave shall be returned to the same position the employee held when leave began or to an equivalent position which is defined by the FMLA regulations as a position with equivalent pay, benefits and other terms and conditions of employment.

- C. An employee need not be re-instated if the employee would not otherwise have been employed at the time re-instatement is requested.
- D. If the employee is unable to return to work at the conclusion of FMLA leave, the appointing authority shall initiate the ADA Interactive Process as provided in this Rule 12, within twenty (20) days of the expiration of the employee's FMLA leave, unless the employee is also on salary continuation leave or Workers' Compensation leave.

Section 12-30 Colorado Family Care Act Leave

- A. The FCA provides unpaid leave to eligible employees to care for their partners in a civil union or domestic partnership who have a qualifying serious health condition and is administered consistent with the FMLA. See Rules 12-20 through 12-29 above for eligibility and conditions.
- B. An employee may be able to use up to twenty-four (24) workweeks of leave if the employee is eligible to use FMLA leave and FCA leave.

Section 12-40 Military Caregiver Leave

Military caregiver leave provides unpaid leave to eligible employees to care for a covered service member with a serious illness or injury. Military caregiver leave is provided under the FMLA and is administered consistent with the FMLA except as provided in this section.

A. Definitions

- 1. A current covered service member with a serious illness or injury is:
 - a. a current member of the Armed Forces, including members of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; and
 - b. has a serious illness or injury incurred or aggravated in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.
- 2. A veteran covered service member with a serious injury or illness is:
 - a. a veteran discharged under conditions other than dishonorable within the five-year period before the employee first takes military caregiver leave to care for that veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness; and

- b. has a serious illness or injury incurred or aggravated in the line of duty on active duty that rendered the servicemember unable to perform the duties of their office, grade, rank, or rating, or a condition for which the veteran received a VASRD of fifty percent or greater, or a condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service or would do so absent treatment, or an injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
- B. Qualifying family members for military caregiver leave are as follows in this order:
 - 1) any blood relative whom the covered servicemember has designated in writing; if none, then
 - 2) all blood relatives with legal custody; if none, then
 - 3) all brothers and sisters; if none, then
 - 4) all grandparents; if none, then
 - 5) all aunts and uncles; if none then
 - 6) all first cousins.
- C. Eligible employees who meet the FMLA criteria may take a combined total of 26 workweeks of leave for any FMLA-qualifying reason other than to care for a covered servicemember.
- D. To be certified for military caregiver leave, an eligible employee must provide additional documentation and certifications beyond what is required for a standard FMLA leave.

Section 12-50 Salary Continuation Leave and Workers' Compensation Leave

12-51 Definitions (for the purposes of this Section 12-30)

- A. Disability: The physical inability of an eligible employee to perform the duties of his or her position, or any other position with the City.
- B. Eligible employee: Any Career Service employee except:
 1. Employees occupying on-call positions; and
 2. Employees who hold positions in classifications in the Sheriff pay schedules (Deputy Sheriff, Deputy Sheriff Sergeant, Deputy Sheriff Captain, Deputy Sheriff Major, and Deputy Sheriff Division Chief).

12-52 Salary Continuation Leave

- A.
 1. The City provides paid disability leave (hereinafter "salary continuation leave") at the rate of eighty percent (80%) of an employee's gross salary for up to ninety (90) consecutive calendar days from the date of injury.

2. An eligible employee is entitled to salary continuation leave if the employee has a disability as a result of an occupational injury or occupational disease arising out of and in the course and scope of employment with the City.
- B. An employee receiving salary continuation leave shall not be permitted to use other available paid leave.
 - C. Salary continuation leave will end on the employee's last day as a City employee or if the employee is no longer eligible for temporary benefits under the Workers' Compensation Act of Colorado, as amended, Title 8, Articles 40-47, C.R.S. ("the Act").

12-53 Workers' Compensation Leave

- A. An employee who remains unable to return to work in his or her job without accommodation, or to modified duty after salary continuation leave has been exhausted, and is receiving temporary disability benefits under the provisions of the Act, will be permitted to use Workers' Compensation leave for absences from work resulting from the employee's occupational injury or occupational disease arising out of the course and scope of employment with the City, until it is determined that the employee is no longer eligible to receive temporary disability benefits pursuant to the Act.
- B. Workers' Compensation leave is unpaid leave, except to the extent an employee elects to use available paid leave. An employee may use any available paid leave to make up the difference between eighty percent (80%) of the employee's gross salary and the temporary disability benefits paid under the provisions of the Act.

12-54 Applicability of the FMLA

- A. The department or agency shall designate an employee's salary continuation leave and/or Workers' Compensation leave as FMLA leave if the requirements of the applicable Career Service Rules and Federal statutes and regulations are met.
- B. If an employee's salary continuation leave and/or Workers' Compensation leave is also designated as FMLA leave, the salary continuation leave and/or Workers' Compensation leave shall run concurrently with the FMLA leave.

12-55 Maintenance of Benefits

An employee who is absent from work on salary continuation leave or Workers' Compensation leave is:

- A. Eligible to have the City continue paying its share of the employee's health, dental, and life insurance premiums during the period of salary continuation

and/or Workers' Compensation leave, so long as the employee continues to pay his or her share of the insurance premiums.

- B. Eligible to earn paid leave as provided in these rules;

12-56 Termination of Workers' Compensation Leave Eligibility

- A. Employees who are no longer eligible for temporary benefits under the Act are not eligible to continue receiving Workers' Compensation leave.
- B. If the employee's permanent restrictions prohibit the employee from returning to work full-time and/or full-duty after having reached Maximum Medical Improvement ("MMI"), the City shall initiate the ADA Interactive Process as provided in this Rule 12, within twenty (20) days of the expiration of the employee's eligibility for salary continuation leave or Workers' Compensation leave, unless the employee is also on FMLA leave.
- C. Employees who are still receiving temporary benefits under the Act may lose their eligibility for Workers' Compensation leave before reaching MMI if it is determined that they will be unable to return to work in the employee's position. Such determination shall be made by the ADA Coordinator, after consulting with the City Attorney's Office and the City's Risk Management Unit. Once this determination is made, the City shall initiate the ADA Interactive Process as provided in this Rule 12, within twenty (20) days of the expiration of the employee's eligibility for salary continuation leave or Workers' Compensation leave, unless the employee is also on FMLA leave.

Section 12-60 The ADA Interactive Process

12-61 Policy

- A. It is the policy of the City to provide equal employment opportunity to qualified individuals with disabilities. This rule is intended to comply with and be interpreted consistently with the Americans with Disabilities Act of 1990 ("ADA"), as amended. In case of a conflict between this rule and the ADA (and its corresponding regulations), the ADA will control. Additional information about the ADA may be found on the Equal Employment Opportunity Commission's website, www.eeoc.gov.
- B. No appointing authority, official, supervisor or employee shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or any terms, conditions, or privileges of employment.

12-62 ADA Definitions

- A. ADA Coordinator: Person or persons designated by the OHR Executive Director to act on behalf of OHR with respect to requests for accommodation under the ADA in the Interactive Process (IAP).

- B. Vacant position: An empty position that a department or agency is authorized to fill and intends to fill.

12-63 Interactive Process (IAP)

A department or agency shall provide a reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless it can be demonstrated that the accommodation would impose an undue hardship on the operation of the department or agency, or pose a direct threat to any person. These determinations with regard to employees shall be made through the IAP. The process for accommodating applicants can be found in Rule 3 **RECRUITMENT AND SELECTION.**

- A. The City shall initiate an IAP when:
 - 1. An employee provides notice that the employee needs a reasonable accommodation to perform the essential functions of the employee's position; or
 - 2. The employee's department or agency has actual or constructive notice that an employee may have a disability for which the employee needs reasonable accommodation.
- B. The IAP shall be a flexible, informal process that involves the department or agency, the employee and the ADA Coordinator, and requires the good faith participation of all parties. The ADA Coordinator may terminate the IAP if the employee fails to cooperate in the process.
- C. The purpose of the IAP shall be to determine if:
 - 1. The employee has a disability within the meaning of the ADA;
 - 2. If so, whether the employee needs a reasonable accommodation to perform the essential duties of his or her job, or another job; and
 - 3. If so, whether the employee can be reasonably accommodated.
- D. In order to make this determination, the ADA Coordinator may request and review medical records and other documentation in the possession, custody, or control of the employee's health care providers. The ADA Coordinator may also obtain an independent medical evaluation for the purpose of gathering information needed to make this determination. Such examinations and evaluations shall be reasonable and paid for by the department or agency where the employee is presently employed.
- E. If the employee is determined to have a disability as defined in the ADA, the ADA Coordinator, department or agency, and the employee shall endeavor to identify any reasonable accommodations the employee may need to be able to perform the essential functions of his or her position. The preferred option always shall be a reasonable accommodation that allows the employee to remain in his or her existing job.

- F. If the employee is determined not to have a disability as defined in the ADA, or it is determined that the employee cannot be reasonably accommodated, the ADA Coordinator will end the IAP and disqualification proceedings may be initiated by the employee's department or agency if the employee remains unable to perform the essential functions of his or her position.

12-64 Re-assignment:

- A.
1. If the ADA Coordinator determines that an employee with a disability cannot be reasonably accommodated in his or her current position; the employee expresses an interest in remaining employed with the City; and the employee's restrictions allow the employee to be reasonably accommodated in other positions, the ADA Coordinator shall explore re-assignment to a vacant position as a possible reasonable accommodation.
 2. This determination shall be communicated in writing to the employee as soon as possible after it has been made.
 3. The ADA Coordinator shall look for positions that are vacant and become vacant during the three (3) months immediately following this written communication.
 4. The ADA Coordinator shall terminate the IAP before the end of the three-month period if the employee withdraws his or her request for re-assignment, or if the employee accepts an IAP re-assignment.
- B. Re-assignment is not available:
1. To a position that constitutes a promotion. If the employee originally took a demotion as an ADA re-assignment, the ADA Coordinator may consider positions above the employee's current pay grade if the employee is eligible for re-promotion (as defined in Rule 5 **APPOINTMENTS AND STATUS**) to that position and is able to perform the essential functions of that position with or without accommodations. This does not preclude an employee from applying for promotions within the Career Service;
 2. To job applicants who are not currently City employees.
- C.
1. The ADA Coordinator's priority is to identify vacant positions that are equivalent to the employee's current position in terms of pay and benefits, first in the employee's department or agency, and then in other departments or agencies.
 2. If no equivalent positions exist, the ADA Coordinator's next priority is to identify vacant positions of lower pay and benefits, first in the employee's department or agency, and then in other departments or agencies.
 3. If no vacant positions become available during the three-month re-assignment period, the ADA Coordinator shall terminate the IAP and

disqualification proceedings may be initiated by the employee's department or agency.

- D.
 - 1. The ADA Coordinator shall analyze the employee's specific experience, skills and background, and the specific job duties of the vacant position. The employee does not need to be the best-qualified individual for the position in order to be re-assigned to it.
 - 2. The ADA Coordinator shall provide the employee with information about all vacancies for which the employee:
 - a. Meets the minimum education, experience and licensing or certification requirements; and
 - b. Is able to perform the essential functions with or without accommodations.
 - 3. The employee may express his or her preference regarding the selection of a re-assignment position. However, the ADA Coordinator chooses the re-assignment position to be offered to the employee.
- E. An employee with a disability may decline a re-assignment appointment that is a demotion and request that the ADA Coordinator continue looking for vacant positions within the three-month time period. However, if an employee declines an offer of a transfer to a comparable position in terms of salary and benefits, the ADA Coordinator shall terminate the IAP and disqualification proceedings may be initiated by the employee's department or agency.
- F. A department or agency to which an employee with a disability is being re-assigned is required to cooperate with the re-assignment process coordinated by the ADA Coordinator and accept the re-assignment of that employee through the IAP. However, the department or agency may file a request to the OHR Executive Director to review the re-assignment placement within five (5) calendar days of the re-assignment notice if the department or agency reasonably believes that the employee will not be able to perform the essential functions of the position with or without reasonable accommodation.
- G. If an employee is re-assigned to either an equivalent or demotion position, the employee shall continue to receive the pay rate he or she earned in the former position unless this exceeds the range maximum of the pay range of the new classification, in which case the employee shall receive the range maximum of the pay range of the new classification.
- H.
 - 1. The department or agency shall take all necessary steps to train the re-assigned employee in the duties of the position re-assigned, as it would do with any new employee.
 - 2. Re-assigned employees shall be provided any reasonable accommodation necessary for the employees to perform the essential functions of the new position.

- I.
 1. If an employee with a disability is re-assigned to a vacant position and the department or agency subsequently determines that the employee with a disability is unable to perform the essential functions of the position, with or without reasonable accommodation, the IAP will be resumed from the beginning.
 2. The IAP need not be resumed if the employee has performance problems in the position that are unrelated to his or her disability, or if the employee is dismissed as a corrective measure for misconduct.

12-65 Re-assignment of Classified Service Employees

- A. A Classified Service employee (police officer or fire fighter) with a disability is eligible to seek re-assignment to a vacant Career Service position as a form of reasonable accommodation if he or she cannot be reasonably accommodated in his or her Classified Service position. Should a Classified Service employee with a disability be re-assigned to a vacant Career Service position as a form of reasonable accommodation, the employee will no longer be a Classified Service employee, but instead will be a new Career Service employee.
- B. Under this circumstance, the employee will be entitled to the pension given to Career Service employees after the appropriate number of years of service for vesting within the Career Service system. The employee is not entitled to retroactive vesting for this pension for his or her years of service as a Classified Service employee. This rule does not prohibit the employee from purchasing service credits subject to procedures established by the Denver Employees Retirement Plan.
- C. The employee's sick and vacation days that he or she accrued as a Classified Service employee will not be carried over to the new Career Service position; however, the employee will be given monetary payment for such leave upon separating from the Classified Service, in accordance with the Police or Fire Department's rules and regulations and collective bargaining agreement then in effect. The employee shall accrue paid time off as a new Career Service employee.

12-66 ADA Leave

- A. ADA leave shall be provided:
 1. During the IAP, once the ADA Coordinator has determined that an employee has a disability, as defined in the ADA, which renders the employee unable to perform the essential functions of his or her existing job without reasonable accommodation.
 2. During any period of leave that is provided to the employee as a reasonable accommodation as a result of the IAP.
- B. ADA leave is unpaid leave. An employee may elect to use available paid leave, which will run concurrently with unpaid ADA leave, subject to the limitations in

this Rule 12 on the use of paid leave while on salary continuation leave or Workers' Compensation leave.

Section 12-70 Pregnancy and Childbirth Accommodations

12-71 Policy

- A. It is the policy of the City to provide equal employment opportunity to employees who are pregnant, have a pregnancy-related health condition, or are physically recovering from childbirth.
- B. No appointing authority, official, supervisor or employee shall discriminate against an applicant or employee who is pregnant or has a pregnancy-related health condition, or an applicant or employee physically recovering from childbirth in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or any terms, conditions, or privileges of employment.

12-72 Interactive Process (IAP) and Accommodations

- A.
 - 1. An employee who is unable to perform the essential functions of the employee's position because of the employee's pregnancy, physical recovery from childbirth, or related condition, may request a reasonable accommodation even if the employee would not be eligible for an accommodation under the ADA, or for modified duty under Workers' Compensation.
 - 2. Such an employee is not required to take leave as a reasonable accommodation if the employer can provide another reasonable accommodation for the employee such as an alteration to the non-essential functions of the employee's job, temporary transfer, or modified duty.
- B. A department or agency shall provide a reasonable accommodation to the known pregnancy, pregnancy-related condition, and physical recovery from childbirth of an otherwise qualified applicant or employee, unless it can be demonstrated the accommodation would impose an undue hardship on the operation of the department or agency. These determinations with regard to employees shall be made through the IAP which is set forth in Rule 12-43. The process for accommodating applicants can be found in Rule 3 RECRUITMENT.
- C. As an accommodation, the appointing authority may temporarily transfer the employee to an available alternative position for which the employee is qualified and for which the modified schedule is less disruptive to the business and/or operational needs of the department or agency than the employee's regular schedule. The alternative position may be a modified or light duty position.
 - 1. Temporary transfer is not available to a position that constitutes a promotion. This does not preclude an employee from applying for promotions within the Career Service.

2. Temporary transfer is not available to job applicants who are not currently City employees.
- D. If an employee cannot be accommodated or reassigned, the employee may be entitled to unpaid leave as an accommodation. The employee may elect to substitute available paid leave for this unpaid leave.
- E. The department or agency shall designate leave granted because of an employee's pregnancy, physical recovery from childbirth, or related condition as FMLA leave if the requirements of the applicable Career Service rules and Federal statutes and regulations are met.

Section 12-80 Retaliation and Coercion

- A. It is a violation of this rule to discriminate against any individual because that individual has opposed any act or practice prohibited by this rule or because that individual filed a grievance or appeal, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision contained in this rule.
- B. It is a violation of this rule to coerce, intimidate, threaten, harass or interfere with any individual in the exercise or enjoyment of, or because that individual aided or encouraged any other individual in the exercise of, any right granted or protected by this rule (including, but not limited to, making a request for a reasonable accommodation).

Section 12-90 Confidentiality and Record Keeping

Any medical information obtained about an employee pursuant to this Rule 12 shall be collected and maintained on separate forms and in separate files and be treated as confidential, except that:

- A. Supervisors, managers, human resources personnel and other City employees involved may obtain access to such information on a need to know basis.
- B. Supervisors, managers, human resources personnel and other appropriate City employees may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations.
- C. First-aid and safety personnel may be informed if the disability requires emergency treatment.
- D. Information may be given to the state workers' compensation offices, and state second injury funds, in accordance with the state workers' compensation laws.

- C. A deferred assessment or test must be taken within seven (7) days of the approval of the deferment. An applicant that takes and successfully passes a deferred assessment or test after the seven (7) days will be eligible at that point in the recruitment process only if a candidate has not yet been selected.

Section 3-50 Candidate Referral List and Interviews

A department or agency may request any number of eligible candidates to be included on the Referred List for a job vacancy. However, at least three (3) eligible candidates will be provided and must be interviewed. If there are less than three (3) eligible candidates on the list, the department or agency must interview all the candidates on the list.

- A. The OHR and Agency Hiring Authority and/or Agency Hiring Manager will jointly determine the best qualified candidate for a job and are not required to provide a specific reason for not selecting any candidate.
- B.
 - 1. To avoid favoritism in hiring, the City's Code of Ethics prohibits an employee from appointing, hiring, or being in a direct line of supervision over a member of his or her immediate family for any type of employment. The Board of Ethics must approve any waivers to this requirement. Refer to the Denver Code of Ethics, as it may be amended from time to time.
 - 2. Immediate family in this context means immediate family as defined in the Denver Code of Ethics (**Source: D.R.M.C. § 2-52**). (Revised May 22, 2018; Rule Revision Memo 41D)

3-51 Selecting a Candidate for Hire

- A. An Agency Hiring Authority and/or Agency Hiring Manager may only fill a vacant Career Service job with a candidate whose names appears on the Referred List provided by the OHR as described in this Rule 3, or who falls within one of the following exceptions:
 - 1. Career Service employees who are eligible for re-promotion, transfer, or demotion appointments (including employees who are eligible for an ADA re-assignment under Rule 12 **LEAVE AND ACCOMMODATIONS FOR PREGNANCY AND EXTENDED ILLNESSES AND INJURIES**, or former employees who are eligible for re-employment, as defined in Rule 5 **APPOINTMENTS AND STATUS**. (Revised May 22, 2018; Rule Revision Memo 41D)
 - 2. Paid trainees and paid interns who have successfully completed the training or internship as provided in Rule 5 **APPOINTMENTS AND STATUS** may be promoted into the job that the trainee or intern was being trained to perform.

**RULE 10
PAID LEAVE**

(Revised May 9, 2016; Rule Revision Memo 19D)

Purpose statement:

The purpose of this rule is to provide guidelines and policies for administering the City's paid leave programs. For rules regarding leave for extended illnesses or injuries see Rule 12 **LEAVE AND ACCOMMODATIONS FOR PREGNANCY AND EXTENDED ILLNESSES OR INJURIES**. (Revised May 22, 2018; Rule Revision Memo 41D)

Section 10-10 General

10-11 Definitions

(Revised May 22, 2018; Rule Revision Memo 41D)

- A. Leave: Any absence during regularly scheduled work hours. The following types of paid leave are covered in this rule:
1. Paid time off ("PTO");
 2. Sick and vacation;
 3. Bereavement
 4. Holiday;
 5. Compensatory;
 6. Administrative;
 7. Military;
 8. Election;
 9. Court;
 10. Investigatory;
 11. Training;
 12. Occasional time off.
- B. Domestic Partner: An unmarried adult, unrelated by blood (closer than would prohibit marriage in Colorado pursuant to the Colorado Revised Statutes); with whom an unmarried employee has an exclusive committed relationship, maintains a mutual residence, and shares basic living expenses, or an individual with whom an employee has registered a domestic partnership with the municipality in which the individual resides or with the state, if applicable.

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- C. Partner in a Civil Union: As defined in section 14-15-103 (5) of the Colorado Revised Statutes.
- D. Immediate family: Spouse, child, parent, grandparent, grandchild, sibling, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, partner in a civil union, domestic partner, and the parent, child, or sibling of the partner in a civil union or domestic partner, as well as minor children for whom the employee or the employee's partner in a civil union or domestic partner provide day-to-day care and financial support.

10-12 Designees

Appointing authorities, including the Office of Human Resources (“OHR”) Executive Director, may delegate any authority given to them under this rule to a subordinate employee.

10-13 Applicability to Deputy Sheriff Classifications

None of the provisions of this Rule 10 (except election leave, donated leave and investigatory leave) shall apply to Career Service employees who hold positions in classifications in the Sheriff pay schedules (Deputy Sheriff, Deputy Sheriff Sergeant, Deputy Sheriff Captain, Deputy Sheriff Major, and Deputy Sheriff Division Chief).

10-14 References to the Denver Revised Municipal Code (“DRMC”)

This Rule 10 incorporates parts of the DRMC solely for informational purposes as a convenience to readers of this rule. Excerpts from the DRMC will be clearly identified as such and are not intended to be made a part of this rule. DRMC excerpts include a reference to the applicable section and are labeled “**Source: DRMC § ____.**” Should the applicable provisions of the DRMC change, the reference to the that provision in this Rule 10 may be changed without going through the rule change process described in Rule 2 **OFFICE OF HUMAN RESOURCES**. In case of a conflict between the DRMC and the provisions of this rule, the DRMC will prevail.

Section 10-20 Paid Time Off (“PTO”)

10-21 Eligibility

All eligible Career Service employees hired or re-employed by the City after December 31, 2009 shall receive PTO with the exception of:

- A. Part-time employees who are regularly scheduled to work less than twenty (20) hours per week; and
- B. Employees occupying on-call positions.

Source: D.R.M.C. §18-123

E. Recipient requirements:

1. Before an employee can receive donated leave, the employee (or the employee's representative) must provide notice to the Department of Finance that the employee anticipates a need for donated leave. Such notice shall estimate how much donated leave the employee expects to use in the current calendar year. Should the employee need more donated leave beyond the original estimate, the employee shall provide notice of this to the Department of Finance before the employee can receive additional donations.
2. In order to use donated leave, an employee must:
 - a. Have exhausted his or her accumulated compensatory time, sick leave and vacation leave or PTO or personal holiday, be absent from work and;
 - i. Be receiving salary continuation leave, or temporary disability benefits under the provisions of the Workers' Compensation Act. In either of these situations, the employee may only use donated leave to make up the difference between the employee's base salary, and the total of other paid leave received and the temporary disability benefits the employee is receiving;
 - ii. Be receiving leave as an accommodation because of the employee's pregnancy, physical recovery from childbirth, or related condition;
 - iii. Be receiving approved FMLA leave;
 - iv. Be receiving approved FCA leave;
 - v. Be receiving approved ADA leave; or
 - vi. Have received written notice of a contemplation of medical disqualification meeting. The employee may use donated leave until medical disqualification occurs or until the end of the period in which a decision on medical disqualification must be issued, whichever occurs first.
3. Donated leave can be used to cover absences that occur up to fifteen (15) calendar days before the leave was posted to a recipient's account so long as the other conditions of this section have been met.
4. A Career Service employee may receive donated leave from a non-Career Service City employee provided that the donor employee's department or agency allows employees to donate leave to Career Service employees and that the recipient requirements listed above have been met.

(Revised May 22, 2018; Rule Revision Memo 41D)

**RULE 11
UNPAID LEAVE**

(Revised May 9, 2016; Rule Revision Memo 19D)

Purpose statement:

The purpose of this rule is to provide guidelines and policies for administering unpaid leave. For rules regarding extended illness or injury leave please see Rule 12 **LEAVE AND ACCOMMODATIONS FOR PREGNANCY AND EXTENDED ILLNESSES OR INJURIES**. (Revised May 22, 2018; Rule Revision Memo 41D)

Section 11-10 Leave Defined

Leave: Any absence during regularly scheduled work hours. The following types of unpaid leave are covered in this rule:

- A. Authorized;
- B. Unauthorized;
- C. Leave for victims of violence;
- D. Budget-required furlough;
- E. Military (unpaid).

Section 11-15 Designees

Appointing authorities, including the Office of Human Resources (“OHR”) Executive Director, may delegate any authority given to them under this rule to a subordinate employee.

Section 11-20 General Provisions

11-21 Authorized Unpaid Leave

Appointing authorities may permit the use of unpaid leave by employees who either do not have paid leave available or who have requested permission to use unpaid leave when it is in the interest of the City to do so.