

**MEMORANDUM**

**REVISION 47 SERIES D**

**TO:** Holders of Career Service Rule Books

**FROM:** Career Service Board

**DATE:** October 19, 2018

**SUBJECT:** Amendments to Career Service Rule 16 – Temporary Reduction in Pay

The amendment to Career Service Rule 16 was approved by the Career Service Board on October 18, 2018 and is effective October 19, 2018. Please insert the following page in your rule book as soon as possible. Thank you.

<b><u>Page Numbers to Remove</u></b>	<b><u>Page Numbers to Insert</u></b>
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- B. In order of increasing severity, the disciplinary actions which an appointing authority may take against an employee for violation of the Career Service Rules, the City Charter, or the Denver Revised Municipal Code, Executive orders, or any other applicable legal authority include:
  - 1. Written reprimand.
  - 2. Suspension without pay, or involuntary temporary reduction of pay.
  - 3. Involuntary demotion pursuant to Rule 9 **PAY ADMINISTRATION**.
  - 4. Dismissal.
- C. Nothing in this rule should be interpreted to preclude an appointing authority from counseling and coaching employees about performance and discipline issues. Appointing authorities are encouraged to document the date and subject of the conversation in the supervisor's file.

16-43 Form for Written Reprimand

- A. Written reprimands shall contain the following:
  - 1. The specific conduct or omission committed by the employee which the department or agency believes is in violation of the Career Service Rules, with sufficient specificity and detail so as to enable the employee to correct his or her behavior and to enhance future performance; and
  - 2. A notice that the employee may file a grievance on the written reprimand and may also seek mediation in accordance with Rule 18 **DISPUTE RESOLUTION**.
- B. A written reprimand shall be sent to the OHR for inclusion in the employee's personnel file.

16-44 Guidelines for Involuntary Temporary Reduction of Pay  
(Revised October 19, 2018; Rule Revision Memo 47D)

When an involuntary temporary reduction in pay is imposed on an employee, the employee's pay shall not be reduced

- A. More than fifteen percent (15%); or
- B. If the employee is in a classification with a range minimum, below the range minimum of the employee's pay range; or
- C. For less than one (1) pay period; or
- D. For more than thirteen (13) pay periods; or
- E. Below the minimum wage.