

**MEMORANDUM**

**REVISION 53 SERIES C**

**TO:** Holders of CSA Rule Books  
**FROM:** Career Service Board  
**DATE:** May 31, 2011  
**SUBJECT:** Revision to Career Service Rules

The Career Service Board has approved the following revisions to Career Service Rule 14-43 Length of Service.

The Office of Telecommunications currently is made up of three employees who are employees of the Denver City Council and not in the Career Service. The City Council is planning on moving this office into Technology Services. As part of this transition, new Career Service positions would be created in Technology Services and opened for recruiting. Should the current Office of Telecommunications employees be selected for these vacancies, the City Council has requested that their previous City service count towards seniority for lay-off purposes. This rule change is necessary to allow that to happen and is similar to other rule changes that were made to allow the transition of the Denver Human Service and Election Commission employees into the Career Service.

Additionally, references to the 'Election Commission' in Rule 14-43 D have been changed to 'Election Division' to reflect the current name of this agency.

	<b><u>Page Number</u></b>	<b><u>Issuance Dates</u></b>
<b>Remove:</b>	14-6	September 21, 2010
<b>Replace:</b>	14-6, 14-6.1	May 31, 2011

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

C. Former Merit System employees: Employees transitioned from the merit system to Career Service under the Human Services Department transition charter amendment effective January 1, 1999 shall be given credit for continuous service as follows:

1. At the time of the layoff, employees who are assigned to the Department of Human Services and have been continuously assigned to said department since January 1, 1999 shall have their length of service calculated from the date the employee was employed with the merit system.
2. After January 1, 1999, employees who voluntarily transfer to another department in the city shall have their length of service calculated from the date of continuous service with the City and County of Denver, provided that employees who involuntarily transfer to another department shall have their length of service calculated pursuant to the previous subparagraph. (Eff. 3/19/04, Rule Rev. 247B)

D. Election Commission transition: Election Commission employees who are appointed to Career Service Election Division positions pursuant to the charter amendment effective July 16, 2007 shall be given credit for continuous service as follows:

1. At the time of the layoff, employees who hold positions in the Election Division and have been continuously employed in this agency since July 16, 2007 shall have their length of service calculated from the date the employee's continuous service in a full or part-time position with the City began.
2. After July 16, 2007, Election Division employees who voluntarily accept an appointment to a position in another department in the City shall have their length of service calculated from the date of continuous service with the Career Service, provided that employees who are involuntarily moved to another department shall have their length of service calculated pursuant to the previous subparagraph. (Effective June 8, 2007; Rules Revision Memo 19C; revised effective May 31, 2011; Rules Revision Memo 53C)

- E. Office of Telecommunications transition: Employees of the Office of Telecommunications as of July 31, 2011, who are subsequently appointed to Career Service positions in Technology Services shall be given credit for continuous service as follows:
1. At the time of the layoff, such employees who hold positions in Technology Services and have been continuously employed in this office since August 1, 2011 shall have their length of service calculated from the date the employee's continuous service in a full or part-time position with the City began.
  2. After August 1, 2011, such employees of Technology Services who voluntarily accept an appointment to a position outside of Technology Services shall have their length of service calculated from the date of continuous service with the Career Service, provided that employees who are involuntarily moved to another department shall have their length of service calculated pursuant to the previous subparagraph. (Effective May 31, 2011; Rules Revision Memo 53C)

14-44 Sequence of Lay-offs

- A. General: Unlimited employees and limited employees appointed to their positions before January 16, 2004 in Group A shall be laid off before employees in Group B, employees in Group B before employees in Group C, etc.
- B. Effect of military service credits: Employees eligible for military service credits, who have the same or greater length of service, shall be placed higher in rank order than employees who are not eligible for military service credits.