

MEMORANDUM

REVISION 56 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: October 17, 2019

SUBJECT: Revision of Career Service Rule 13

The revisions to Career Service Rule 13 were approved by the Career Service Board on October 17, 2019 and are effective October 17, 2019. 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>
Page 13-3 Page issuance date: May 12, 2017	Page 13-3 Page issuance date: October 17, 2019
Page 13-4 Page issuance date: October 19, 2018	Page 13-4 Page issuance date: October 17, 2019
Appendix 13.A Page issuance date: October 19, 2018	Appendix 13.A Page issuance date: October 17, 2019

Section 13-30 Performance Review Process

13-31 Performance Ratings

(Revised October 17, 2019; Rule Revision Memo 56D)

- A. An eligible employee's overall performance shall be evaluated in an employee's review as one of the following:

Rating	Rating Name	Definition
5	Exceptional	Consistently delivers outcomes rarely achieved by others. Always exceeds standards. This rating is a special commendation for the employee who offers truly outstanding overall performance.
4	Exceeds Expectations	Consistently exceeds expected job requirements and frequently surpasses established goals. Delivers outcomes that are superior the majority of the time. This rating recognizes overall performance that consistently exceeds standards.
3	Successful	Consistently achieves expected job requirements and established goals. Employee is a solid contributor to the success of the department and the City and County of Denver by completing expected outcomes.
2	Development Needed	Meets some, but not all established goals and job requirements. Outcomes are less than expected, with improvement required in one or more specific area(s) affecting their performance or behavior. Additionally, the employee may not have spent enough time in the position to demonstrate proficiency in order to meet established goals.
1	Unacceptable	Work does not meet job expectations in most, if not all, areas. This is considered a rating where significant improvements are immediately required in overall performance.

- B. "Unacceptable" Rating Procedure:

1. If an eligible employee's annual performance evaluation rating is expected to be "Unacceptable," the department or agency shall advise the employee of the expected rating a reasonable time in advance, but not less than seven (7) calendar days prior to the date of the meeting scheduled to discuss the employee's performance review, and shall allow representation at this meeting in accordance with the provisions of Rule 16 **CODE OF CONDUCT AND DISCIPLINE**.
2. The employee shall be provided with a PIP no later than ten (10) calendar days after the date of the meeting regarding the employee's "Unacceptable" rating.

13-32 Merit Increases and Merit Payments
 (Revised October 17, 2019; Rule Revision Memo 56D)

- A. The funding for merit increases and merit payments is provided in the annual appropriation ordinance. The pay increase associated with a particular performance rating shall be reviewed annually and adjusted as necessary to reflect prevailing practices in the community. The award of merit increases and merit payments is contingent upon this annual appropriation being approved by City Council and the Mayor. In case of a conflict between ordinance and these rules, the ordinance will prevail.
- B. 1. Departments and agencies are responsible for determining the percentage increase associated with each employee rating. The percent increase for all eligible employees shall average 3.0 for merit increases and merit payments delivered in 2020.
2. When there is a change to an employee's pay rate on the same effective date as the merit increase, the merit increase will be applied before any other pay rate change(s).
- C. Merit Table:
1. Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating as measured by a performance review.

2019 Performance Rating	2020 Merit Increase Percent	2020 Lump Sum Merit Payment Percent
5: Exceptional	2.20% - 5.00 %	1.30% - 3.50%
4: Exceeds Expectations		
3: Successful		
2: Development Needed	0% - 2.00 %	0%
1: Unacceptable	0%	

2. An eligible employee whose current pay rate is within the pay range of the pay grade assigned to the employee's job classification shall receive a merit increase in accordance with the above table.
3. An eligible employee whose current pay rate is at or above the pay range maximum of the pay grade assigned to the employee's job classification shall receive a lump sum merit payment in accordance with the above table.

APPENDIX 13.A

2019 PERFORMANCE REVIEW SCHEDULE

DUE DATE	TASK
December 20, 2019	Deadline for performance evaluations for the 2019 calendar year to be completed by supervisors, second level managers, and agency approvers.
January 17, 2020	Deadline for appointing authorities to submit merit increase and merit payment recommendations to the OHR. All eligible employees must be accounted for in these recommendations. The percent increase for all eligible employees in a department or agency should average 3.0% for merit increases and merit payments delivered in 2020.
February 21, 2020	Merit increases and merit payments appear on employee paychecks, as well as retroactive merit increases and merit payments for the period from January 5th until February 1st.

This Appendix is provided for informational purposes and is not considered a part of the Rules.