

MEMORANDUM

RULE REVISION 67D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: July 16, 2021

SUBJECT: Revision of Career Service Rule 5-34 – Employment Probation Status

Career Service Rule 5-34 was revised on July 15, 2021. Please replace the page in your books for the rule as soon as possible. Thank you.

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- A. Duration of employment probation:
Except as provided below, the minimum period of employment probation shall be six (6) months.
1. The minimum period of employment probation for employees in Deputy Sheriff, County Court Marshal, and Social Case Worker classifications shall be twelve (12) months. (Revised July 15, 2021; Rule Revision Memo 67D)
 2. The minimum period of employment probation for employees in the Airport Emergency Dispatcher, Emergency Communications Technician, Police Dispatcher, Staff Probation Officer, Child Support Technician I, and Eligibility Technician I classifications shall be nine (9) months. (Revised July 15, 2021; Rule Revision Memo 67D)
- B. An employee's end of probation date shall be calculated by adding the required amount of months (six, nine or twelve months) to the employee's hire date and subtracting a day.
- C. Required training:
(Revised May 22, 2018; Rule Revision Memo 40D)
1. All Career Service employees serving employment probation are required to complete training programs during their probationary period that address the following topics:
 - a. New employee orientation;
 - b. Ethics and public accountability;
 - c. The Respectful Workplace: Employee Edition, which includes workplace violence prevention;
 - d. Sexual harassment prevention;
 - e. STARS – Denver City values;
 - f. Workday – the City's HR and financial information system;
 - g. Performance management – performance reviews and goal setting; and
 - h. Any other training required by the employee's department or agency, the DRMC, and/or applicable Executive Orders, that are clearly communicated to the employee.