

MEMORANDUM

RULE REVISION 68D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: July 16, 2021

SUBJECT: Revision of Career Service Rule 2-32A – Notice of Hearings

Career Service Rule 2-32, Section A.2 was revised on July 15, 2021. Please replace the page in your books for the rule as soon as possible. Thank you.

| <u>Page Numbers to Remove</u> | <u>Page Numbers to Insert</u> |
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| Page 2-6 CSR 2-32 | Page 2-6 CSR 2-32 Page issuance date: July 16, 2021 |

2. Proposed changes to employee benefits prior to the OHR Executive Director making any recommendations to the Mayor and City Council as provided in the Denver Revised Municipal Code;
3. Determination of prevailing wages, in accordance with the Denver Revised Municipal Code;
4. Adoption, amendment or repeal of a rule, except for changes that are administrative.

(Revised November 25, 2019; Rule Revision Memo 57D)

- B. Discretionary Public hearings: The Board may hold a public hearing, at its discretion, on any matter within the jurisdiction of the Board.

2-32 Notice and Conduct

A. Notice of Hearings:

1. Notice of public hearings by the Board shall be given at least thirteen (13) calendar days in advance of the hearing, and shall state the time, date, place, and subject of the hearing, who may be heard, and the process to be heard.
2. Such notice shall be posted by any means available, whether in electronic or physical format, including electronically on the public website of the Career Service Board, the public area of the OHR on a bulletin board provided for such notices, and on the first floor of the City and County Building. (Revised July 15, 2021; Rule Revision Memo 68D)

B. Special Additional Notice Requirements:

When the subject of a hearing is a proposed pay plan adjustment or a proposed rule change, the OHR shall provide electronic copies of the notice of public hearing to appointing authorities.

(Revised December 17, 2020; Rule Revision Memo 60D)

C. Conduct of Hearings by the Board:

1. Persons wishing to speak at a hearing shall have their names placed on the agenda in advance of the hearing. The Board, in its discretion, may, at any time, admit more speakers preceding or during the hearing. The Board may, in its discretion, place reasonable limitations on the hearing.