

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules. When the Board or the Personnel Director considers that a change in the Rules is necessary or desirable, the procedure shall be as follows: ... 2) The proposed rule change shall be posted on bulletin boards and made available to appointing authorities, employees, and the general public for comments and suggestions. A short summary of the proposed rule changes shall be posted with the proposed rule change. 4) A public hearing on the proposed rule change shall be held by the Board."

**PLEASE POST ON ALL BULLETIN BOARDS AS SOON
AS POSSIBLE**

Public Hearing Notice - No. 418

A Career Service Board Public Hearing has been scheduled regarding **a proposed revision to Career Service Rule 9-50 E Pay adjustment within the salary range.**

The scheduled time for the public hearing is **THURSDAY, SEPTEMBER 16, 2010, at 9:00 A.M.**, in the **CSA Board Room, 4.F.6.**, Webb Municipal Building, 201 West Colfax Avenue.

If anyone wishes to be heard by the Board on this item, please contact Leon Duran at 720-913-5168 no later than 12:00 Noon on **MONDAY, SEPTEMBER 13, 2010.**

If anyone wishes to submit written comments, please submit them

**IN PERSON NO LATER THAN 12:00 NOON ON
MONDAY, SEPTEMBER 13, 2010, TO:**

Pete Garritt
HR Supervisor
Career Service Authority
201 West Colfax, 4th Floor
Denver, Colorado 80202

**BY MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON
MONDAY, SEPTEMBER 13, 2010, ADDRESSED TO:**

Pete Garritt
HR Supervisor
Career Service Authority
201 West Colfax, Department 412
Denver, Colorado 80202

**BY FAX, TO BE RECEIVED NO LATER THAN 12:00 NOON ON
MONDAY, SEPTEMBER 13, 2010 TO: (720-913-5720)**

**OR BY E-MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON
MONDAY, SEPTEMBER 13, 2010 TO: Peter.Garritt@denvergov.org**

PLEASE POST ON ALL BULLETIN BOARDS

AS SOON AS POSSIBLE

RULE PROPOSAL 408B

TO: Appointing Authorities, Managers, and Employees

FROM: Jeff Dolan, CSA Director

DATE: September 2, 2010

SUBJECT: Proposed revision to Career Service Rule 9-50 E Pay adjustment within the salary range

THIS PROPOSED REVISION TO THE CAREER SERVICE RULES IS BEING POSTED FOR PUBLIC COMMENT AND HEARING TO BE HELD ON

THURSDAY, SEPTEMBER 16, 2010, at 9:00 A.M.

The Career Service Authority (CSA) is proposing that Career Service Rule 9-50 E Pay adjustment within the salary range be revised. Here is a summary of the current rule:

- Appointing authorities can adjust an employee's pay within the employee's salary range to eliminate pay inequities created by external market conditions with the approval of the Career Service Personnel Director.
- The pay of the existing employee is compared with that of a new hire performing similar duties. The new hire does not have to be at a higher pay step than the existing employee.
- Employees at or above the level of a Manager 1 cannot have their pay adjusted under this rule. This restriction was motivated by a concern that some managers might be able to use their ability to set pay for new hires to justify equity adjustments for themselves. However, this restriction prevents agencies from addressing pay inequity issues for their highest level and often most important employees. According to the Total Compensation Study, as salary increases above \$70,000 per year, the competitiveness of the total pay package starts to decline. There are approximately 650 Career Service employees at or above the level of Manager 1 who also make at least \$70,000 per year.

Under the attached rule proposal, this restriction on equity adjustments has been lifted so that employees at or above the level of Manager 1 may be eligible to receive an equity adjustment. Here is a summary of the other changes in this proposal:

- Pay for existing employees at or above the level of Manager 1 can only be compared to new hires at or above this same level.
- The requesting agency will be required to submit documentation explaining how market conditions have caused the pay inequity they want to address.
- Language has been added to the rule making it clear that it is only intended to address conditions caused by **external** market conditions.

If you would like to schedule a meeting with a member of Career Service Authority to discuss this proposal prior to the Public Hearing, please contact Pete Garritt at 720-913-5671.

Section 9-50 Recruitment and Retention Pay

E. Pay adjustment within the salary range

1. An appointing authority may adjust pay for an existing employee, within that employee's current salary range, if the purpose is to eliminate pay inequity created by **external** market conditions, so long as the existing employee's pay is being compared with the pay of a subsequent hire **from outside the City** in the same department or agency **subject to the following conditions** ~~who is:~~

a. Employees at or above the level of Manager 1 are eligible for this pay adjustment only if the new hire is also at or above the level of Manager 1.

b. Other employees are eligible for this pay adjustment if the subsequent hire is:

~~a~~ **i.** In the same classification; or

~~b~~ **ii.** In the same classification series or

~~c~~ **iii.** In a classification in the same occupational group within the same career path performing similar types of duties; or

~~d~~ **iv.** Subordinate to the existing employee in the existing employee's chain of command.

~~2.~~ ~~Employees in or above the classification of Manager 1 are not eligible for this pay adjustment.~~

~~3~~ **2.** A pay adjustment within the salary range requires the approval of the Personnel Director. The effective date of any such pay adjustment shall be the beginning of the work week following approval by the Personnel Director.

3. The appointing authority's request for approval shall explain how external market conditions have caused the pay inequity between the existing employee's pay and that of the subsequent hire. This explanation should include information about how pay factors (as defined in this rule) have affected the pay inequity between the two employees.