

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. 426

A Career Service Board Public Hearing has been scheduled regarding **the proposed revision of Career Service Rule 9-67 Golf Lesson Stipend.**

The scheduled time for the public hearing is **THURSDAY, MAY 5, 2011, at 5:00 P.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, MAY 2, 2011.**

If anyone wishes to submit written comments, please submit them

**IN PERSON NO LATER THAN 12:00 NOON ON
MONDAY, MAY 2, 2011, 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, MAY 2, 2011, 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, MAY 2, 2011 TO: (720-913-5720)**

**OR BY E-MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON
MAY 2, 2011, 2010 TO: Peter.Garritt@denvergov.org**

PLEASE POST ON ALL BULLETIN BOARDS

AS SOON AS POSSIBLE

RULE PROPOSAL 411B

TO: Appointing Authorities, Managers, and Employees
FROM: Christopher M.A. Lujan, Interim CSA Director
DATE: April 22, 2011
SUBJECT: Proposed revision to Career Service Rule Career Service Rule 9-67 Golf Lesson Stipend

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

THURSDAY, MAY 5, 2011, at 5:00 P.M.

Denver's Golf Division has requested that Rule 9-67 Golf Lesson Stipend be revised so that non-exempt employees can be eligible to receive the stipend. Under the current rule, only exempt employees can receive the stipend (which amounts to 84% of any lesson fees collected by the employee - the City retains the remaining 16% to cover expenses). Under this proposal, non-exempt employees who are allowed to teach golf lessons would only receive 55% of lesson fees collected. This is because these employees will be receiving their hourly rate of pay from the City for providing golf lessons in addition to the stipend.

The rule has also been revised to specify that employees have to complete the first level of the applicable PGA or LPGA apprenticeship program and remain enrolled in the program (or have completed it) before they are eligible to receive the stipend.

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.

9-67 Golf Lesson Stipend

- A. The Manager of Parks and Recreation may allow eligible employees to receive a Golf Lesson Stipend for lessons conducted at City-owned golf facilities, subject to the following conditions :
- ~~1. The employee must be in a position that is exempt from overtime under the FLSA.~~
 1. The employee must **have passed** either ~~be enrolled in~~ **level one of** the Professional Golf Association (PGA) **Apprenticeship training** or **the National Education Program 1 of the** Ladies Professional Golf Association (LPGA) apprenticeship program, **and either be enrolled in the PGA or LPGA apprenticeship program** or have a valid PGA or LPGA membership.
 2. The Department of Parks and Recreation retains the right to revoke eligibility for the stipend for any business-related reason, at any time.
 3. The employee has the responsibility for the following;
 - a. Selling and booking the lesson;
 - b. Collecting the fees; and
 - c. Conducting the lesson.
 4. All lessons must be entered into and tracked by the golf course's point of sale system, or other tracking system as specified by management.
 5. All lessons must be conducted at a time that does not interfere with the employee's job duties. The employee is responsible for completing their assigned schedule each week, not including time spent teaching lessons. ~~The only compensation the employee will receive for time spent teaching golf lessons is the Golf Lesson Stipend.~~
 6. Golf Lesson Stipends will be considered as compensation and included as reportable income.
~~(Revised effective May 20, 2008; Rule Revision Memo 28C)~~

B. Amount of Stipend

1. Exempt employees:

a. The only compensation the employee will receive for time spent teaching golf lessons is the Golf Lesson Stipend.

~~4~~ **b.** The City shall retain sixteen percent (16%) of the fee charged.

~~2.~~ ~~The City portion of the fee will include the cost of golf balls.~~

~~2~~ **c.** Eighty-four percent (84%) of the fee will be paid to the employee as a Golf Lesson Stipend.

~~4.~~ ~~Stipends will be paid on collected revenue only.~~

2. Non-exempt employees:

a. Non-exempt employees will receive their normal hourly rate of pay for time spent conducting lessons in addition to the Golf Lesson Stipend.

b. The City shall retain forty percent (45%) of the fee charged.

c. Sixty percent (55%) of the fee will be paid to the employee as a Golf Lesson Stipend.

3. The City portion of the fee will include the cost of golf balls.

4. Stipends will be paid on collected revenue only.