

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. 441

A Career Service Board Public Hearing has been scheduled regarding a proposal to add Career Service Rule 9-69 Child Welfare Stipend.

The scheduled time for the public hearing is **FRIDAY, FEBRUARY 10, 2012, at 3:00 P.M.**, in the **CSA Board Room, 4.G.2.**, 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 **FRIDAY, FEBRUARY 3, 2012**.

If anyone wishes to submit written comments, please submit them

**IN PERSON NO LATER THAN 12:00 NOON ON
FRIDAY, FEBRUARY 3, 2012 TO:**

Melissa Fisher
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
FRIDAY, FEBRUARY 3, 2012, ADDRESSED TO:**

Melissa Fisher
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
FRIDAY, FEBRUARY 3, 2012 TO: (720-913-5720)**

**OR BY E-MAIL TO BE RECEIVED NO LATER THAN 12:00 NOON ON
FRIDAY, FEBRUARY 3, 2012 TO: Melissa.Fisher@denvergov.org and
Peter.Garritt@denvergov.org**

PLEASE POST ON ALL BULLETIN BOARDS

AS SOON AS POSSIBLE

RULE PROPOSAL 418B

TO: Appointing Authorities, Managers, and Employees

FROM: Nita Mosby Henry, CSA Director

DATE: January 27, 2012

SUBJECT: Proposed addition of Career Service Rule 9-69 Child Welfare Stipend

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

**FRIDAY, FEBRUARY 10, 2012, at 3:00 P.M.
Webb Building Room 4.G.2**

Here is a summary of this rule change proposal:

- **Modifies the rules to add eligibility for a stipend to employees working on child welfare cases under certain 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 Melissa Fisher at 720-913-5663.

9-69 Child Welfare Stipend

A. State law requires the Department of Human Services to have staff available twenty-four (24) hours a day to receive reports of abuse and neglect, conduct initial assessments of such reports that are deemed emergencies, and investigate those reports that are appropriate for child protective services. In order to meet this requirement, the Manager of Human Services may schedule eligible employees to be available to respond to emergency calls at night, weekends, mandated furlough days and holidays. Employees so scheduled will be entitled to receive a Child Welfare Stipend as provided below. An employee who is scheduled to respond to emergency calls is expected to:

1. Be available by telephone;
2. Be in a non-impaired condition that allows the employee to safely perform job duty assignments; and
3. Respond to a call and perform work within a designated amount of time not to exceed;
 - a. Fifteen (15) minutes for After-hours Administrators.
 - b. Ten (10) minutes for After-hours Call Takers.
 - c. Forty-five (45) minutes for After-hours Responders.

Employees who are scheduled to respond to emergency calls and fail to meet these expectations may be subject to disciplinary action, up to and including dismissal.

B. The Manager reserves the right to refuse to schedule an employee to respond to emergency calls. An employee who is scheduled to respond to emergency calls will not be allowed to have his or her regularly scheduled shift before or after the assigned emergency response duties adjusted. However, the employee's supervisor may allow the employee to use paid or unpaid leave in order to catch up on missed sleep, as appropriate.

C. To be eligible for the Child Welfare Stipend, the employee must:

1. Have a minimum of one (1) year of child welfare experience at the type and level of Social Case Worker; and
2. Be exempt from overtime under Federal law and the Career Service Rules (employees who are eligible for overtime may receive standby pay as provided in the Career Service Rules).
3. In order to be eligible to be assigned After-hours Administrator duties, the employee must be at least at the type and level of Social Case Worker Supervisor.

- D. After-hours emergency response duties will be divided and paid as follows:
1. After-hours Administrator. Supervises the After-hours Call Taker and the After-hours Responder. After-hours Administrator duties will be assigned a week at a time. Employees assigned After-hour Administrator duties during a week in which a holiday or mandated furlough day occurs will receive a \$300 Child Welfare Stipend for that week. Employees assigned After-hour Administrator duties during any other week will receive a \$150 Child Welfare Stipend per week.
 2. After-hours Call Taker. Answers after-hours hotline calls (nights only) and determines an appropriate response after consulting with the After-hours Administrator. After-hours Call Taker duties will be assigned a night at a time. Employees will not be assigned After-hours Call Taker duties more than twice a week or more than eight times a month. Employees assigned After-hours Call Taker duties on a holiday or mandated furlough day will receive a \$150 Child Welfare Stipend for that night. Employees assigned After-hours Call Taker duties on any other day will receive a \$75 Child Welfare Stipend per night.
 3. After-hours Responder. Responds to emergency after-hours calls at the direction of the After-hours Administrator or After-hours Call Taker. After-hours Responder duties will be assigned a shift at a time (including night shift, weekend day shift, mandated furlough day shift or holiday day shift). Employees will not be assigned After-hours Responder duties more than twice a week or more than eight times a month. Employees assigned After-hours Responder duties on a holiday or mandated furlough day will receive a \$150 Child Welfare Stipend per shift. Employees assigned After-hours Responder duties on any other day will receive a \$75 Child Welfare Stipend per shift.
- E. The City is required by Federal law to treat exempt employees like non-exempt employees during a week in which the exempt employee takes an unpaid furlough. If an exempt employee is assigned after-hours emergency response duties during a week in which a mandated furlough is scheduled to occur, the employee shall be required to work on the mandated furlough day, and take an unpaid furlough day during another week that year in which the employee has not been assigned after-hours emergency response duties. If an exempt employee does take a furlough day during a week in which the employee has been assigned after-hours emergency response duties, the employee will be paid for all time spent performing emergency response duties in addition to the stipend provided by this rule.