

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. 464

A Career Service Board Public Hearing has been scheduled regarding the proposed revision of Career Service Rule 7-37 Effective Dates.

The scheduled time for the public hearing is **THURSDAY, FEBRUARY 21, 2013, at 9:00 A.M.**, in **Room, 4.G.2.**, Webb Municipal Building, 201 West Colfax Avenue.

If anyone wishes to submit written comments or talk to CSA staff regarding this notice, please contact:

Pete Garritt
HR Supervisor
Career Service Authority
201 West Colfax, 4th Floor
Department 412
Denver, Colorado 80202

(720) 913-5671

Peter.Garritt@denvergov.org

Comments regarding this notice should be submitted no later than the close of business on **FRIDAY, FEBRUARY 15, 2013**.

If anyone wishes to address the Board regarding this notice please contact Fran Trujillo at (720) 913-5168 or at Frances.Trujillo@denvergov.org no later than **12:00 noon on TUESDAY, FEBRUARY 19, 2013** to get on the agenda.

PLEASE POST ON ALL BULLETIN BOARDS

AS SOON AS POSSIBLE

RULE PROPOSAL 430B

TO: Appointing Authorities, Managers, and Employees

FROM: Nita Mosby Henry, CSA Executive Director

DATE: February 8, 2013

SUBJECT: Proposed revision of the Career Service Rule 7-37 Effective Dates

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

**THURSDAY, February 21, 2013, at 9:00 A.M.
Webb Building Room 4.G.2**

Here is a summary of this rule change proposal:

The current rule backdates the effective date of changes to the classification and pay plan to when the Board approves them, even though it may take up to two months for City Council to approve changes after Board approval. This results in employees who think they are receiving a promotion or employees who are receiving working out of class pay during this two month period having to pay money back to the City. Under this proposal, the effective date of changes to the classification and pay plan will be when they become law. It retains the ability OHR has to create provisional classifications during the period between Board approval and City Council approval.

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.

7-37 Effective Dates

- A. If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor's veto ~~Board~~. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.
- B. If a position is to be re-allocated as a result of an audit or maintenance study without requiring changes to the classification and pay plan, the effective date shall be the beginning of the first work week following the classification decision by the OHR.
- C. If a position is to be re-allocated under the progressive classification series program, the effective date shall be the beginning of the first work week following the date of the appointing authority's signature on the Progressive Classification Series Re-allocation Form.