

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules. When the Board or the OHR Executive 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. 467

A Career Service Board Public Hearing has been scheduled regarding the proposed revision of Career Service Rule 15-104 Investigation.

The scheduled time for the public hearing is **THURSDAY, June 6, 2013, at 5:00 P.M.**, in **Room, 4.G.2.**, Webb Municipal Building, 201 West Colfax Avenue.

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

Pete Garritt  
HR Supervisor  
Office of Human Resources  
201 West Colfax, 4<sup>th</sup> Floor  
Department 412  
Denver, Colorado 80202

(720) 913-5671

[Peter.Garritt@denvergov.org](mailto:Peter.Garritt@denvergov.org)

Comments regarding this notice should be submitted no later than noon on **Monday, June 3, 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](mailto:Frances.Trujillo@denvergov.org) no later than noon on **Monday, June 3, 2013** to get on the agenda.

**PLEASE POST ON ALL BULLETIN BOARDS**

**AS SOON AS POSSIBLE**

**RULE PROPOSAL 431B**

**TO: Appointing Authorities, Managers, and Employees**

**FROM: Nita Mosby Henry, OHR Executive Director**

**DATE: May 23, 2013**

**SUBJECT: Proposed revision of Career Service Rule 15-104 Investigation**

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

**THURSDAY, June 6, 2013, at 5:00 P.M.  
Webb Building Room 4.G.2**

The main reason for this revision is to remove language at the end of Rule 15-104 requiring agency investigators to undergo training on investigations techniques developed by the OHR Training Section. This training has not been offered for a number of years. The revision proposal also has reworded other parts of the rule for better clarity.

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

-----  
**DELETIONS ARE INDICATED BY ~~strike through~~ AND ADDITIONS ARE INDICATED BY ***bold, italics, and underline.*****

**15-104 Investigation**

The agency or the OHR will ~~immediately undertake effective, thorough, and objective steps~~ ***conduct a timely investigation*** concerning the ***any*** allegation~~s~~ of harassment or discrimination ***and will take action, as deemed appropriate, based on the outcome of the investigation.*** ~~If an investigation is deemed necessary, it will be completed and a~~ ***The*** determination ***of the investigation*** regarding ***the*** alleged harassment ***or discrimination*** will be ~~made and~~ communicated to the ***complaining*** employee as soon as practicable. ~~Agency staff conducting harassment or any other type of workplace investigation will be required to complete a training program on investigation techniques as developed by the OHR Training Section.~~