

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. 494

A Career Service Board Public Hearing has been scheduled regarding a proposal to revise Career Service Rule 9-62 Child Welfare Stipend.

The scheduled time for the public hearing is **THURSDAY, OCTOBER 9, 2014, at 5:00 P.M.**, in **Room, 4.I.4.**, 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, October 6, 2014**.

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, October 6, 2014** to get on the agenda.

**PLEASE POST ON ALL BULLETIN BOARDS**

**AS SOON AS POSSIBLE**

**RULE PROPOSAL 436B**

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

**FROM: Pete Garritt, HR Supervisor, OHR**

**DATE: September 26, 2014**

**SUBJECT: Proposed revision of Career Service Rule 9-62 Child Welfare Stipend**

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

**THURSDAY, OCTOBER 9, 2014, at 5:00 P.M.  
Webb Building Room 4.I.4**

**At the request and with the assistance of the Department of Human Services, the OHR has proposed a revision of Career Service Rule 9-62 Child Welfare Stipend.**

**Here is a summary of this rule change proposal:**

- **Removes program details from the rule that can be set by the DHS.**
- **Stipends will be paid based on the shift worked by the employee. Shifts have been defined for the purposes of this rule to describe after-hour periods where emergency call coverage is needed. Shifts are defined differently for each type of after-hours emergency duty.**
- **The amount of the stipends has been changed to more closely track with generally prevailing rates paid in the metropolitan area and to compensate based on the work actually performed within a shift.**

**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.**

9-62 Child Welfare Stipend

- A. State law requires the Department of Human Services (**DHS**) 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~~ **frames established by the DHS** ~~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,~~ **T**he 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 **be**:
- ~~1. Have a minimum of one (1) year of child welfare experience at the type and level of Social Case Worker; and~~
  - ~~2~~ **1.** 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); **and**
  - ~~3~~ **2.** ~~In order to be eligible to be assigned After hours Administrator duties, the employee must be~~ **A** least at the type and level of Social Case Worker Supervisor **in order to be eligible to be assigned After-hours Administrator duties.**
- D. After-hours emergency response duties will be ~~divided~~ **assigned** and paid as follows:
1. After-hours Administrator.
    - a.** Supervises the After-hours Call Taker and the After-hours Responder.
    - b.** After-hours Administrator duties will be assigned **a shift** ~~a week~~ at a time.
      - i.** **After hours Administrator shifts on weekend days, paid City holidays, and mandated furlough days begin at 7:00 a.m and end at 7:00 a.m. on the following day.**
      - ii.** **After-hours Administrator shifts on work days begin at 4:30 p.m. and end at 7:00 a.m on the following day.**
    - c.** **i.** Employees **whose** ~~assigned~~ After-hours Administrator duties **shift begins on a** ~~during a week in which a~~ **paid City** holiday or mandated furlough day ~~occurs~~ will receive a ~~\$300~~ **\$50** Child Welfare Stipend for that **shift** ~~week~~.
    - ii.** Employees **whose** ~~assigned~~ After-hours Administrator duties **shift begins on** ~~during~~ any other **day** ~~week~~ will receive a ~~\$150~~ **\$40** Child Welfare Stipend per **shift** ~~week~~.

2. After-hours Call Taker.

**a.** Answers after-hours hotline calls (~~nights only~~) and determines an appropriate response after consulting with the After-hours Administrator.

**b.** After-hours Call Taker duties will be assigned a **shift** 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.~~

**i.** **After hours Call Taker shifts on weekend days begin at 7:00 a.m. on Saturday and run between 7:00 a.m and 3:00 p.m.; 3:00 p.m. and 11:00 p.m.; 11:00 p.m. and 7:00 a.m.; and end at 7:00 a.m on Monday.**

**ii.** **After-hours Call Taker shifts on paid City holidays and mandated furlough days begin at 7:00 a.m. on the holiday or furlough and run between 7:00 a.m. and 7:00 p.m; 7:00 p.m. and 7:00 a.m.; and end at 7:00 a.m on the following day.**

**iii.** **After-hours Call Taker shifts on work days begin at 8:00 p.m. and end at 7:00 a.m on the following day.**

**c.** **i.** Employees **whose** assigned After-hours Call Taker duties **shift begins** on a **paid City** holiday or mandated furlough day will receive a \$150 Child Welfare Stipend for that **shift** night.

**ii.** Employees **whose** assigned After-hours Call Taker duties **shift begins** on any other day will receive a ~~\$75~~ **\$130** Child Welfare Stipend per **shift** night.

3. After-hours Responder.

**a.** Responds to emergency after-hours calls at the direction of the After-hours Administrator ~~or After-hours Call Taker.~~

**b.** 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.~~

**i.** After-hours Call Responder shifts on weekend days, paid City holidays, and mandated furlough days begin at 7:00 a.m. on the weekend day, holiday, or furlough and run between 7:00 a.m. and 7:00 p.m.; 7:00 p.m. and 7:00 a.m.; and end at 7:00 a.m on the following day.

**iii.** After-hours Call Responder shifts on work days begin at 4:30 p.m. and end at 7:00 a.m on the following day.

**c.** **i.** Employees whose ~~assigned~~ After-hours Call Responder duties shift begins on a paid City holiday or mandated furlough day will receive a ~~\$150~~ \$50 Child Welfare Stipend for that shift ~~night~~. If the employee is directed by the After-hours Call Administrator to respond to one emergency call during that shift, the employee will be paid a \$150 stipend. If the employee is directed by the After-hours Call Administrator to respond to two or more emergency calls during that shift, the employee will be paid a \$195 stipend.

**ii.** Employees whose ~~assigned~~ After-hours Call Responder duties shift begins on any other day will receive a ~~\$75~~ \$40 Child Welfare Stipend per shift ~~night~~. If the employee is directed by the After-hours Call Administrator to respond to one emergency call during that shift, the employee will be paid a \$115 stipend. If the employee is directed by the After-hours Call Administrator to respond to two or more emergency calls during that shift, the employee will be paid a \$160 stipend.

- 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.