

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. 498

A Career Service Board Public Hearing has been scheduled regarding the proposed revision of Career Service Rule 13 **PAY FOR PERFORMANCE**.

The scheduled time for the public hearing is **THURSDAY, January 15, 2015, 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 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, January 12, 2015**.

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, January 12, 2015** to get on the agenda.

**PLEASE POST ON ALL BULLETIN BOARDS**

**AS SOON AS POSSIBLE**

**RULE PROPOSAL 437B**

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

**FROM: Karen Niparko, OHR Executive Director**

**DATE: January 2, 2015**

**SUBJECT: Proposed revision of Career Service Rule 13 PAY FOR PERFORMANCE**

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

**THURSDAY, January 15, 2015, at 9:00 A.M.  
Webb Building Room 4.G.2**

**CSA has proposed a revision of Rule 13 PAY FOR PERFORMANCE. Here is a summary of this rule change proposal:**

- **Updates the merit table for 2014 to reflect an average 3.0% merit increase.**
- **Eliminates eligibility for merit payments for employees in the third quartile.**
- **Allows employees who are over-range to receive merit payments.**
- **Updates the appendix of the Pay for Performance rule to reflect the 2015 processing deadlines**

**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.**

13-32 Merit Increases and Merit Payments

B. Departments and agencies are responsible for determining the percentage increase associated with each employee rating within each quartile. The percent increase for all eligible employees shall average 3.0% ~~3.6%~~ for merit increases and merit payments delivered in 2015 ~~2014~~.

C. Merit Table:

1. Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating as measured by a PEPR and the quartile in which the employee's salary is found in accordance with the following table:

| Rating                  | 1st Quartile                           | 2nd Quartile                           | 3rd Quartile  | 4th Quartile  | Range Maximum    | <u>Above Range</u>      |
|-------------------------|--|--|---|---|------------------|-------------------------|
| 5. Outstanding          | <del>4.9-5.3%</del><br><u>4.3-4.7%</u> | <del>4.4-4.8%</del><br><u>3.8-4.2%</u> | <del>2.8-3.2%</del><br>plus 1% Merit Payment<br><u>3.3-3.7%</u> | <del>2.3-2.7%</del><br><u>1.8-2.2%</u><br>plus 1% Merit Payment | 1% Merit Payment | <u>1% Merit Payment</u> |
| 4. Exceeds Expectations | <del>4.4-4.8%</del><br><u>3.6-4.0%</u> | <del>3.8-4.2%</del><br><u>3.1-3.5%</u> | <del>2.3-2.7%</del><br>plus 1% Merit Payment<br><u>2.6-3.0%</u> | <del>1.7-2.1%</del><br><u>1.1-1.5%</u><br>plus 1% Merit Payment | 1% Merit Payment | <u>1% Merit Payment</u> |
| 3. Successful           | <del>3.8-4.2%</del><br><u>3.1-3.5%</u> | <del>3.3-3.7%</del><br><u>2.6-3.0%</u> | <del>1.7-2.1%</del><br>plus 1% Merit Payment<br><u>2.1-2.5%</u> | <del>1.2-1.6%</del><br><u>0.6-1.0%</u><br>plus 1% Merit Payment | 0.0%             | <u>0.0%</u>             |
| 2. Below Expectations   | <del>0.0-0.9%</del><br><u>0.0-0.8%</u> | <del>0.0-0.6%</del><br><u>0.0-0.5%</u> | 0.0%  | 0.0%  | 0.0%             | <u>0.0%</u>             |
| 1. Failing              | 0.0%                                   | 0.0%                                   | 0.0%  | 0.0%  | 0.0%             | <u>0.0%</u>             |

2. However, no eligible employee shall receive a merit increase that exceeds the range maximum of the pay grade assigned to the employee's job classification. If the application of this sub-paragraph results in an employee, who has earned an "Outstanding" or "Exceeds expectations" rating, receiving a merit increase that is less than the percentage increase awarded to the employee, the employee shall receive the difference between the merit increase awarded and the merit increase received in the form of an additional merit payment.

APPENDIX 13.A

~~2013~~ **2014** PEPR SCHEDULE

| DUE DATE   | TASK  |
|--|---|
| <del>February 7, 2014</del> <b><u>February 6, 2015</u></b>   | Deadline for performance evaluations for <b><u>the 2013 2014</u></b> calendar year to be completed by subordinate supervisors and managers.   |
| <del>February 13, 2014</del>                                 | <p><del>First day for appointing authorities to submit merit increase and merit payment recommendations for all agency employees to the OHR. The percent increase for all eligible employees in a department or agency should average 3.66% for merit increases and merit payments delivered in 2014.</del></p> <p><del>Supervisors may begin meeting with employees to review PEPRs and merit increase amount once the OHR has reviewed and approved merit increase and merit payment recommendations.</del></p>   |
| <del>February 21, 2014</del> <b><u>February 20, 2015</u></b> | <p>Deadline for appointing authorities to submit merit increase and merit payment recommendations to the OHR. All eligible employees must be accounted for in these recommendations. <b><u>The percent increase for all eligible employees in a department or agency should average 3.0% for merit increases and merit payments delivered in 2015.</u></b></p> <p><b><u>Supervisors may begin meeting with employees to review PEPRs and merit increase amount once the OHR has reviewed and approved merit increase and merit payment recommendations.</u></b></p> |
| <del>March 12, 2014</del>                                    | <del>Last day for supervisors to review PEPRs and merit increases and merit payments with employees.</del>  |
| <del>March 28, 2014</del> <b><u>March 27, 2015</u></b>       | Merit increases and merit payments appear on  |

|  |  |
|--|--|
|  | employee paychecks.  |
| <del>April 11, 2014</del> <b><u>April 10, 2015</u></b> | Merit increases and merit payments are paid retro-actively for the period from January <b><u>4th</u></b> <del>5<sup>th</sup></del> until March <b><u>7th</u></b> <del>9<sup>th</sup></del> . |

This Appendix is provided for informational purposes and is not considered a part of the Rules.