

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. 505

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, JULY 16, 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 **12:00 noon on MONDAY, JULY 13, 2015**.

If anyone wishes to address the Board regarding this notice please contact Alisha Gronniger at (720) 913-5650 or at [Alisha.Gronniger@denvergov.org](mailto:Alisha.Gronniger@denvergov.org) no later than **12:00 noon on MONDAY, JULY 13, 2013** to get on the agenda.

**PLEASE POST ON ALL BULLETIN BOARDS**

**AS SOON AS POSSIBLE**

**RULE PROPOSAL 440B**

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

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

**DATE: July 1, 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, July 16, 2015, at 9:00 A.M.  
Webb Building Room 4.G.2**

**Here is a summary of the proposed changes:**

- ***New employees hired after November 30<sup>th</sup> of the previous calendar year, do not need to be provided with a PEPR for the preceding calendar year and are not eligible for a merit increase and/or merit payment.***
- **When a supervisor fails to provide an interim PEPR for an employee who moves to a different job (or supervisor) the employee's new supervisor, the employee will no longer be presumed to have performed at a successful level for the period covered by the interim PEPR.**
- **This proposal will be moving the section about providing on-call employees in the Community Rate and Short-range pay schedules pay increases to Rule 9.**

**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 Meredith Creme at (720) 913-5722.**

Section 13-10 Definitions:

- A. Eligible Employee: All Career Service employees are eligible for merit increases and merit payments as provided in this Rule, except:
1. On-call employees;
  2. Employees holding positions in the Training pay schedule, which only has one pay rate and cannot support merit increases; and
  3. Employees who hold positions in classifications contained in the Undersheriff pay schedules.
  4. **Employees hired in the Career Service after November 30<sup>th</sup> of the previous year.**

13-24 Interim PEPRs

- A. Whenever an eligible employee permanently changes supervisors, an interim PEPR ~~shall~~ **should** be completed by the employee's former supervisor. If the change in supervisors is the result of the employee's former supervisor terminating employment with the City, the next level manager ~~will~~ **should** be responsible for completing the interim PEPR. The interim PEPR ~~shall~~ **should** cover the period from the beginning of the year until the effective date of the change in supervisors.
- ~~B. If an employee's former supervisor or next level manager fails to complete an interim PEPR and submit it to the current supervisor within thirty (30) calendar days after the transaction date, a rating of "Successful" shall be the presumptive rating for the relevant period.~~
- C. The employee's current supervisor shall prepare a PEPR for the entire calendar year. This performance rating should take into account the performance rating on the interim PEPR and the employee's current performance in proportion to the time spent in each assignment. However, nothing herein shall prevent an employee from receiving an overall annual rating higher or lower than the rating given on the interim PEPR.

13-33 Pro-ration for New Hires

Employees hired after January in the previous year shall have their merit increase and/or merit payment reduced by 1/12th for the number of months after January their hire or re-hire date occurs. For instance, employees hired in February shall have their merit increase and/or merit payment for that year reduced by 1/12th. Employees hired in ~~December~~ **November** shall have their merit increase and/or merit payment for that year reduced by ~~1/12<sup>th</sup>~~ **10/12ths**.

13-40 Employees in the Community Rate and Short-range Pay Schedules

**Section 13-40 is proposed to be moved to Rule 9-40. Appointing authorities will be allowed to grant on-call employees (not just employees in the Short-range and Community Rate schedules) a pay increase equivalent to the average percentage merit increase established by the annual appropriation ordinance after serving a minimum of 300 hours in the current calendar year.**

~~13-40 Employees in the Community Rate and Short-range Pay Schedules~~

~~Employees holding positions in the Community Rate and Short-range pay schedules are on-call, accordingly, merit increases and merit payments are not available. However, employees in these schedules may receive a two and one quarter percent (2.25%) pay increase (not to exceed the range maximum of the applicable range) upon the approval of the appointing authority, except during a declared fiscal emergency, after having served:~~

- ~~A. Two consecutive annual terms (an annual term is a minimum of three hundred (300) hours); or~~
- ~~B. One term and completion of a certificate program as approved by the appointing authority.~~