

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. 516

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 9-62 Protective Service Stipend.

The scheduled time for the public hearing is **THURSDAY, JANUARY 7, 2016, 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, 4th Floor
Department 412
Denver, Colorado 80202

(720) 913-5671

Peter.Garritt@denvergov.org

Comments regarding this notice should be submitted no later than **12:00 noon on MONDAY, JANUARY 4, 2016**.

If anyone wishes to address the Board regarding this notice please contact Alisha Gronniger at (720) 913-5650 or at Alisha.Gronniger@denvergov.org no later than **12:00 noon on MONDAY, JANUARY 4, 2016** to get on the agenda.

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AS SOON AS POSSIBLE

RULE PROPOSAL 445B

TO: Appointing Authorities, Managers, and Employees

FROM: Karen Niparko, OHR Executive Director

DATE: December 24, 2015

SUBJECT: Proposed revision of Career Service Rule 9-62 Protective Service Stipend

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

**THURSDAY, January 7, 2016, at 5:00 P.M.
Webb Building Room 4.G.2**

The current Child Welfare Stipend Rule (Career Service Rule 9-62) provides that exempt employees who respond to emergency calls regarding abuse and neglect of children after-hours or on weekends or holidays receive a stipend based on the type of services provided. The Department of Human Services (DHS) has requested that the scope of this rule be expanded to cover employees who provide similar services related to the abuse and neglect of adults. This is the result of changes to state law that now require that DHS provide these services 24 hours a day. The rule revision attached below reflects this change.

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~~ **Protective Service** Stipend
(~~Revised October 10, 2014; Rule Revision Memo 9D~~)

A. State law requires the Department of Human Services (DHS) to have staff available twenty-four 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 **and adult** protective services. In order to meet this requirement, the Manager of Human Services (Manager) 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~~ **Protective Service** 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 time frames established by the DHS.

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. The 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~~ **Protective Service** Stipend, the employee must:

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
2. Be at 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 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 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 After-hours Administrator shift begins on a paid City holiday or mandated furlough day will receive a \$50 Child Welfare Stipend for that shift.
 - ii. Employees whose After-hours Administrator shift begins on any other day will receive a \$40 Child Welfare Stipend per shift.

2. After-hours Call Taker.

- a. Answers after-hours hotline calls and determines an appropriate response after consulting with the After-hours Administrator.
- b. After-hours Call Taker duties will be assigned a shift at a time.
 - 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 After-hours Call Taker shift begins on a paid City holiday or mandated furlough day will receive a \$150 Child Welfare Stipend for that shift.
 - ii. Employees whose After-hours Call Taker shift begins on any other day will receive a \$130 Child Welfare Stipend per shift.

3. After-hours Responder.

- a. Responds to emergency after-hours calls at the direction of the After-hours Administrator.

- b. After-hours Responder duties will be assigned a shift at a time.
 - 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.
 - ii. 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 After-hours Call Responder shift begins on a paid City holiday or mandated furlough day will receive a \$50 Child Welfare Stipend for that shift. If the employee responds to one emergency call during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$150 stipend. If the employee responds to two or more emergency calls during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$195 stipend.
 - ii. Employees whose After-hours Call Responder shift begins on any other day will receive a \$40 Child Welfare Stipend per shift. If the employee responds to one emergency call during that shift at the direction of the After-hours Call Administrator, the employee will be paid a \$115 stipend. If the employee responds to two or more emergency calls during that shift at the direction of the After-hours Call Administrator, 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.