

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. 538

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 9-39 Pay Adjustment within the salary range.

The scheduled time for the public hearing is **Thursday, January 19, 2017, 9:00 A.M.**, Webb Municipal Building, 201 West Colfax Avenue.

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

Nicole de Gioia-Keane
Office of Human Resources
201 West Colfax Avenue, 4th floor, Dept. 412
Denver, CO 80202
(720) 913-5643
Nicole.deGioia-Keane@denvergov.org

Comments regarding this notice should be submitted no later than 5:00 p.m. on **Friday, January 13, 2017**.

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 5:00 p.m. on **Friday, January 13, 2017** to get on the agenda.

You are encouraged to submit written comments regarding the subject matter of your testimony at this time so that the Board has time to adequately consider your input.

**PLEASE POST ON ALL BULLETIN BOARDS
AS SOON AS POSSIBLE**

RULE PROPOSAL 452B

TO: Appointing Authorities, Managers, and Employees

FROM: Karen Niparko, OHR Executive Director

DATE: Thursday, January 5, 2017

SUBJECT: Proposed revision of Career Service RULE 9-39 Pay adjustment within the salary range.

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

**THURSDAY, JANUARY 19, 2017, at 9:00 A.M.
Webb Municipal Building Room 4.G.2**

Please refer to the following table for information on the former rule description, the revised rule description and the intended impact of the revisions to Rule 9-39.

Rule 9-39 Pay Adjustment within the salary range			
CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
An appointing authority may adjust pay for an employee, within that employee's current salary range, if the purpose is to eliminate pay inequity so long as that employee's pay is being compared with the pay of another employee in the same department or agency.	An appointing authority may adjust pay for an employee, within that employee's current salary range, if the purpose is to eliminate pay inequity so long as that employee's pay is being compared with the pay of another employee.	9-39 A	To eliminate restrictive language limiting pay equity review comparisons to only within the same department or agency. This will allow comprehensive pay equity reviews within a classification, ensuring "like pay for like work" across departments and agencies.

Rule 9-39 Pay Adjustment within the salary range			
CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
Employees at or above the level of Manager are eligible for this pay adjustment only if the other employee is also at or above the level of Manager.	Remove	9-39 B	To allow pay equity reviews that are not limited by the management level of the position. This will allow for pay equity reviews within a career path.
NEW RULE	The appointing authority's request for approval shall explain why employees in the same classification in the same work group/unit are not being considered in the request. This explanation should include information about how the excluded employees are not affected by the pay factors (as defined in this Rule 9).	9-39 D	To ensure Appointing Authorities are reviewing all potential pay equity adjustment employees and are providing justification for not including those employees in pay equity adjustment requests.
NEW RULE	The OHR Classification and Compensation Division may review employees' pay across department/agencies within the same classification(s), within the same classification series, and/or within the classification(s) with the same career path with comparable duties in order to make recommendations on pay actions to be submitted to appointing authorities for consideration of pay action.	9-39 E	To allow the OHR Classification and Compensation Division the authority to actively review internal pay equity issues and proactively recommend pay equity adjustments for consideration by appointing authorities.

Rule 9-39 Pay Adjustment within the salary range			
CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
NEW RULE	Appointing authorities are encouraged to submit pay equity requests to the OHR as soon as possible after a qualifying pay event has been identified. Requests must be made using the current OHR Classification and Compensation Pay Equity Adjustment Request form.	9-39 F	To ensure timely submissions of pay equity adjustment requests; also complements 9-30.

ATTACHED BELOW YOU WILL FIND A STRIKEGROUGH VERSION OF THE PROPOSED REVISIONS TO RULE 9-39 Pay adjustment within the salary range

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

9-39 Pay adjustment within the salary range
~~(Revised July 31, 2015; Rule Revision Memo 12D)~~

- A. An appointing authority may adjust pay for an employee, within that employee's current salary range, if the purpose is to eliminate pay inequity so long as that employee's pay is being compared with the pay of another employee ~~in the same department or agency~~ who is:
1. In the same classification; or
 2. In the same classification series; or
 3. In a classification in the same occupational group within the same career path performing comparable types of duties; or
 4. Subordinate to the existing employee in that employee's chain of command.

~~B. Employees at or above the level of Manager are eligible for this pay adjustment only if the other employee is also at or above the level of Manager.~~

B ~~C~~. A pay adjustment within the salary range requires the approval of the OHR Executive Director. The effective date of any such pay adjustment shall be the beginning of the work week following approval by the OHR Executive Director.

C ~~D~~. The appointing authority's request for approval shall explain the reason the pay inequity exists. This explanation should include information about how pay factors (as defined in this Rule 9) have contributed to the pay inequity.

D. *The appointing authority's request for approval shall explain why employees in the same classification in the same work group are not being considered in the request. This explanation should include information about how the excluded employees are not affected by the pay factors (as defined in this Rule 9).*

E. *The OHR Classification and Compensation Division may review employees' pay across departments or agencies within the same classification(s), within the same classification series, or within the classification(s) with the same career path with comparable duties in order to make recommendations on pay actions to be submitted to appointing authorities for consideration of pay action.*

F. *Appointing authorities are encouraged to submit pay equity requests to the OHR as soon as possible after a qualifying pay event has been identified. Requests must be made using the current OHR Classification and Compensation Pay Equity Adjustment Request form.*

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 Alisha Gronniger at (720) 913-5650 or at Alisha.Gronniger@denvergov.org.