

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules ("Rules"). When the Board or the OHR Executive Director determines 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 the same bulletin boards as the local, state, and federal-mandated posters, as well as the Career Service Board's internet page, and made available to appointing authorities, employees, and the general public for comments and suggestions. A short summary of the proposed rule change and the reason(s) for the proposed change 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. 574

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 5-34 Employment Probationary Status.

The scheduled time for the public hearing is **THURSDAY, May 17, 2018, 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:

Lauren Locklear
Office of Human Resources
201 West Colfax
Department 412
Denver, Colorado 80202
Lauren.Locklear@denvergov.org
(720) 913-5618

Comments regarding this notice should be submitted no later than **12:00 P.M. on MONDAY, May 14, 2018.**

If anyone wishes to address the Board regarding this notice please contact George Branchaud at (720) 913-5650 or at george.branchaud@denvergov.org no later than **12:00 P.M. on MONDAY, May 14, 2018** 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.**

Notice of Public Hearing scheduled for May 17, 2018

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AS SOON AS POSSIBLE**

RULE PROPOSAL 469B

TO: Appointing Authorities, Managers, and Employees
FROM: Karen Niparko, OHR Executive Director
DATE: May 3, 2018
SUBJECT: Proposed revisions of Career Service Rule 5-34 Employment Probationary Status

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

**THURSDAY, MAY 17, 2018, at 9:00 A.M.
Webb Municipal Building Room 4.G.2**

Please refer to the following table for additional information on the former rule description, the revised rule description and the intended impact of the revisions to Rule 5-34 Employment Probationary Status:

Rule 5-34 <u>Employment Probationary Status</u>			
CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
Career Service employees serving probation are required to complete training on three (3) separate topics in addition to training required by XOs or the DRMC	Career Service employees serving probation are required to complete training on seven (7) separate topics in addition to training required by the employee's department or agency, XOs or the DRMC	5-34 D. 1	To reflect all probationary training topics that employees need to complete to grasp the City's workplace systems and culture and comply with local, state, and federal law.
Employees appointed or re-allocated to supervisory or managerial duties are required to complete new manager training on three (3) topics.	Employees appointed or re-allocated to supervisory or managerial duties must complete training required of all employees plus four (4) additional manager-specific trainings. Additionally, employees who have already passed probation but are appointed or re-allocated into a position with supervisory or managerial	5-34 D. 2	To clarify that new employees who are hired as supervisors / managers and employees who are promoted or allocated into these roles must complete manager-specific training.

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Rule 5-34 <u>Employment Probationary Status</u>			
CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
	duties, must complete the required managerial training.		
Employees who have taken new hire training, or new manager training, within 3 years of being appointed into their role are not required to take the training again	Employees who completed any required training within 3 years prior to their appointment are not required to take that training again. All employees will be expected to complete refresher training on certain training topics.	5-34 D. 3	To simplify and clarify; to require employees to complete refresher training when warranted by policy, XO, DRMC, etc.
City departments and agencies are responsible for making sure their employees meet the training requirements of this rule. Departments or agencies may conduct training to fulfill the training requirements of the Rule with the approval of the OHR Executive Director.	City departments and agencies are responsible for making sure their employees meet the training requirements of the rule.	5-34 D. 4	To remove THE provision giving departments and agencies the authority to substitute their own training for the rule's required training.
Outlines the process for probation extension and how notice of extension is given; employees who don't complete required training will have their probationary periods automatically extended until the training programs have been completed.	Removes provision relating to automatic extension of probation for failing to complete required training as no employee's probation is automatically extended without manager action.	5-34 E	To clarify that managers are responsible for tracking if an employee has completed required trainings and notify OHR of a decision to extend probation (see Rule 5-34 F) if the employee hasn't completed required training.

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Rule 5-34 <u>Employment Probationary Status</u>			
CURRENT RULE	REVISED RULE	NEW RULE NUMBER	REVISION INTENTION & IMPACT
Supervisors must inform employees of their probationary performance. An employee, and OHR, will receive a notification form if the employee passes probation or a dismissal / separation letter if they don't.	Removes reference to notification form; any type of documentation will suffice.	5-34 F	To reword for clarity and to reflect current practice.

ATTACHED BELOW YOU WILL FIND A STRIKETHROUGH VERSION OF THE PROPOSED REVISIONS TO RULE 5-34 EMPLOYMENT PROBATIONARY STATUS.

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

5-34 Employment Probationary Status

Every person when first appointed or re-employed to a full time or part time, limited or unlimited Career Service position, that is not a trainee or intern position, shall hold employment probationary status for the probationary period established by this Rule 5.

- A. An employment probationary period shall be regarded as an integral part of the examination process. It shall be utilized for closely observing the employee's work, assisting the employee to adjust to the duties and responsibilities of the position, and to separate or demote an employee as provided in this rule.
- B. Duration of employment probation:

Except as provided below, the minimum period of employment probation shall be six (6) months.

 - 1. The minimum period of employment probation for employees in Deputy Sheriff and County Court Marshal classifications shall be twelve (12) months.
 - 2. The minimum period of employment probation for employees in the Airport Emergency Dispatcher, Emergency Communications Operator, Police Dispatcher, and Staff Probation Officer classifications shall be nine (9) months.
- C. An employee's end of probation date shall be calculated by adding the required amount of months (six, nine or twelve months) to the employee's hire date and subtracting a day.
- D. Required training:
 - 1. All Career Service employees serving employment probation are required to complete training programs during their probationary period that address the following topics:
 - a. New employee orientation;
 - b. Ethics and public accountability;
 - c. ~~Preventing harassment and workplace violence~~ The Respectful Workplace: Employee Edition, which includes workplace violence prevention; and
 - d. Sexual harassment prevention;
 - e. STARS – Denver City values;

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f. Workday – the City’s HR and financial information system;

g. Performance management – performance reviews and goal setting; and

gh. Any other training required by the employee’s department or agency, the DRMC, and/or applicable Executive Orders, that are clearly communicated to the employee.

2. Employees appointed or re-allocated to positions with supervisory or managerial duties are required to complete, **in addition to the training listed above,** new manager training that addresses the following topics:

~~a. The performance review program and performance reviews; (Revised May 12, 2017; Rule Revision Memo 26D)~~

~~b. **a. The Respectful Workplace: Manager Edition, which includes workplace violence prevention;** Preventing harassment and workplace violence (for managers) and~~

b. Employment laws, the Career Service Rules, and discipline;-

c. Workday training for those who manage others; and

d. KRONOS timekeeping.

Employees who are serving employment probation as a result of being appointed to **in** a position with supervisory or managerial duties are required to complete the required supervisory training during their probationary period.

Employees who are not serving employment probation, but are appointed or re-allocated into a position with supervisory or managerial duties, must complete the required supervisory training within ninety (90) calendar days of their appointment or re-allocation.

3. a. Employees who completed the required new hire training within the three years prior to the effective date of appointment are not required to take that training again.

b. All employees will be expected to complete refresher training on certain training topics. Employees who have completed the required new manager training or who have held a position within the Career Service with supervisory or managerial duties within the three years prior to the effective date of appointment, promotion, or the submittal of a re-allocation request are not required to take that training again.

4. City departments and agencies are expected to make sure their employees meet the training requirements of this rule.

~~Departments or agencies may conduct training to fulfill the requirements established above, with the approval of the OHR Executive Director. Departments or agencies that conduct such training shall provide the OHR with documentation evidencing the completion of the required training. Such documentation shall include the course title, the names of employees who have completed the training, and the date of completion.~~

E. Extension of employment probation:

1. ~~Appointing authorities may extend an employee's employment probation for a period not to exceed an additional six (6) months after the original end of probation date. Notice of the extension shall be given to the employee and received by the OHR prior to the end of the employee's end of probation date. Employment probation for employees in the Aviation Emergency Dispatcher, Emergency Communications Operator, Police Dispatcher, and Staff Probation Officer classifications may only be extended for a period not to exceed an additional three (3) months after the original end of probation date.~~
2. ~~Employees serving employment probation who have not completed training programs required by this rule as a condition of passing probation will have their probationary periods automatically extended until the training programs have been completed. City departments and agencies are expected to make sure their employees meet the training requirements of this rule. This paragraph shall not affect a department or agency's ability to end probation at any time.~~

F. End of employment probation notification:

1. Supervisors are encouraged to evaluate employee performance and discuss it with the employee during the employment probationary period so that employees are fully informed of their progress.
2. An employee's successful completion of an employment probationary period shall be documented by the **department or agency and the documentation shall be sent to the employee and OHR.** ~~completion of a notification form prepared by the employing department or agency in a format authorized by the OHR.~~
3. a. If a department or agency is going to separate an employee during employment probation, a written notice of separation or dismissal ~~shall substitute for the notification form.~~

- ~~b.~~ Such notice shall be given to the employee on or before the employee's last day of employment probation and last day as a City employee.
 - b. An employee who has completed the required employment probationary period and the training programs required by this rule shall attain career status unless a written notice of the extension of the employee's employment probation, or of the employee's separation or dismissal, has been given to the employee and has been received at the OHR prior to the end of the employment probationary period.
- G. An employee serving employment probation may be separated in accordance with Rule 16 **DISCIPLINE AND DISMISSAL**, or demoted to a position with less responsibility in accordance with this Rule 5.
- H. An employee who is appointed to another position during employment probation shall begin a new employment probationary period.