

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. 576

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 13-23 Performance Reviews.

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  
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Denver, Colorado 80202  
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(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](mailto: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 471B**

**TO:** Appointing Authorities, Managers, and Employees  
**FROM:** Karen Niparko, OHR Executive Director  
**DATE:** May 3, 2018  
**SUBJECT:** Proposed revisions of Career Service Rule 13-23 Performance Reviews

**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 13-23:

<b>Rule 13-23 <u>Performance Reviews</u></b>			
<b>CURRENT RULE</b>	<b>REVISED RULE</b>	<b>NEW RULE NUMBER</b>	<b>REVISION INTENTION &amp; IMPACT</b>
Eligible employees who have been on a leave of absence from their position for the entire preceding calendar year will have their pay adjusted for merit purposes to reflect what they would have received with a "Successful" merit increase set at the midpoint of the range for the applicable quartile	Eligible employees who have been on a leave of absence for the entire preceding calendar year will not receive a performance review, however the employee will receive an annual increase as if they had received a "Successful" rating based on the approved merit increase percentage pool	13-23	Remove reference to quartiles as they are no longer used in the merit process and replace with a reference to the merit percentage pool; clarify that these employees will not receive a performance review

**ATTACHED BELOW YOU WILL FIND A STRIKETHROUGH VERSION OF THE PROPOSED REVISION TO RULE 13-23 PERFORMANCE REVIEWS.**

Notice of Public Hearing scheduled for May 17, 2018

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

Section 13-20 Goal Setting and Performance Reviews

13-21 Purpose

The purposes of goal setting and performance reviews are to outline job expectations, establish performance outcomes and measures, encourage and support professional development, provide ongoing performance feedback, and evaluate performance in a timely manner.

13-22 Written Goal Setting

An eligible employee's supervisor shall work with the employee to identify the goals for the performance outcomes and measures against which the employee's performance is evaluated every year. This shall be done annually for current employees, as well as upon appointment to a new position, or the assignment of substantially different duties to an employee. These goals shall be provided to the employee in writing.

13-23 Performance Reviews

- A. All eligible employees shall have their performance for the previous calendar year formally evaluated and rated in a written performance review. This evaluation shall occur once every year according to the schedule attached as Appendix A.
1. Eligible employees who have been absent from their position for less than a calendar year shall have their performance evaluated based on the time they were present at work.
  2. Eligible employees who have been on a leave of absence from their position for all of the preceding calendar year shall **not receive a performance evaluation. These employees shall** have their pay adjusted to reflect what **the merit increase** they would have received with a "Successful" **performance rating, merit increase based upon the approved merit increase percentage pool for the applicable merit cycle.** ~~set at the mid-point of the applicable range for the quartile containing the employee's pay rate.~~
- B. Whenever an eligible employee changes supervisors, the employee's former supervisor should evaluate the employee's performance in relation to the employee's goals. Each goal should be rated individually, and no overall rating is required. If the change in supervisors is the result of the employee's former supervisor terminating employment with the City, the next level manager is responsible for evaluating the employee's performance. These ratings shall cover the period from the beginning of the year until the effective date of the change in supervisors.

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1. The employee's current supervisor, as well as the employee, will receive the interim evaluation electronically.
2. At the end of the evaluation year, the employee's current supervisor shall prepare a performance review for the entire calendar year. This performance rating should take into account the information provided by the previous supervisor, and the employee's current performance in proportion to the time spent in each assignment.