

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. 585 (REVISED)

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 10 **PAID LEAVE** and Career Service Rule 11 **UNPAID LEAVE**.

The scheduled time for the public hearing is **THURSDAY, October 18, 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, October 15, 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, October 15, 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.

**PLEASE POST ON ALL BULLETIN BOARDS
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RULE PROPOSAL 475B

TO: Appointing Authorities, Managers, and Employees
FROM: Karen Niparko, OHR Executive Director
DATE: September 20, 2018
SUBJECT: Proposed revisions of Career Service Rule 10 PAID LEAVE and Career Service Rule 11 UNPAID LEAVE.

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

**THURSDAY, October 18, 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 Rules 10 and 11:

Rule 10 PAID LEAVE			
CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
Employees must work or be on an authorized paid leave the scheduled workdays immediately before and after a paid holiday to receive paid holiday leave	Employees must be at work or on an authorized leave (<u>paid or unpaid</u>) on the scheduled workdays immediately before and after a holiday to receive paid holiday leave	10-61 B	Employees may be on unpaid leave prior to or after a paid holiday and still receive pay for the holiday, as long as the unpaid leave is authorized
Rule 11 Unpaid Leave			
CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
Employees on unpaid military leave for 30 days or longer will obtain career status if they return to work after their end of probation date	Employees on unpaid military leave prior to starting employment or during their probationary period shall be required to complete their probation upon their return to work	11-31 E	The Uniformed Services Employment and Reemployment Rights Act (USERRA) allows employers to require that employees complete probation upon returning to work after military service if the probationary period is a bona fide period of observation and evaluation

ATTACHED BELOW YOU WILL FIND A STRIKETHROUGH VERSION OF THE PROPOSED REVISIONS TO RULES 10 PAID LEAVE AND 11 UNPAID LEAVE.

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

Section 10-60 Paid Holiday Leave

10-61 Eligibility

A. All eligible Career Service employees shall receive paid holiday leave benefits as provided in these rules, with the exception of:

1. Part-time employees who are regularly scheduled to work less than twenty (20) hours per week; and
2. Employees occupying on-call positions.

Source: D.R.M.C. §18-141

B. Unless otherwise provided in these rules, an eligible employee must be at work or on an authorized, ~~paid~~ leave on the scheduled workdays immediately preceding and immediately following the day on which the holiday is observed in order to receive paid holiday leave.

C. Religious or other holidays not observed by the City may be granted in accordance with the rules governing paid and unpaid leave.

11-31 Granting Unpaid Military Leave

Unpaid military leave shall be subject to the following provisions:

A. Duration:

Unpaid military leave shall be granted for the duration of active military service not to exceed five (5) years plus ninety (90) days from the date of discharge, subject to exceptions set forth in USERRA and its corresponding regulations.

B. Maintenance of Benefits:

1. First Thirty Days of Military Leave:

The first thirty (30) consecutive days of military leave (paid and unpaid) shall have no effect on the following:

- a. City contributions to health, dental, and life insurance; and
- b. Accrual of PTO or sick and vacation leave, and holiday eligibility.

2. After Thirty Days of Military Leave:

- a. 1. Employees on military leave (paid and unpaid)

for thirty-one (31) days or longer, are eligible for health benefit coverage from the military. In addition, an employee on military leave for thirty-one (31) days or longer may continue his or her individual and/or family coverage under the City's group health plan for the duration of military leave. Employees opting for continuing coverage under the City's group health plan are responsible for paying 100% of the premium costs.

2. During military leave, the employee may continue supplemental insurance coverage(s), such as dental, vision, and supplemental life insurance, for the duration of military leave. Employees opting for continuing supplemental insurance coverage are responsible for paying 100% of the premium costs.

b. Paid time off ("PTO"), sick and vacation leave shall not be earned during military leave that lasts over thirty (30) consecutive calendar days, and employees on such extended leave will not be eligible for paid holiday leave.

C. Employees may use any available paid leave (except sick leave) for some or all of their unpaid military leave.

D. Break in service:

Unpaid military leave shall not constitute a break in service.

E. Completion of probationary period:

A probationary employee who is on unpaid military leave **before or during the employee's probationary period shall be required to complete the remainder of their probationary period when the employee returns to work.** for thirty (30) days or longer shall be considered to have attained career status if the employee returns to work after the employee's end of probation date.