

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. 586

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 16 **CODE OF CONDUCT AND DISCIPLINE**.

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 476B

TO: Appointing Authorities, Managers, and Employees
FROM: Karen Niparko, OHR Executive Director
DATE: September 20, 2018
SUBJECT: Proposed revisions of Career Service Rule 16 CODE OF CONDUCT AND DISCIPLINE

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 Rule 16:

Rule 16 CODE OF CONDUCT AND DISCIPLINE			
CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
For involuntary temporary reductions in pay (TRIP), the employee's pay shall not be reduced below the range minimum of the employee's pay range	If the employee is in a class with a range minimum, the pay shall not be reduced below the range minimum	16-44 B	Clarify that this provision (16-44 B) does not apply if the employee is in a classification that does not have a range minimum

ATTACHED BELOW YOU WILL FIND A STRIKETHROUGH VERSION OF THE PROPOSED REVISIONS TO RULE 16 CODE OF CONDUCT AND DISCIPLINE.

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

16-44 Guidelines for Involuntary Temporary Reduction of Pay

When an involuntary temporary reduction in pay is imposed on an employee, the employee's pay shall not be reduced:

- A. More than fifteen percent (15%); or
- B. ***If the employee is in a classification with a range minimum,*** ~~B~~below the range minimum of the employee's pay range; or
- C. For less than one (1) pay period; or
- D. For more than thirteen (13) pay periods; or
- E. Below the minimum wage.

Any merit increase or merit payment shall be based on the employee's normal rate of pay, not the employee's temporarily reduced rate of pay.