

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. 592

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 9-65 Work Assignment Outside of Job Classification.

The scheduled time for the public hearing is **THURSDAY, DECEMBER 6, 2018 at 4:30 P.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
HR Compliance Officer
Office of Human Resources
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Department 412
Denver, Colorado 80202
(720) 913-5618
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Comments regarding this notice should be submitted no later than **12:00 P.M. on Monday, December 3, 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, December 3, 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.

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AS SOON AS POSSIBLE**

RULE PROPOSAL 478B

TO: Appointing Authorities, Managers, and Employees
FROM: Karen Niparko, OHR Executive Director
DATE: November 19, 2018
SUBJECT: Proposed revisions to Career Service Rule 9-65 Work Assignment Outside of Job Classification

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

**THURSDAY, December 6, 2018, at 4:30 P.M.
Webb Municipal Building Room 4.G.2**

Currently Rule 9-65 uses the word “vacant” to describe when a position is eligible for working out of classification pay. The word “vacant” has specific connotations throughout the Career Service Rules, therefore Rule 9-65 is being updated to clarify that a position is eligible when it is “vacant” or “temporarily unoccupied”. 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 9-65.

Rule 9-65 <u>Work Assignment Outside of Job Classification</u>			
CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
An employee is eligible for working out of class pay for performing all the duties of a <u>vacant</u> higher-level classification	An employee is eligible for working out of class pay for performing all the duties of a <u>vacant</u> <u>or temporarily unoccupied</u> higher-level classification	9-65	This change clarifies eligibility for working out of class pay; the position the employee is working out of class in may be vacant or temporarily unoccupied due to leave or temporary assignment to another position, for example

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

9-65 Work Assignment Outside of Job Classification
(~~Revised May 20, 2008; Rule Revision Memo 28C~~)

- A. An appointing authority may temporarily assign the duties of a vacant or temporarily unoccupied position in a higher level classification to an employee in a lower level classification for a period of up to one year in accordance with the criteria established in this rule. Assignments for periods longer than one year require the approval of the OHR Executive Director.
- B.
 - 1. Employees are eligible for additional pay for such assignments when they have been assigned all of the duties and responsibilities of the vacant or temporarily unoccupied position in the higher level classification.
 - 2. Additional pay for work outside of an employee's job classification shall start at the beginning of the work week following the fifteenth day of the temporary assignment, and continue for the duration of the assignment.
- C. The employee shall receive additional pay equal to eight percent (8.0%) above their ~~his or her~~ regular base pay, unless the employee is receiving equipment differential. (~~Revised July 31, 2015; Rule Revision Memo 12D~~)
- D.
 - 1. The employee's job classification will not change as a result of a temporary assignment of higher level job duties and responsibilities. Employees receiving additional pay for working outside of their assigned classification shall not be eligible for re-allocation to the higher-level classification.
 - 2. If an employee receives a merit increase during the temporary assignment, the pay for the work assignment outside of job classification shall be re-calculated based on the employee's base pay including the merit increase. The re-calculated pay shall be effective on the effective date of the merit increase (Revised January 1, 2011; Rule Revision Memo 51C).
- E. Upon completion of the temporary assignment, the employee's pay shall return to the employee's base pay prior to the temporary assignment, including any merit increase awarded during the temporary assignment.
- F. Pay for work outside of an employee's job classification does not impact subsequent pay for promotion, demotion or any other personnel action.