

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. 597

A Career Service Board Public Hearing has been scheduled regarding the proposed addition of **Career Service Rule 9-80 G. Employee Volunteer Program**.

The scheduled time for the public hearing is **THURSDAY, APRIL 18, 2019 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  
HR Compliance Officer  
Office of Human Resources  
201 West Colfax, 4<sup>th</sup> Floor  
Department 412  
Denver, Colorado 80202  
(720) 913-5618  
[lauren.locklear@denvergov.org](mailto:lauren.locklear@denvergov.org)

Comments regarding this notice should be submitted no later than **12:00 P.M. on Monday, April 15, 2019**.

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, April 15, 2019** 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  
AS SOON AS POSSIBLE**

**RULE PROPOSAL 481B**

**TO:** Appointing Authorities, Managers, and Employees  
**FROM:** Karen Niparko, OHR Executive Director  
**DATE:** April 4, 2019  
**SUBJECT:** Proposed addition of Career Service Rule 9-80 G. Employee Volunteer Program

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

**THURSDAY, April 18, 2019, 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 new rule description, and the intended impact of the addition of Rule 9-80 G:

<b>Rule 9-80 G. <u>Employee Volunteer Program</u></b>			
<b>CURRENT RULE</b>	<b>REVISED RULE</b>	<b>RULE NUMBER</b>	<b>REVISION INTENTION &amp; IMPACT</b>
N/A	Full-time unlimited Career Service employees who have successfully completed probation are eligible to volunteer for up to eight (8) hours per calendar year while receiving their regular rate of pay.	9-80 G.	The intention of the Employee Volunteer Program (EVP) is to create volunteer opportunities for Career Service employees that are motivating, empowering, and directly impact the Denver community. The EVP allows employees to give back to their community and serve Denver residents in a meaningful way through city-sponsored and approved volunteer activities.

**ATTACHED BELOW YOU WILL FIND A STRIKETHROUGH VERSION OF THE PROPOSED REVISIONS TO RULE 9-80 G. Employee Volunteer Program.**

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

Section 9-80 Special Work Schedules

- A. Deviations from the standard workweek, eight (8) hour work-day or designation of special work schedules may be made so long as they are in accordance with the provisions of this section. The appointing authority must provide written notification to the OHR Executive Director of any change to the standard workweek or the designation of special work schedules for employees.
- B. Establishment:
1. When the work program of a department or agency is such that the interests of the City as well as the efficiency of the organization can better be served by a special work schedule, the appointing authority may establish one for specified units, individual employees, or the entire agency.
  2. Employees affected by the proposed schedule should be consulted concerning their preferences prior to the establishment of the special work schedule, and their wishes should be recognized wherever possible. The final determination shall be within the discretion of the appointing authority.
  3. When an appointing authority determines that the special work schedule has not served the best interests of the City, the appointing authority may discontinue the special work schedule and shall provide written notification to the OHR Executive Director.
- C. Ten hour schedule:
- Under a ten hour schedule, employees are scheduled to work ten (10) hours per day, four (4) days per work week. Days off shall be scheduled consecutively wherever possible, provided, however, that one of the three (3) days off may be scheduled on any day during the work week in order to prevent staff shortages on any workday.
- D. Nine/eighty schedule:
- Under a nine/eighty schedule, employees are scheduled to work nine (9) hours per day, four (4) days per work week, and four (4) hours on one day of the work week. The start and end date of the work week must be changed so that the work week does not contain more than forty (40) hours of scheduled work. This is accomplished by having the work week begin in the middle of the day on which the four (4) hour shift is scheduled, and end in the middle of that day a week later. This day is the flex day, upon which the employee will work eight (8) hours every other week, and will have off the rest of the time. Days off shall be scheduled consecutively wherever possible, provided, however, that the flex day may be scheduled on any day during the work week in order to prevent staff shortages on any workday.
- E. Alternate work schedules:

The appointing authority may establish an alternate work schedule when neither the standard work week nor any of the special work schedules set forth in this section permit the department or agency to provide necessary services.

F. Telecommuting:

1. Telecommuting is the practice of working at home or from a site other than a department or agency's central workplace. It is a work alternative which appointing authorities may offer to or require of employees.
2. Telecommuting is not an employee benefit but an alternative method of meeting the City's needs. Telecommuting is a privilege and an appointing authority has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.
3. Employees may express a desire not to telecommute and appointing authorities should consider employees' wishes along with the needs of the City in making a final determination.
4. Permission to telecommute shall be conditioned on compliance with the telecommuting guidelines established by the OHR Executive Director (see Appendix).

G. Employee Volunteer Program

1. *In accordance with the Employee Volunteer Program (EVP) guidelines, maintained and published by OHR on the EVP website, full-time unlimited employees, who have successfully completed their probationary period, are eligible to volunteer up to eight hours per calendar year for projects pre-approved by OHR. OHR will maintain an approved volunteer project list.*
2. *Participation in the EVP is a privilege, and a supervisor or manager has the right to refuse participation in the EVP at any time due to employee job performance, business need, or other appropriate reason. Employees must request approval from their supervisor or manager at least two (2) weeks prior to their anticipated volunteer date.*
3. *Employees participating in the EVP will receive their regular rate of pay for volunteer hours. EVP volunteer hours do count towards hours worked in the workweek and do not affect vacation leave, sick leave, or paid time off (PTO) accruals.*