

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. 626

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of the revisions to **Career Service Rule 16-10 Service of Written Notice and Computation of Time** made as an Emergency Rule Revision on March 26, 2020.

A Career Service Board Meeting regarding Public Hearing Notice 626 is scheduled for **Thursday, September 17, 2020**. The public hearing starts at **9:00 AM** and will be conducted through a provided conference call number and available digital link through public notice of the agenda, released no later than two days prior to the scheduled meeting.

If anyone wishes to submit written comments or talk to OHR staff regarding this notice, please contact:

Office of Human Resources
Employee Relations Team
(720) 913-5710
ERSTeam@denvergov.org

Comments regarding this notice should be submitted no later than **12:00 P.M. on Monday, September 14, 2020**.

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 Wednesday, September 13, 2020** 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 626

TO: Appointing Authorities, Managers, and Employees
FROM: Karen Niparko, OHR Executive Director
DATE: September 3, 2020
SUBJECT: Proposed adoption of the revisions to Career Service Rule 16-10A Service of Written Notice and Computation of Time made as an Emergency Rule Revision on March 26, 2020

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

THURSDAY, SEPTEMBER 17, 2020, AT 9:00 A.M.

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>Written notices required to be served on an employee under this Rule 16 shall be served on the employee either in person with a certificate of hand delivery; by first class U.S. mail, with a certificate of mailing to the employee's last known address; or by e-mail if the employee requests service by email in writing.</p>	<p>Written notices required to be served on an employee under this Rule 16 shall be served on the employee by one or more of the following:</p> <ol style="list-style-type: none"> 1. In person with a certificate of hand delivery; 2. By first class U.S. mail, with a certificate of mailing to the employee's last known address; or 3. By email, delivery receipt requested, to the employee's City email address or the employee's personal email address. <p>This rule does not require that a delivery receipt be received in order to effect service.</p>	<p>Rule 16-10A</p>	<p>The revisions remove the requirement that an employee request service by e-mail in writing in order for service of a notice regarding discipline, disqualification or investigatory leave by e-mail to be deemed valid. The revised rule allows for such notices to be served on the employee by e-mail, delivery receipt requested, using the employee's work email address or personal email address. It also makes clear that a delivery receipt does not have to be received in order to effect proper service.</p> <p>These revisions were necessitated by the COVID19 pandemic, which has resulted in employees working from home and/or abiding by social distancing requirements at work, and by stay in place orders issued for Denver and for the State of Colorado, all of which made it challenging to effect service of notices on employees in person or by U.S. mail.</p>

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

Section 16-10 Service of Written Notice and Computation of Time

- A. Written notices required to be served on an employee under this Rule 16 shall be served on the employee ***by one or more of the following:*** ~~either in person with a certificate of hand delivery; by first class U.S. mail, with a certificate of mailing to the employee's last known address; or by e-mail if the employee requests service by e-mail in writing.~~
1. ***In person with a certificate of hand delivery;***
 2. ***By first class U.S. mail, with a certificate of mailing to the employee's last known address; or***
 3. ***By email, delivery receipt requested, to the employee's City email address or the employee's personal email address. This rule does not require that a delivery receipt be received in order to effect service.***
- B. The computation of any time period stated in days in these rules shall be as follows:
1. The time period begins on the day after the event that triggers the time period.
 2. The time period shall include all calendar days including weekends and holidays.
 3. The time period ends at the close of business on the final day of the time period.
 4. If the final day of the time period falls on a weekend day, a holiday, or other day when the department or agency in question is not open for business, the time period shall end on the next working day.