

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. 628

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of the revisions to **Career Service Rule 1 - Definitions**.

A Career Service Board Meeting regarding Public Hearing Notice 628 is scheduled for **Thursday, November 19, 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, November 16, 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 Monday, November 16, 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.

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AS SOON AS POSSIBLE**

RULE PROPOSAL 59D

TO: Appointing Authorities, Managers, and Employees
FROM: Karen Niparko, OHR Executive Director
DATE: October 27, 2020
SUBJECT: Proposed adoption of revision to Career Service Rule 1, Definition of “Appointing Authority”

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

THURSDAY, NOVEMBER 19, 2020, AT 9:00 A.M.

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>Appointing authority: A municipal official designated by the annual appropriation ordinance to approve expenditures for a given appropriation; hence the official authorized to appoint employees to be paid from such appropriation. Such an official may designate an agent within the department or agency to act as an appointing authority.</p>	<p>Appointing authority: A municipal official appointed or elected to serve as the head of a department or agency; hence, and except as otherwise provided herein, the official authorized to appoint, supervise, manage, discipline and terminate employees of such department or agency. In accordance with § 2.6.4 of the Denver Charter, the Director of Safety is the appointing authority for purposes of hiring, disciplining and terminating deputy sheriffs and other employees of the Sheriff Department. Such an official may designate another official or employee within the department or agency to act as an appointing authority.</p>	<p style="text-align: center;">1</p>	<p>The overall intention behind this revision is to provide a clearer and more practical definition of the term “appointing authority” that is no longer tied to the official’s authority to approve expenditures from an appropriation in order to appoint employees to be paid from that appropriation. The revisions to the first sentence support this intention by identifying the official as the head of a department or agency, rather than by reference to a designation in the annual appropriations ordinance; and by more broadly describing the official’s authority vis-a-vis employees of the department or agency to also include (with an exception noted) supervision, management, discipline and termination. Aside from making the definition of this key term easier to understand, this revision will benefit the City financially at a critical time. Currently, several general fund departments/agencies (e.g., DFD, CAO) that provide dedicated services to non-general fund departments/agencies (e.g., DEN, DDHS) absorb the associated payroll expenses for the entire fiscal year, after which they receive</p>

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			<p>reimbursement. This rule revision will allow the City to shift those payroll expenses directly to the non-general fund departments/agencies, without impermissibly changing which official is the “appointing authority” over the affected employees.</p> <p>The second sentence was added to explain that the Charter designates the Director (or Manager) of Safety, rather than the Sheriff, as the appointing authority over uniformed and non-uniformed employees of the Sheriff Department for purposes of hiring, discipline and termination.</p> <p>The third sentence was revised to remove the word “agent” and substitute the more commonly used terminology “official or employee.”</p>

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

Appointing authority:

A municipal official ~~designated by the annual appropriation ordinance to approve expenditures for a given appropriation~~ appointed or elected to serve as the head of a department or agency; hence, and except as otherwise provided herein, the official authorized to appoint, supervise, manage, discipline and terminate employees of such department or agency to be paid from such appropriation. In accordance with § 2.6.4 of the Denver Charter, the Director of Safety is the appointing authority for purposes of hiring, disciplining and terminating deputy sheriffs and other employees of the Sheriff Department. Such an official may designate ~~an agent~~ another official or employee within the department or agency to act as an appointing authority.