

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. 645

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of revisions to **Career Service Rule 5-31 – Employment Probation Status**.

A Career Service Board Meeting regarding Public Hearing Notice No. 645 is scheduled for **Thursday, July 15, 2021**. 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:

George Branchaud
Administrator
Office of Human Resources
(720) 913-5650
george.branchaud@denvergov.org

Comments regarding this notice should be submitted no later than **12:00 P.M. on Monday, July 12, 2021**.

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, July 14, 2021** 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 REVISION PROPOSAL 67D

TO: Appointing Authorities, Managers, and Employees
FROM: Karen Niparko, OHR Executive Director
DATE: July 2, 2021
SUBJECT: Proposed adoption of revisions to Career Service Rule 5-31 – Employment Probation Status

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

JULY 15, 2021 at 9:00 A.M.

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>CS Rule 5-31 Duration of employment probation: Except as provided below, the minimum period of employment probation shall be six (6) months.</p> <p>1. The minimum period of employment probation for employees in Deputy Sheriff and County Court Marshal classifications shall be twelve (12) months.</p>	<p>CS Rule 5-31 Duration of employment probation: Except as provided below, the minimum period of employment probation shall be six (6) months.</p> <p>1. The minimum period of employment probation for employees in Deputy Sheriff, County Court Marshal <u>and Social Case Worker</u> classifications shall be twelve (12) months.</p>	31.B.1	<p>The Social Case Worker classification shall have a minimum period of employment probation of twelve months to align with training requirements.</p>
<p>CS Rule 5-31 Duration of employment probation: Except as provided below, the minimum period of employment probation shall be six (6) months.</p> <p>2. The minimum period of employment probation for employees in the Airport Emergency Dispatcher, Emergency Communications Technician, Police Dispatcher, and Staff Probation Officer classifications shall be nine (9) months.</p>	<p>CS Rule 5-31 Duration of employment probation: Except as provided below, the minimum period of employment probation shall be six (6) months.</p> <p>2. The minimum period of employment probation for employees in the Airport Emergency Dispatcher, Emergency Communications Technician, Police Dispatcher, Staff Probation Officer, <u>Child Support Technician I and Eligibility Technician I</u> classifications shall be nine (9) months.</p>	31.B.2	<p>The Child Support Technician I and Eligibility Technician I classifications shall have a minimum period of employment probation of nine months to align with training requirements.</p>

DELETIONS ARE INDICATED BY ~~striketthrough~~ AND ADDITIONS ARE INDICATED BY **bold and underline.**

5-31 Employment Probationary Status

Every person when first appointed or re-employed to a full time or part time, limited or unlimited Career Service position, that is not a trainee or intern position, shall hold employment probationary status for the probationary period established by this Rule 5.

- A. An employment probationary period shall be regarded as an integral part of the examination process. It shall be utilized for closely observing the employee's work, assisting the employee to adjust to the duties and responsibilities of the position, and to separate or demote an employee as provided in this rule.
- B. Duration of employment probation:
Except as provided below, the minimum period of employment probation shall be six (6) months.
 1. The minimum period of employment probation for employees in Deputy Sheriff, ~~and~~ County Court Marshal and Social Case Worker classifications shall be twelve (12) months. (Revised ~~February 5XXX,~~ 202148; Rule Revision Memo XX35D)
 2. The minimum period of employment probation for employees in the Airport Emergency Dispatcher, Emergency Communications Technician, Police Dispatcher, ~~and~~ Staff Probation Officer, Child Support Technician I and Eligibility Technician I classifications shall be nine (9) months.
- C. An employee's end of probation date shall be calculated by adding the required amount of months (six, nine or twelve months) to the employee's hire date and subtracting a day.