

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. 648

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of a revision to **Career Service Rule 9-80(G) – Employee Volunteer Program**.

A Career Service Board Meeting regarding Public Hearing Notice No. 648 is scheduled for **Thursday, August 19, 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 August 16, 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, August 18, 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 70D

TO: Appointing Authorities, Managers, and Employees
FROM: Karen Niparko, OHR Executive Director
DATE: August 6, 2021
SUBJECT: Proposed adoption of revision to Career Service Rule 9-80(G) – Employee Volunteer Program

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

AUGUST 19, 2021 at 9:00 A.M.

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>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.</p>	<p>1. In accordance with the Employee Volunteer Program (EVP) guidelines, maintained and published by OHR on the EVP website, full-time <i>or part-time, limited and</i> 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. <i>On-call employees are not eligible to participate in the program.</i> OHR will maintain an approved volunteer project list.</p>	<p>9-80 (G)</p>	<p>Updates rule to permit limited and part-time career service employees to participate in the Employee Volunteer Program.</p> <p>Eliminates the requirement for career service employees to have completed their probationary period in order to participate in the program.</p> <p>Clarifies on-call employees are not eligible to participate.</p>

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

A. Employee Volunteer Program

(Revised April 22, 2019; Rule Revision Memo 52D)

1. In accordance with the Employee Volunteer Program (EVP) guidelines, maintained and published by OHR on the EVP website, full-time or part-time, limited and unlimited Career Service 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. On-call employees are not eligible to participate in the program. 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 count towards hours worked in the workweek. EVP volunteer hours do not affect vacation leave, sick leave, or paid time off (PTO) accruals.