

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. 649

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of a revision to **Career Service Rule 10-72 – Administrative Leave**.

A Career Service Board Meeting regarding Public Hearing Notice No. 649 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](mailto: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](mailto: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 71D**

**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 10-72 – Administrative Leave**

**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 IMPACT
<p>10-72 Administrative Leave</p> <p>A. Appointing authorities shall grant paid administrative leave for the following purposes:</p> <p>1. To present grievances or appeals to an official of the City or to represent an employee presenting a grievance or an appeal. However, if flexibility exists as to the exact date and time, the leave shall be granted at the convenience of the appointing authority;</p> <p>2. To participate in the Career Service Mediation Program. Administrative leave shall be granted to employees who participate in mediation either as a party or as the mediator; or</p> <p>3. To represent another City employee at meetings with that employee’s supervisor or manager, as set forth in Rule 16 CODE OF CONDUCT AND DISCIPLINE. The representative shall be allowed to take up to a maximum of four (4) hours of administrative leave per pay period so long as the use of such leave does not adversely affect the representative’s department or agency and has been approved in advance by the employee’s supervisor.</p>	<p>10-72 Administrative Leave</p> <p>A. Appointing authorities shall grant paid administrative leave for the following purposes:</p> <p>1. To present grievances or appeals to an official of the City or to represent an employee presenting a grievance or an appeal. However, if flexibility exists as to the exact date and time, the leave shall be granted at the convenience of the appointing authority;</p> <p>2. To participate in the Career Service Mediation Program. Administrative leave shall be granted to employees who participate in mediation either as a party or as the mediator; or</p> <p>3. To represent another City employee at meetings with that employee’s supervisor or manager, as set forth in Rule 16 CODE OF CONDUCT AND DISCIPLINE. The representative shall be allowed to take up to a maximum of four (4) hours of administrative leave per pay period so long as the use of such leave does not adversely affect the representative’s department or agency and has been approved in advance by the employee’s supervisor.</p>	<p>10-72</p>	<p>Adds a provision to clarify unused administrative leave may not be donated to other employees, and is not payable upon separation of employment from the city.</p>

<p>B. Appointing authorities may grant paid administrative leave for the following purposes:</p> <ol style="list-style-type: none"> <li>1. To compete for positions in the Career Service, including all related interviews and examinations;</li> <li>2. To reward exemplary performance, such as Employee of the Quarter, Employee of the Year, or if the appointing authority wishes to recognize an employee's outstanding contribution to the agency. The appointing authority may grant, and an employee may use up to twenty (20) hours of administrative leave per calendar year for exemplary performance; or</li> <li>3. When the appointing authority deems there is a business necessity, for a maximum of ten (10) calendar days per calendar year. The appointing authority may request an extension of up to twenty (20) calendar days from the OHR Executive Director. The OHR Executive Director may approve the request for an extension for good cause shown.</li> </ol> <p>Granting or failing to grant administrative leave under this paragraph B shall not be subject to grievance or appeal.</p>	<p>B. Appointing authorities may grant paid administrative leave for the following purposes:</p> <ol style="list-style-type: none"> <li>1. To compete for positions in the Career Service, including all related interviews and examinations;</li> <li>2. To reward exemplary performance, such as Employee of the Quarter, Employee of the Year, or if the appointing authority wishes to recognize an employee's outstanding contribution to the agency. The appointing authority may grant, and an employee may use up to twenty (20) hours of administrative leave per calendar year for exemplary performance; or</li> <li>3. When the appointing authority deems there is a business necessity, for a maximum of ten (10) calendar days per calendar year. The appointing authority may request an extension of up to twenty (20) calendar days from the OHR Executive Director. The OHR Executive Director may approve the request for an extension for good cause shown.</li> </ol> <p>Granting or failing to grant administrative leave under this paragraph B shall not be subject to grievance or appeal.</p> <p><b><u>C. Unused Administrative Leave shall not be paid out to an employee upon separation from the City and may not be donated to another employee at any time.</u></b></p>		
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**ADDITIONS ARE INDICATED BY bold and underline.**

2. To reward exemplary performance, such as Employee of the Quarter, Employee of the Year, or if the appointing authority wishes to recognize an employee's outstanding contribution to the agency. The appointing authority may grant, and an employee may use up to twenty (20) hours of administrative leave per calendar year for exemplary performance; or
3. When the appointing authority deems there is a business necessity, for a maximum of ten (10) calendar days per calendar year. The appointing authority may request an extension of up to twenty (20) calendar days from the OHR Executive Director. The OHR Executive Director may approve the request for an extension for good cause shown.

Granting or failing to grant administrative leave under this paragraph B shall not be subject to grievance or appeal.

- C. Unused Administrative Leave shall not be paid out to an employee upon separation from the City, and may not be donated to another employee at any time.**