

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. 650

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of a revision to **Career Service Rule 14-10(C) – Types of Separation Other Than Dismissal**.

A Career Service Board Meeting regarding Public Hearing Notice No. 650 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 72D

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 14-10(C) – Types of Separation Other Than Dismissal

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>Section 14-10 Types of Separation Other Than Dismissal</p> <p>A. The separation of an employee from the Career Service other than by dismissal shall be designated one of the following:</p> <ol style="list-style-type: none"> 1. Resignation; 2. Retirement; 3. Death; 4. Disqualification; 5. Separation of employees holding at-will, trainee or intern probationary, or employment probationary status; 6. Lay-off. <p>B. 1. Written notices required under this Rule 14 shall be served on the employee either in person or by courier with a certificate or proof of delivery; by first class U.S. mail or other commercial delivery service, 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.</p> <p>2. If documents are delivered by email, the party sending the email shall retain both an electronic and a hard copy of the email including the sender, date, subject, and the address to which the email was sent.</p>	<p>Section 14-10 Types of Separation Other Than Dismissal</p> <p>A. The separation of an employee from the Career Service other than by dismissal shall be designated one of the following:</p> <ol style="list-style-type: none"> 1. Resignation; 2. Retirement; 3. Death; 4. Disqualification; 5. Separation of employees holding at-will, trainee or intern probationary, or employment probationary status; 6. Lay-off. <p>B. 1. Written notices required under this Rule 14 shall be served on the employee either in person or by courier with a certificate or proof of delivery; by first class U.S. mail or other commercial delivery service, 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.</p> <p>2. If documents are delivered by email, the party sending the email shall retain both an electronic and a hard copy of the email including the sender, date, subject, and the address to which the email was sent.</p>	<p>14-10(C)</p>	<p>Removes the provision in which an employee's effective date of separation is the day after the employee's last day with the city, and changes it to the same day as the personnel action is initiated in Workday.</p>

<p>C. The personnel action shall show the type of separation and the employee's last day as a City employee. The effective date of the separation shall be the day after the employee's last day as a City employee.</p>	<p>C. The personnel action shall show the type of separation <u>and the employee's last day as a City employee shall be the effective date of separation.</u> The effective date of the separation shall be the day after the employee's last day as a City employee.</p>		
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DELETIONS ARE INDICATED BY ~~strikethrough~~ AND ADDITIONS ARE INDICATED BY **bold and underline.**

Section 14-10 Types of Separation Other Than Dismissal

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 2. Retirement;
 3. Death;
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 5. Separation of employees holding at-will, trainee or intern probationary, or employment probationary status;
 6. Lay-off.
- B. 1. Written notices required under this Rule 14 shall be served on the employee either in person or by courier with a certificate or proof of delivery; by first class U.S. mail or other commercial delivery service, 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.
2. If documents are delivered by email, the party sending the email shall retain both an electronic and a hard copy of the email including the sender, date, subject, and the address to which the email was sent.
- C. The personnel action shall show the type of separation and the employee's last day as a City employee shall be the effective date of separation. ~~The effective date of the separation shall be the day after the employee's last day as a City employee.~~