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
geroge.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.
**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.**

<table>
<thead>
<tr>
<th>CURRENT RULE</th>
<th>REVISED RULE</th>
<th>RULE NUMBER</th>
<th>REVISION IMPACT</th>
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<tbody>
<tr>
<td>Section 14-10 Types of Separation Other Than Dismissal</td>
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<td>14-10(C)</td>
<td>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.</td>
</tr>
</tbody>
</table>

A. The separation of an employee from the Career Service other than by dismissal shall be designated one of the following:

1. Resignation;  
2. Retirement;  
3. Death;  
4. Disqualification;  
5. Separation of employees holding at-will, trainee or intern probationary, or employment probationary status;  

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.
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<th>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.</th>
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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.