

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. 656

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of revisions to **Career Service Rule 13.32 - Merit Increases & Merit Payments**, and **Appendix 13.A - 2021 Performance Review Schedule**.

The scheduled time for the public hearing is **Thursday, October 21, 2020 at 9:00 A.M.**, in the **Career Service Hearings Office, First Floor**, Webb Municipal Building, 201 West Colfax Avenue, Denver.

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, October 18, 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, October 20, 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
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RULE REVISION PROPOSAL 75D

TO: Appointing Authorities, Managers, and Employees
FROM: Rory McCluster and Cindy Bishop, Co-Interim OHR Executive Directors
DATE: Friday, October 8, 2021
SUBJECT: Proposed adoption of revisions to Career Service Rule 13.32 - Merit Increases & Merit Payments, and, Appendix 13.A - 2021 Performance Review Schedule

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

October 21, 2021, at 9:00 AM

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT																												
<p>13-32 Merit Increases and Merit Payments</p> <p>B.</p> <p>1. Departments and agencies are responsible for determining the percentage increase associated with each employee rating. The percent increase for all eligible employees shall average 3.0 for merit increases and merit payments delivered in 2020.</p>	<p>13-32 Merit Increases and Merit Payments</p> <p>B.</p> <p>1. Departments and agencies are responsible for determining the percentage increase associated with each employee rating. The percent increase for all eligible employees shall average <u>3.02%</u> for merit increases and merit payments delivered in <u>2022</u>.</p>	<p>13-32 B. 1.</p>	<p>The merit increase average has been changed from 3.00% to 3.02%, and the review period has been changed from 2020 to 2021.</p>																												
<p>C. Merit Table:</p> <p>1. Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating as measured by a performance review.</p> <table border="1" data-bbox="61 1503 448 1934"> <thead> <tr> <th>2019 Performance Rating</th> <th>2020 Merit Increase Percent</th> <th>2020 Lump Sum Merit Payment Percent</th> </tr> </thead> <tbody> <tr> <td>5: Exceptional</td> <td rowspan="3">2.20% - 5.00%</td> <td rowspan="3">1.30% - 3.50%</td> </tr> <tr> <td>4: Exceeds Expectations</td> </tr> <tr> <td>3: Successful</td> </tr> <tr> <td>2: Development Needed</td> <td>0.00% - 2.00%</td> <td>0.00%</td> </tr> <tr> <td>1: Unacceptable</td> <td>0.00%</td> <td></td> </tr> </tbody> </table>	2019 Performance Rating	2020 Merit Increase Percent	2020 Lump Sum Merit Payment Percent	5: Exceptional	2.20% - 5.00%	1.30% - 3.50%	4: Exceeds Expectations	3: Successful	2: Development Needed	0.00% - 2.00%	0.00%	1: Unacceptable	0.00%		<p>C. Merit Table:</p> <p>2. Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating as measured by a performance review.</p> <table border="1" data-bbox="513 1503 899 1934"> <thead> <tr> <th><u>2021</u> Performance Rating</th> <th><u>2022</u> Merit Increase Percent</th> <th><u>2022</u> Lump Sum Merit Payment Percent</th> </tr> </thead> <tbody> <tr> <td>5: Exceptional</td> <td rowspan="3"><u>2.40%</u> - <u>5.00%</u></td> <td rowspan="3"><u>2.40%</u> - <u>5.00%</u></td> </tr> <tr> <td>4: Exceeds Expectations</td> </tr> <tr> <td>3: Successful</td> </tr> <tr> <td>2: Development Needed</td> <td>0.00% - 2.00%</td> <td>0.00%</td> </tr> <tr> <td>1: Unacceptable</td> <td>0.00%</td> <td></td> </tr> </tbody> </table>	<u>2021</u> Performance Rating	<u>2022</u> Merit Increase Percent	<u>2022</u> Lump Sum Merit Payment Percent	5: Exceptional	<u>2.40%</u> - <u>5.00%</u>	<u>2.40%</u> - <u>5.00%</u>	4: Exceeds Expectations	3: Successful	2: Development Needed	0.00% - 2.00%	0.00%	1: Unacceptable	0.00%		<p>13-32 C. 1.</p>	<p>The 2019 Performance Rating has been changed to the 2021 Performance Rating.</p> <p>The 2020 Merit Increase Percentage has been changed to the 2022 Merit Increase Percent.</p> <p>The 2020 Lump Sum Merit Payment Percent has been changed to the 2022 Lump Sum Merit Payment Percent</p> <p>The minimum merit increase percentage has been changed from 2.20% to 2.40% for employees in range.</p> <p>The lump sum payment percent range has been changed from 1.30% - 3.50% to 2.40% - 5.00%.</p>
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DELETIONS ARE INDICATED BY ~~strike through~~ AND ADDITIONS ARE INDICATED BY ***bold, italics, and underline.***

13-32 Merit Increases and Merit Payments

B.

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D. Merit Table:

3. Eligibility for merit increases and merit payments is based on an eligible employee’s overall annual performance rating as measured by a performance review.

2021 Performance Rating	2022 Merit Increase Percent	2022 Lump Sum Merit Payment Percent
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APPENDIX 13.A

***2021* PERFORMANCE REVIEW SCHEDULE**

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