

RULE 10.3 – EXPIRED SERVICE AND CONTRACT ENDS DATES

Adopted Date: 05/22/2006
Revised Date: 01/03/2012

PURPOSE

Good financial management requires that all employees in a limited position, on-call employees, and contractors paid through the City and County of Denver's (city) payroll system are not paid beyond their defined service or contract ends dates.

DEFINITIONS

Employee – For the purpose of this rule an employee is one that is:

- A. Working out of class;
- B. In a limited position with a specified end date; or is
- C. A contractor paid through the city's Human Resources Management System of Record.

Service or Contract Ends Date – The last day an employee can work for the city in his/her identified role.

RULES

1. The Controller's Office, Payroll Division shall not pay an employee for time worked beyond his/her service or contract ends dates.
2. Every department/agency shall ensure that a service or contract ends date has been identified and entered into the city's Human Resource Management System of Record for every employee.
3. Every department/agency shall follow the city's established rules to extend the applicable service or contract ends date when necessary.
4. Every department/agency shall ensure that steps are taken to prevent employment beyond the identified service or contract ends dates.

AUTHORITY AND ACCOUNTABILITY

The **Controller's Office** is responsible for this fiscal accountability rule and any procedures, guides, job aids, forms, and one-page summaries associated with this rule.

Unless otherwise specified at the beginning of the document, printed copies are UNCONTROLLED.
Always refer to the online Fiscal Accountability Rules on City and County of Denver website prior to use to ensure you are using the most current copy.