



**CITY AND COUNTY OF DENVER  
CAREER SERVICE AUTHORITY**

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**MEMORANDUM**

**REVISION 250, SERIES B**

**TO:** Holders of CSA Rule Books  
**FROM:** CS Board  
**DATE:** June 30, 2004  
**SUBJECT:** Rule Revision – 9-30 Pay Adjustments subsection 9-32 How Implemented

The Career Service Board has adopted an amendment to existing Rule 9-32 that was published as part of Rule Proposal 343B as proposed Rule 9-32 How Implemented. The effective date of this revision is July 1, 2004.

	<b><u>Page Number</u></b>	<b><u>Effective Date</u></b>
<b>Remove</b>	9-2	June 1, 2004
<b>Insert</b>	9-2	July 1, 2004

**PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.**

## Section 9-30 Pay Adjustments

### 9-31 Definition

A pay adjustment is a change in pay resulting from a comparison with the pay prevailing in the Denver Metropolitan Area.

### 9-32 How Implemented

- A. An annual pay survey shall be conducted and any pay range adjustment recommendations shall be made to the City Council by December 31st of each year. Upon the approval of the Mayor and the City Council pay range adjustments shall be implemented. (9/12/02, 228B; 07/01/04, 250B )
- B. Computation: A pay adjustment shall be computed by:
  1. Establishing entry rate: Multiplying the entry rate in a pay range by the percentage of increase, if any, for that occupation in the appropriate schedule as determined by the pay survey, in accordance with Rule 8 Compensation Rates; and
  2. Establishing pay steps: Adjustments shall be made by increasing each pay step in the exempt and nonexempt pay ranges by an amount equal to two and one-quarter percent (2.25%) of the preceding pay step. Adjustments to the short-range pay schedule shall be the same except that the pay differential between each step shall be equal to four and one-half percent (4.5%). (5/1/91, 148B)

## Section 9-40 Merit Increases

### 9-41 Policy

Nothing in this Section 9-40 or any subsection thereof, shall apply to Deputy Sheriffs. Eligibility for merit increases is based on employee performance as measured by the Performance Enhancement Program Reports. (Effective September 26, 2003, Rule Revision memo 242B)

### 9-42 Establishing Eligibility for Merit Increase

- a) Performance Enhancement Program Report  
(Effective January 4, 1990; Rules Revision 137b)
  - 1) Anniversary date of appointment: A completed Performance Enhancement Program shall be filed with the Career Service Authority on or before the annual anniversary date of the initial appointment to the class. (This report does not replace the report due on or before the completion of probation as provided in Subsection 5-53 Performance Enhancement Program Reports During Probation). This provision also applies to reinstatement appointments, reemployment appointments, repromotions, and promotional reinstatement appointments, as provided in Rule 5 APPOINTMENTS AND STATUS.