

MEMORANDUM

REVISION 26 SERIES C

TO: Holders of CSA Rule Books
FROM: Career Service Board
DATE: April 1, 2008
SUBJECT: Revision to Career Service Rules

The Career Service Board has revised Career Service Rules 9-110 A, 11-33 b) 3), and 11-55 C. 4 to remove references to the 'Auditor' in these rules and replace them with 'Department of Finance.' The effective date of this revision is April 1, 2008.

	<u>Page Number</u>	<u>Issuance Dates</u>
Remove	9-19 11-7 11-12.2	April 1, 2006 February 8, 2005 February 15, 2006
Replace	9-19 11-7 11-12.2	April 1, 2008

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

2. How paid: Earned overtime compensation for employees in hourly positions shall be paid in cash.

9-101 Holiday Compensatory Time for Overtime Exempt Employees:

An employee who is exempt from overtime and who is:

- A. Scheduled to work on a holiday, or
- B. Scheduled to work on his or her regularly scheduled day off in a week when a holiday occurs

Shall be given straight time holiday compensatory time off for the holiday in addition to pay for the time worked. At the discretion of the appointing authority, straight time pay may be substituted for the holiday compensatory time. Holiday compensatory time may be taken at any time mutually convenient to the employee and the appointing authority. However, all accrued holiday compensatory time shall be used by September 30th of each calendar year or paid out in cash by the final pay period of October of that year.

Section 9-110 Record Keeping

(Revised effective April 1, 2008; Rule Revision Memo 26C)

- A. Responsibility for maintaining time and compensation records may be vested in the Department of Finance, the Career Service Authority ("CSA"), or the agencies, as may be agreed among them from time to time.
- B. The content of these records shall be governed by guidelines established by CSA (see Appendix).
- C. These records shall be retained for a minimum of six (6) calendar years, in a location where they would be available for inspection within seventy-two (72) hours from the date when requested by the Wages and Hours Administrator or designees.

- (b) Prorated credits for less than a full calendar month of service in accordance with the schedule for employees in part-time positions, described in paragraph 11-33 a) 2) Credit for Employee in Part-Time Position.
- 2) Credit for employee in part-time position: An employee in a part-time position shall receive sick leave credit in accordance with the following schedule based on a work period of eighty (80) hours:
 - (a) Under forty (40) hours - no credits;
 - (b) Forty (40) through fifty-nine (59) hours - half (1/2) credits;
 - (c) Sixty (60) through seventy-nine (79) hours – three fourth (3/4) credits.
- b) Donating sick leave: One Career service employee may donate sick leave to another Career Service employee provided that all of the following conditions are met:
 - 1) The amount of sick leave donated may not reduce the donor employee's sick leave balance to less than two hundred forty (240) hours.
 - 2) The amount of sick leave to be credited to the recipient employee's account shall be computed as follows:
 - (a) Multiply the number of hours of sick leave being given by the donor employee times the hourly rate of pay or the donor employee;
 - (b) Divide the result of step (a) by the hourly rate of pay of the recipient employee; and
 - (c) Round the result down to the closest full hour.
 - 3) The computations made-in paragraph b) 2) shall be reported to the Department of Finance in accordance with procedures to be established by that office. (Revised effective April 1, 2008; Rules Revision Memo 26C)
- c) Maximum accumulation of sick leave: Sick leave may be accumulated to a total of nine hundred sixty (960) working hours.
- d) Conversion to vacation leave: When the accumulation exceeds eight hundred eighty (880) hours, an employee may be granted eight (8) hours of vacation leave for each eight (8) hours of sick leave accumulated beyond eight hundred eighty (880) hours up to the limit.

11-55 Military Pay Differential

(Effective January 1, 2006; Rules Revision Memo 4C)

- A. Career Service employees who are called to active military duty in time of war or national emergency are eligible for a military pay differential as provided by the Denver Revised Municipal Code. (See Appendix)
- B. A written request for military pay differential shall be made by an eligible employee to the employee's department or agency as soon as possible after the employee's return to City employment using the application form prepared by the Career Service Authority. Requests for military pay differential may also be made while the employee is on military leave.
- C. The employee shall provide copies of the following documents:
 - 1. Written military orders for reporting and/or discharge;
 - 2. Leave and earnings statements from the military;
 - 3. All military pay vouchers, including vouchers for temporary duty and travel; and
 - 4. Any other documentation deemed necessary to process the request by the Career Service Personnel Director, which may include documentation that the Department of Finance advises the Personnel Director is necessary. (Revised effective April 1, 2008; Rules Revision Memo 26C)
- D. Any overpayment of funds to the employee shall be reimbursed to the City in accordance with the City's Fiscal Accountability Rules.

Section 11-60 Election Leave

(Effective November 1, 1980; Rules Revision Memo 127A, renumbered and revised effective June 1, 2004, 249B)

Employees are urged to vote outside of working hours. If the employee's work schedule does not allow for two consecutive hours between either the opening of the polls and the start of work or after the end of work and the closing of the polls, employees shall be granted paid leave not to exceed two (2) hours in order to vote. Employees must apply for and receive approval for the leave prior to the election day.

Section 11-70 Court Leave

(4/27/56, 15A)

11-71 Policy

(9/1/82, 41B)

An employee who is required to serve as a juror in a Federal, State, or Municipal Court, or who is subpoenaed to testify concerning matters arising out of performance of his or her duties, shall be granted court leave with full pay to serve in that capacity.