

MEMORANDUM

RULE REVISION 84D

TO: Holders of Career Service Rule Books
FROM: Career Service Board
DATE: February 24, 2023
SUBJECT: Revision of Career Service Rule 9 - Pay Administration

Career Service Rule 9-69 was revised and approved on February 21, 2023. Please replace the following pages in your books for revisions and re-pagination. Thank you.

| <u>Page Numbers to Remove</u> | <u>Page Numbers to Insert</u> |
|--|--|
| Page 9-24 CSR 9-69 Page 9-25 CSR 9-69 B & C | Page 9-24 CSR 9-69 (<i>revision date added</i>) Page issuance date: February 24, 2023 Page 9-25 CSR 9-69 B (<i>added</i>) Page issuance date: February 24, 2023 Page 9-25 CSR 9-69 C (<i>revised</i>) Page issuance date: February 24, 2023 |

| # Certifications | Fleet Technician I | Fleet Technician II | Fleet Technician III/ Fleet Collision Technician | Fleet Technician Lead |
|--|--------------------|---------------------|---|-----------------------|
| Successful Completion of four (4) Certifications | \$30 | \$30 | \$30 | \$45 |
| Successful Completion of eight (8) Certifications | N/A | \$50 | \$50 | \$90 |
| Successful Completion of twelve (12) Certifications | N/A | N/A | \$75 | \$135 |
| Successful Completion of fifteen (15) Certifications | N/A | N/A | \$100 | \$180 |

- E When an employee changes positions and the skills are not a requirement of the new position, the fleet technician certification stipend shall cease.
- F The appointing authority retains the right to revoke eligibility for the stipend for any business-related reason, at any time.

969 911 Communications Training Officer Stipend

(Revised February 24, 2023; Rule Revision Memo 84D; Rule Revision Memo 85D)

- A The appointing authority may pay a monthly stipend to employees who are enrolled in the 911 Communications Training Officer (CTO) program if the following eligibility conditions are met:
1. The employee is in a full-time, unlimited position.
 2. The employee is a member of the 911 Emergency Communication Technician, 911 Dispatch Support Specialist, or 911 Police Dispatcher classifications.
 3. The employee has successfully completed the 911 CTO certification course.
 4. The employee was rated “Thriving” or higher in the employee’s most recent performance evaluation and continues to receive performance evaluations of “Thriving” or higher while receiving the CTO stipend.
 5. The employee has not been on a Performance Improvement Plan in the preceding year nor is the employee currently on a Performance Improvement Plan; and
 6. The employee is available to train new hires as requested for the duration of their CTO assignment. All trainings must be tracked through the tracking system specified by management.

- B. The appointing authority may pay a monthly stipend to employees who are enrolled in the Denver International Airport Communications Center Training Officer (CTO) program if the following eligibility conditions are met:
1. The employee is in a full-time, unlimited position.
 2. The employee is a member of the Airport Emergency Dispatcher, Airport Operations Representative, Airport Communications Center Specialist, or Airport Communications Center Lead classifications or the Airport Communications Center Supervisor and Airport Communications Center Administrative Manager classification when training.
 3. The employee has successfully completed the 911 Certified Training Officer (CTO) certification course.
 4. The employee was rated "Successful" or higher in the employee's most recent performance evaluation and continues to receive performance evaluation of "Thriving" or higher while receiving the CTO stipend.
 5. The employee has not been on a Performance Improvement Plan in the preceding year nor is the employee currently on a Performance Improvement Plan; and
 6. The employee is available to train new hires as requested for the duration of their CTO assignment. All trainings must be tracked through the tracking system specified by management.
- C. Individuals enrolled in the CTO program will receive \$450.00 per month that they are enrolled, pro-rated for partial month enrollments, not to exceed \$5,400.00 annually.
- D. The appointing authority retains the right to revoke eligibility for the stipend for any business-related reason, at any time.

Section 9-70 Hours of Work

9-71 Standard Work Week

- A. The five (5) day forty (40) hour week shall be the standard work week for employees of the Career Service.
- B. Standard work hours shall be eight (8) hours per day, excluding the meal period. In certain cases, because of the character of the work, it may be necessary for an employee to be required to eat a meal while working. When the meal period is spent predominantly for the benefit of the City, the employee shall be paid for the entire meal period (Effective October 10, 2008; Rule Revision Memo 32C).