

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules. When the Board or the OHR Executive Director considers 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 bulletin boards and made available to appointing authorities, employees, and the general public for comments and suggestions. A short summary of the proposed rule changes 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. 544

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to the Career Service Rules covering short-range and community rate pay schedules.

The scheduled time for the public hearing is **THURSDAY, MAY 18, 2017, at 9:00 A.M.**, in **Room, 4.G.2.**, Webb Municipal Building, 201 West Colfax Avenue.

If anyone wishes to submit written comments or talk to OHR staff regarding this notice, please contact:

Heather Smith
Office of Human Resources
201 West Colfax, 4th Floor
Department 412
Denver, Colorado 80202
Heather.Smith@denvergov.org

Comments regarding this notice should be submitted no later than **noon on MONDAY, MAY 15, 2017.**

If anyone wishes to address the Board regarding this notice please contact Alisha Gronniger at (720) 913-5650 or at Alisha.Gronniger@denvergov.org no later than **noon on MONDAY, MAY 15, 2017** 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
AS SOON AS POSSIBLE

RULE PROPOSAL 455B

TO: Appointing Authorities, Managers, and Employees

FROM: Karen Niparko, OHR Executive Director

DATE: May 5, 2017

SUBJECT: Proposed revision of Career Service Rules

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

THURSDAY, May 18, 2017, at 9:00 A.M.
Webb Municipal Building Room 4.G.2

The OHR Classification and Compensation Division has proposed, and the City Council has approved, abolishing the short-range pay schedule and including all of the classifications in that pay schedule in the community rate pay schedule. This requires several changes to the Career Service Rules which are detailed below.

If you would like to schedule a meeting with a member of the OHR to discuss this proposal prior to the Public Hearing, please contact Alisha Gronniger at (720) 913-5650 or at Alisha.Gronniger@denvergov.org.

DELETIONS ARE INDICATED BY strike through AND ADDITIONS ARE INDICATED BY bold, italics, and underline.

Section 7-60 Establishing and Maintaining Pay Schedules

- A. The OHR shall establish the following pay schedules in order to facilitate the City's compensation policy:
1. Non-exempt salary schedules: applicable to those classifications not exempt from overtime pursuant to the provisions of the Fair Labor Standards Act (FLSA);
 2. Community rate schedule: applicable to **certain** classifications **comprised solely of on-call positions used on a seasonal basis or** in the sports and entertainment field which do not have traditional year-round or seasonal schedules. These classifications are non-exempt under the FLSA;
 - ~~3. Short range schedule: applicable to certain classifications comprised solely of on-call positions used on a seasonal basis. All classifications in the short range schedule are non-exempt under the FLSA;~~
 - 3** 4. Training and intern schedule: applicable to trainee or intern classifications. These are single rate classifications that do not have ranges; and
 - 4** ~~5.~~ Exempt salary schedules: applicable to those classifications exempted from overtime under the FLSA.
- B. Each occupational group shall have one or more of these pay schedules assigned to it as appropriate.
- C. Classifications shall be assigned to a pay grade within the appropriate pay schedule.

9-31 Promotion and re-promotion

- A. Upon promotion an employee's pay shall be increased by at least eight percent (8.0%). In no event shall the pay upon promotion be lower than the range minimum or exceed the range maximum of the pay range of the new classification.
- B. The appointing authority may increase an employee's pay by more than ten percent (10%) upon promotion if the appointing authority determines that one or more of the pay factors defined in this Rule 9 justify such an increase.
- C. Within the ~~short range~~ **community rate** pay schedule the employee's pay shall be increased to the range minimum but not to exceed the range maximum of the pay range of the new classification.

9-51 Shift Differential

A. Employee eligibility:

1. Employees in classifications in non-exempt pay schedules are eligible for shift differential, unless the employee is eligible for the health care differential as provided in this Rule 9 **PAY ADMINISTRATION**.
2. Employees in classifications in exempt pay schedules are not eligible for shift differential, unless the employee is in a classification:
 - a. In which the Board has approved overtime based on community practice (unless also eligible for the health care differential as provided in this Rule 9 **PAY ADMINISTRATION**); or
 - b. Which is a first-line supervisory classification in which the employee's primary duties include the direct supervision of employees who have no subordinate supervisors and are receiving shift differential for the time the employee is supervising them.
3. Employees in classifications ~~in the short range or~~ in community rate pay schedules are not eligible for shift differential.
4. The OHR Executive Director, upon the request of an appointing authority, may allow a department or agency to exclude otherwise eligible employees from receiving shift differential based on community practice. Requests based on other reasons require submission by the OHR Executive Director and approval by the Board.

9-52 Equipment Differential

A. Eligibility:

1. Equipment differential shall be paid to employees who are temporarily assigned to operate equipment, which is at a higher level classification than the employee's current classification, and who are not receiving additional pay for a work assignment outside of job classification.
2. Employees in on-call positions ~~and community rate and~~ **cluding** classifications ~~listed in the short range~~ **community rate** pay schedules shall be entitled to equipment differential.