

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules (“Rules”). When the Board or the OHR Executive Director determines 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 the same bulletin boards as the local, state, and federal-mandated posters, as well as the Career Service Board’s internet page, and made available to appointing authorities, employees, and the general public for comments and suggestions. A short summary of the proposed rule change and the reason(s) for the proposed change 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. 667

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of revisions to **Career Service Rule 7-34 – Audits**, and **Career Service Rule 9 - Pay Administration**.

The scheduled time for the public hearing is **Thursday, June 16, 2022 at 9:00AM** in the Webb Municipal Building, located at 201 West Colfax Avenue, Denver, CO, in the Career Service Hearings Office on the 1st floor.

Participation in the meeting will also be available through a provided conference call number and digital link noted on the public notice of the agenda, released no later than two days prior to the scheduled meeting.

If anyone wishes to submit a written comment or speak to OHR regarding this notice, please contact:

George Branchaud  
Administrator  
Office of Human Resources  
(720) 913-5650  
[george.branchaud@denvergov.org](mailto:george.branchaud@denvergov.org)

Comments regarding this notice should be submitted no later than **12:00 P.M. on Monday, June 13, 2022**.

If anyone wishes to address the Board regarding this notice, please contact Frances Trujillo at (720) 913-5168 or at [frances.trujillo@denvergov.org](mailto:frances.trujillo@denvergov.org) no later than **12:00 P.M. on Wednesday, June 15, 2022** 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 REVISION PROPOSAL 78D**

**TO:** Appointing Authorities, Managers, and Employees  
**FROM:** Kathy Nesbit, OHR Executive Director  
**DATE:** June 3, 2022  
**SUBJECT:** Proposed adoption of the revisions to Career Service Rule 7-34-Audits, and Career Service Rule 9-Pay Administration.

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

**Thursday, June 16, at 9:00 A.M.**

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>7-34 Audits</p> <p>B. Requests for individual position audits will only be accepted by OHR between March 1 through October 31 of each year and must be made using the OHR Individual Position Audit Request Form. Appointing authorities may request an exception outside of this period if there are extraordinary or compelling operational needs. Exceptions require the approval of the OHR Executive Director.</p>	<p>7-34 Audits</p> <p>B. Requests for individual position audits will only be accepted by OHR between <del>March-February</del> 1 through October 31 of each year and must be made using the OHR Individual Position Audit Request Form. Each fiscal year, the first available effective date is the first Sunday in March and the last available effective date is the last Sunday in November. <del>Appointing authorities may request an exception outside of this period if there are extraordinary or compelling operational needs. Exceptions require the approval of the OHR Executive Director.</del></p>	<p>7-34 B</p>	<p>These revisions amend the rule to provide clear and concise guidance to managers as to when they can submit position audits and when they can be effective. The ability to request an exception was removed because they will impact the implementation of the new ranges, increases to minimum, market adjustments, and merit.</p>

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>9-39 Pay Adjustments within the Salary Range</p> <p>D. Pay adjustment requests will only be accepted by OHR from March 1 through October 31 of each year. Exceptions require the approval of the OHR Executive Director. The appointing authority's request for approval shall explain: (Revised April 9, 2021; Rule Revision Memo 66D) 1. The reason the pay inequity exists, including information about how pay factors (as listed in Rule 9-5F and/or Appendix 7.A) have contributed to the pay inequity; and 2. If applicable, why employees in the same classification in the same work group are not being considered in the request. This explanation should include information about how the excluded employees are not affected by the pay factors (as listed in Rule 9-5F and/or Appendix 7.A).</p>	<p>9-39 Pay Adjustments within the Salary Range</p> <p>D. Pay adjustment requests will only be accepted by OHR from February 1 through October 31 of each year. <b>Each fiscal year, the first available effective date is the first Sunday in March and the last available effective date is the last Sunday in November.</b></p>	<p>9-39 D.</p>	<p>These revisions amend the rule to provide clear and concise guidance to managers as to when they can submit pay adjustments and when they can be effective. The ability to request an exception was removed because they will impact the implementation of the new ranges, increases to minimum, market adjustments, and merit. The deletion of the last section is being added below as E because it is not related to D.</p>

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>9-39 Pay Adjustments within the Salary Range</p>	<p>9-39 Pay Adjustments within the Salary Range</p> <p>E. The appointing authority's request for approval shall explain:</p> <ol style="list-style-type: none"> <li>1. The reason the pay inequity exists, including information about how pay factors (as listed in Rule 9-5F and/or Appendix 7.A) have contributed to the pay inequity; and</li> <li>2. If applicable, why employees in the same classification in the same work group are not being considered in the request. This explanation should include information about how the excluded employees are not affected by the pay factors (as listed in Rule 9-5F and/or Appendix 7.A).</li> </ol>	<p>9-39 E.</p>	<p>The verbiage was removed from letter D and added as its own statement.</p>

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>9-65 Work Assignment Outside of Job Classification</p> <p>A. An appointing authority may temporarily assign the duties of a vacant or temporarily unoccupied position in a higher-level classification to an employee in a lower level classification for a period of no less than one month and up one year in accordance with the criteria established in this rule. An extension of six months may be considered, with sound business rationale, for</p>	<p>9-65 Work Assignment Outside of Job Classification</p> <p>A. An appointing authority may temporarily assign the duties of a vacant or temporarily unoccupied position in a higher-level classification to an employee in a lower level classification for a period of no less than one month and <del>up to one year</del> <b><i>no more than six months</i></b> <del>one year</del> in accordance with the criteria established in this rule. <del>An extension of six months may be considered, with sound</del></p>	<p>9-65.A</p>	<p>These revisions amend the rule to conform with the Colorado Equal Pay for Equal Work Act, which caps the duration of temporary, interim, or acting work assignments at six months and encourages competitive hiring for promotional opportunities.</p>

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
approval by the OHR Executive Director.	<p><del>business rationale, for approval by the OHR Executive Director.</del></p> <p><u><i>The six-month limitation applies to the vacant or temporarily unoccupied position and cannot be extended by subsequently assigning the duties of that position to a different employee or by allowing an employee to perform those duties without additional pay. The six-month limitation may be extended by a maximum of six additional months when justified by compelling circumstances and approved in writing by the OHR Executive Director and the City Attorney's Office. This subparagraph A is intended to comply with the Colorado Equal Pay for Equal Work Act, C.R.S. § 8-5-101 et. seq. and underlying regulations.</i></u></p>		
N/A	<p>9-100 Retention Bonus</p> <p>A. This rule is intended to temporarily assist agencies with staffing shortages occurring as a result of the COVID-19 pandemic and the “Great Resignation” which may cause a decline in the provision of essential city services and, as such, will only remain in effect until December 31, 2023.</p> <p>B. In order to retain a highly qualified employee(s) whose skills, knowledge and/or abilities are deemed essential to the mission and operations of the City, a department or agency may, upon approval of the OHR Executive Director, pay a retention bonus to a current employee(s) at the end of a specified period of time, but in no event shall the specified retention period extend past December 31, 2023.</p> <p>C. The payment of any retention bonus must be</p>	9-100	This new and temporary rule is intended to temporarily assist agencies with staffing shortages occurring as a result of the COVID-19 pandemic and the “Great Resignation” which may cause a decline in the provision of essential city services. The rule provides for retention bonuses not to exceed \$5000 under very specific circumstances approved by the OHR Director. This rule expires December 31, 2023.

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
	<p>justified in writing and submitted by the appointing authority to the OHR Executive Director for approval.</p> <p>D. The following standards shall apply to an appointing authority's request for approval to pay a retention bonus:</p> <ol style="list-style-type: none"> <li>1. The success (or lack thereof) of recent efforts to recruit external candidates for the same positions, using indicators such as job offer acceptance rates, the length of time required to fill similar positions, turnover rates, and the probable cost of additional recruitment efforts if the current employee(s) resigns;</li> <li>2. Employment trends and competition in the local labor market that make it difficult to recruit candidates for the same positions or that entice current employees to resign from the city;</li> <li>3. The degree to which essential services have been disrupted;</li> <li>4. Special qualifications or competencies (i.e., knowledge, skills, abilities, education, etc.) required for the position. These competencies must be applicable to a vast majority of the duties and responsibilities of the job and/or be of critical importance to the job;</li> <li>5. The desirability of the duties, work, or organizational environment of the position;</li> <li>6. The employee's work history, including length of employment with the city, performance ratings, and disciplinary record; and <ol style="list-style-type: none"> <li>a) A retention bonus will not be considered for any</li> </ol> </li> </ol>		

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
	<p>employee that has been formally disciplined in the 12 months preceding the appointing authority's request for approval to pay a retention bonus;</p> <p>b) A retention bonus will not be given to any employee that received a Development Needed or Unacceptable performance rating in the prior year performance evaluation period.</p> <p>c) To receive a retention bonus, an employee must have been employed with the Agency in the same classification for a minimum of 12 months prior to the start of the retention period. Exceptions may be made for on-call employees.</p> <p>d) A retention bonus will not be given to any employee who received a recruitment bonus for the same classification.</p> <p>e) A retention bonus will not be given to an employee working out of class.</p> <p>7. Any other supporting factors.</p> <p>E. No retention bonus may exceed \$5,000 to any employee in single or multiple payments and the amount of any payment should be scaled in proportion to the position, the level of need, and the length of the retention period. The amount of the bonus will not be grossed-up to cover taxes and other deductions on behalf of the employee.</p> <p>F. No retention bonus shall be offered to an employee prior to final approval by the OHR Executive Director. The appointing authority's request for approval to pay a retention</p>		

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
	<p>bonus indicates sufficient existing budget funds to cover the expense.</p> <p>G. If payment of a retention bonus is approved, the agency or department will enter into an agreement with the employee(s) in which the employee(s) agrees to continue to be employed in their current position for a specified period of time in exchange for receiving the retention bonus at the end of that specified period of time but in no event shall the specified retention period extend past December 31, 2023. Payment of a retention bonus and the employee's acceptance of these terms shall not constitute an employment contract. The terms of the agreement must include the following:</p> <ol style="list-style-type: none"> <li>1. The agreement does not prohibit the agency or department from applying and enforcing the Career Service Rules, including Rule 16, during the retention period.</li> <li>2. If the employee receives a suspension, a temporary reduction in pay, or is terminated or involuntarily demoted pursuant to Rule 16 prior to the end of the specified retention period, the employee shall forfeit the bonus.</li> <li>3. If the employee takes leave without pay for two or more weeks (consecutively and/or intermittently), resigns, retires, promotes, transfers, works out of class, or voluntarily demotes during the retention period, the employee will forfeit their right to the retention payment.</li> </ol>		

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT									
N/A	<p>9-101 Commuter Stipend</p> <p>A. In an effort to temporarily assist employees facing transportation challenges, including reduced bus routes and the rising costs of gasoline and parking, eligible employees will receive a monthly commuter stipend and a free EcoPass effective July 1, 2022 through December 31, 2022.</p> <p>B. “Eligible employees” for purposes of this rule shall include all full-time and part-time employees governed by this Rule 9 who are regularly scheduled to work in city offices or in the field at least two days per week. On-call employees are <u>not</u> eligible for the EcoPass, but on-call employees who qualify to receive benefits and are regularly scheduled to work in city offices or in the field at least two days per week are entitled to receive the monthly stipend.</p> <p>C. The amount of the monthly commuter stipend paid to eligible employees shall be determined based on pay bands and work locations designated in Workday as follows:</p> <table border="1" data-bbox="505 1404 849 1881"> <thead> <tr> <th data-bbox="505 1404 609 1629">Pay Band</th> <th data-bbox="609 1404 735 1629">Locations without free parking Monthly Subsidy</th> <th data-bbox="735 1404 849 1629">Locations with free parking Monthly Subsidy</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 1629 609 1745">Under \$52,000</td> <td data-bbox="609 1629 735 1745">\$100</td> <td data-bbox="735 1629 849 1745">\$50</td> </tr> <tr> <td data-bbox="505 1745 609 1881">\$52,001-\$86,999</td> <td data-bbox="609 1745 735 1881">\$70</td> <td data-bbox="735 1745 849 1881">\$35</td> </tr> </tbody> </table>	Pay Band	Locations without free parking Monthly Subsidy	Locations with free parking Monthly Subsidy	Under \$52,000	\$100	\$50	\$52,001-\$86,999	\$70	\$35	9-101	This new and temporary rule is intended to temporarily assist employees facing transportation challenges, including reduced bus routes and the rising costs of gasoline and parking. Eligible employees will receive a monthly commuter stipend and a free EcoPass effective July 1, 2022 through December 31, 2022.
Pay Band	Locations without free parking Monthly Subsidy	Locations with free parking Monthly Subsidy										
Under \$52,000	\$100	\$50										
\$52,001-\$86,999	\$70	\$35										

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT			
	<table border="1"><tr><td data-bbox="500 289 607 424">\$87,000 and over</td><td data-bbox="607 289 732 424">\$50</td><td data-bbox="732 289 846 424">\$25</td></tr></table>	\$87,000 and over	\$50	\$25		
\$87,000 and over	\$50	\$25				

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

7-34 Audits

- A. An appointing authority may submit a request for, or the OHR may initiate, an audit of a filled position to determine if it is correctly classified, when there has been:
1. A significant change in the type or level of duties and responsibilities;
  2. A re-organization affecting a number of employees, which may involve significant additions of new equipment, or substantial changes in methods or procedures; or
  3. A classification study resulting in changes to classification specifications.
- B. Requests for individual position audits will only be accepted by OHR between ~~March~~ February 1 through October 31 of each year and must be made using the OHR Individual Position Audit Request Form. Each fiscal year, the first available effective date is the first Sunday in March and the last available effective date is the last Sunday in November.
- ~~Appointing authorities may request an exception outside of this period if there are extraordinary or compelling operational needs. Exceptions require the approval of the OHR Executive Director.~~
- C. When an appointing authority requests re-allocation of a position to a supervisory or managerial classification from a classification that is not a supervisory or managerial classification the request shall include a list of the position numbers, classification titles, and names of subordinate staff.
- D. Audit requests will not be granted in the following situations:
1. For limited positions that are not budgeted or not anticipated to be budgeted past the fiscal year in which the audit was requested;
  2. For on-call positions;
  3. When there is a vacant position in the incumbent's work unit which is in the classification to which the audit request seeks to re-allocate the incumbent's position;
  4. For any positions currently included in a classification study; however, an exception may be granted upon OHR Executive Director approval based on the circumstances surrounding the audit request;
  5. As an alternative to promotion;
  6. As a substitute for disciplinary procedure;
  7. The incumbent has not passed the applicable assessment or test for the proposed classification; or
  8. The incumbent has not completed the required training for the proposed classification.
- E. An employee may petition an appointing authority to reconsider a decision not to request an audit of the employee's position and may send a copy of the petition to the OHR Executive Director. The OHR may choose to initiate an audit or classification study if warranted under this Rule 7.

## 9-39 Pay adjustment within the salary range

- A. An appointing authority may adjust pay for an employee, within that employee's current salary range, if the purpose is to eliminate a pay disparity, so long as that employee's pay is being compared with the pay of another employee who is:
  - 1. In the same classification; or
  - 2. In the same classification series; or
  - 3. In a classification within the same job family performing comparable types of duties; or
  - 4. Subordinate to the existing employee in that employee's chain of command.
- B. OHR Classification and Compensation will review employees' pay across departments or agencies within the same classification(s), within the same classification series, or within the classification(s) with the same career path and comparable duties.
- C. A pay adjustment within the salary range requires the approval of the OHR Executive Director. The effective date of any such pay adjustment shall be the beginning of the work week following approval by the OHR Executive Director.

In the case of extraordinary circumstances, and with the approval of the OHR Executive Director, the effective date of the pay adjustment may be for a retroactive date at the beginning of a work week. However, no retroactive pay adjustment shall extend into the prior fiscal year.

- D. Pay adjustment requests will only be accepted by OHR from ~~March~~ **February** 1 through October 31 of each year. **Each fiscal year, the first available effective date is the first Sunday in March and the last available effective date is the last Sunday in November.** ~~Exceptions require the approval of the OHR Executive Director.~~

**E. The appointing authority's request for approval shall explain:**

- 1. The reason the pay inequity exists, including information about how pay factors (as listed in Rule 9-5F and/or Appendix 7.A) have contributed to the pay inequity; and
- 2. If applicable, why employees in the same classification in the same work group are not being considered in the request. This explanation should include information about how the excluded employees are not affected by the pay factors (as listed in Rule 9-5F and/or Appendix 7.A).

9-65 Work Assignment Outside of Job Classification

- A. An appointing authority may temporarily assign the duties of a vacant or temporarily unoccupied position in a higher-level classification to an employee in a lower level classification for a period of no less than one month and ~~up to~~ **no more than six months** ~~one year~~ in accordance with the criteria established in this rule. ~~An extension of six months may be considered, with sound business rationale, for approval by the OHR Executive Director.~~ **The six-month limitation applies to the vacant or temporarily unoccupied position and cannot be extended by subsequently assigning the duties of that position to a different employee or by allowing an employee to perform those duties without additional pay. The six-month limitation may be extended by a maximum of six additional months when justified by compelling circumstances and approved in writing by the OHR Executive Director and the City Attorney's Office. This subparagraph A is intended to comply with the Colorado Equal Pay for Equal Work Act, C.R.S. § 8-5-101 et. seq. and underlying regulations.**
1. Employees are eligible for additional pay for such assignments when they have been assigned a majority (70% or more) of the duties and responsibilities of the vacant or temporarily unoccupied position in the higher-level classification.
  2. Assignments of duties from any vacant or temporarily unoccupied position in a higher classification may be assigned to one employee **at a time** only; multiple employees may not share a working out-of-classification assignment and qualify for additional pay.
  3. The additional work and additional pay for work outside of an employee's job classification shall start at the beginning of a work week, which is the next available Sunday. The additional pay shall continue for the duration of the assignment.
  4. Pay shall be set within the pay range of the assigned classification and cannot be below the range minimum or above the range maximum.
- B. Working out-of-classification pay shall be set by the appointing authority with consideration given to the number of grade differences, and the percentage of work being performed of the higher-level classification as follows:

Working Out-of-Classification Scenario	Pay Increase %
The vacant higher-level classification is 1 or 2 pay grades higher	8%
The vacant higher-level classification is more than 2 pay grades higher	12%

If the employee's current classification is non-exempt and the employee will perform higher-level duties of an exempt classification, the employee retains their non-exempt pay status for overtime purposes.

If the employee is non-exempt and performing the work of an exempt classification, contact your OHR Classification and Compensation Analyst who will determine the pay grade difference.

- C. The employee's job classification will not change as a result of a temporary assignment of higher-level job duties and responsibilities. Employees receiving additional pay for working outside of their assigned classification shall not be eligible for re-allocation to the higher-level classification.
- D. If an employee receives a merit increase during the temporary assignment, the pay for the work assignment outside of job classification shall be re-calculated based on the employee's base pay including the merit increase. The re-calculated pay shall be effective on the effective date of the merit increase (Revised January 1, 2011; Rule Revision Memo 51C).
- E. Upon completion of the temporary assignment, the employee's pay shall return to the employee's base pay prior to the temporary assignment, including any merit increase awarded during the temporary assignment.
- F. Pay for work outside of an employee's job classification does not impact subsequent pay for promotion, demotion, or any other personnel action.

9-100 Retention Bonus

- A This rule is intended to temporarily assist agencies with staffing shortages occurring as a result of the COVID-19 pandemic and the “Great Resignation” which may cause a decline in the provision of essential city services and, as such, will only remain in effect until December 31, 2023.
- B In order to retain a highly qualified employee(s) whose skills, knowledge and/or abilities are deemed essential to the mission and operations of the City, a department or agency may, upon approval of the OHR Executive Director, pay a retention bonus to a current employee(s) at the end of a specified period of time, but in no event shall the specified retention period extend past December 31, 2023.
- C The payment of any retention bonus must be justified in writing and submitted by the appointing authority to the OHR Executive Director for approval.
- D The following standards shall apply to an appointing authority’s request for approval to pay a retention bonus:
1. The success (or lack thereof) of recent efforts to recruit external candidates for the same positions, using indicators such as job offer acceptance rates, the length of time required to fill similar positions, turnover rates, and the probable cost of additional recruitment efforts if the current employee(s) resigns;
  2. Employment trends and competition in the local labor market that make it difficult to recruit candidates for the same positions or that entice current employees to resign from the city;
  3. The degree to which essential services have been disrupted;
  4. Special qualifications or competencies (i.e., knowledge, skills, abilities, education, etc.) required for the position. These competencies must be applicable to a vast majority of the duties and responsibilities of the job and/or be of critical importance to the job;
  5. The desirability of the duties, work, or organizational environment of the position;
  6. The employee’s work history, including length of employment with the city, performance ratings, and disciplinary record; and
    - a) A retention bonus will not be considered for any employee that has been formally disciplined in the 12 months preceding the appointing authority’s request for approval to pay a retention bonus;
    - b) A retention bonus will not be given to any employee that received a Development Needed or Unacceptable performance rating in the prior year performance evaluation period.

- c) To receive a retention bonus, an employee must have been employed with the Agency in the same classification for a minimum of 12 months prior to the start of the retention period. Exceptions may be made for on-call employees.
- d) A retention bonus will not be given to any employee who received a recruitment bonus for the same classification.
- e) A retention bonus will not be given to an employee working out of class.

7. Any other supporting factors.

E. No retention bonus may exceed \$5,000 to any employee in single or multiple payments and the amount of any payment should be scaled in proportion to the position, the level of need, and the length of the retention period. The amount of the bonus will not be grossed-up to cover taxes and other deductions on behalf of the employee.

F. No retention bonus shall be offered to an employee prior to final approval by the OHR Executive Director. The appointing authority's request for approval to pay a retention bonus indicates sufficient existing budget funds to cover the expense.

G. If payment of a retention bonus is approved, the agency or department will enter into an agreement with the employee(s) in which the employee(s) agrees to continue to be employed in their current position for a specified period of time in exchange for receiving the retention bonus at the end of that specified period of time but in no event shall the specified retention period extend past December 31, 2023. Payment of a retention bonus and the employee's acceptance of these terms shall not constitute an employment contract. The terms of the agreement must include the following:

- 1. The agreement does not prohibit the agency or department from applying and enforcing the Career Service Rules, including Rule 16, during the retention period.
- 2. If the employee receives a suspension, a temporary reduction in pay, or is terminated or involuntarily demoted pursuant to Rule 16 prior to the end of the specified retention period, the employee shall forfeit the bonus.
- 3. If the employee takes leave without pay for two or more weeks (consecutively and/or intermittently), resigns, retires, promotes, transfers, works out of class, or voluntarily demotes during the retention period, the employee will forfeit their right to the retention payment.

9-101 Commuter Stipend

A. In an effort to temporarily assist employees facing transportation challenges, including reduced bus routes and the rising costs of gasoline and parking, eligible employees will receive a monthly commuter stipend and a free EcoPass effective July 1, 2022 through December 31, 2022.

**B.** “Eligible employees” for purposes of this rule shall include all full-time and part-time employees governed by this Rule 9 who are regularly scheduled to work in city offices or in the field at least two days per week. On-call employees are not eligible for the EcoPass, but on-call employees who qualify to receive benefits and are regularly scheduled to work in city offices or in the field at least two days per week are entitled to receive the monthly stipend.

**C.** The amount of the monthly commuter stipend paid to eligible employees shall be determined based on pay bands and work locations designated in Workday as follows:

<u>Pay Band</u>	<u>Locations without free parking Monthly Subsidy</u>	<u>Locations with free parking Monthly Subsidy</u>
<u>Under \$52,000</u>	<u>\$100</u>	<u>\$50</u>
<u>\$52,001- \$86,999</u>	<u>\$70</u>	<u>\$35</u>
<u>\$87,000 and over</u>	<u>\$50</u>	<u>\$25</u>