

Public Hearing Notice – No. 703
PLEASE POST ON ALL OFFICIAL PUBLIC INFORMATION
PLATFORMS AS SOON AS POSSIBLE.



Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service 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.

A Career Service Board Public Hearing has been scheduled regarding the proposed revisions to Career Service Rule 5.

The hearing will take place on Thursday, May 21, 2026, at 9:00 a.m. in the Career Service Hearings Office, located on the First Floor of the Wellington E. Webb Municipal Office Building, 201 W. Colfax Ave., Denver, Colorado.

If you would like to submit written comments or speak with Office of Human Resources (OHR) staff regarding this notice, please contact:

Career Service Board, City and County of Denver
c/o Sheilla Thomas
Phone: (720) 337-6181
Email: Sheilla.Thomas@denvergov.org

Employees are strongly encouraged to submit written comments on the proposed rule changes. This allows the Board to review feedback in advance of the hearing. Comments must be submitted by **12:00 p.m., Friday, May 15, 2026.**

To speak at the hearing, please email the Career Service Board at CareerServiceBoard@denvergov.org no later than **12:00 p.m., Friday, May 15, 2026** to be added to the agenda. Individuals who plan to speak are also encouraged to submit written comments in advance to ensure the Board has sufficient time to consider their input.

Public Hearing Notice – No. 101D
PLEASE POST ON ALL OFFICIAL PUBLIC INFORMATION
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TO: Appointing Authorities, Managers, and Employees
FROM: Kathy Nesbitt, OHR Executive Director
DATE: Friday, April 24, 2026
SUBJECT: Proposed Revisions to Career Service Rule 5

THE FOLLOWING PROPOSED REVISIONS TO THE CAREER SERVICE RULES ARE BEING POSTED FOR PUBLIC COMMENT AND HEARING TO BE HELD ON

Thursday, May 21, 2026, 9:00 a.m.
Wellington E. Webb Municipal Office Building, Career Service Hearings Office

SUMMARY AND IMPACT OF PROPOSED RULE REVISIONS

The Office of Human Resources (OHR) is proposing revisions to Career Service Rule 5 to better enable the City and County of Denver to:

- Reduce oversight needed to make necessary changes to courses included in our new hire training program while maintaining compliance with the Career Service Rules; and to
- Empower OHR to own and manage required training and its content, which will include:
 - Reviewing the current mandatory training list with an eye toward eliminating courses that are not pertinent to and necessary for all city employees;
 - Making training more intuitive and relevant for new hires by dividing courses into logical categories and combining courses when possible; and
 - Reducing total seat time required for completion of the coursework, which is a cost saving measure.

Overview of proposed changes:

- Replacing the list of courses required for new employees with a statement that a list of mandatory training courses will be maintained by OHR and made available to employees via the city's intranet. (Rule 5-34)
- Replacing the list of courses required for new supervisors and managers with a statement that a list of mandatory training courses will be maintained by OHR and made available to employees via the city's intranet. (Rule 5-34)
- Striking paragraph G in its entirety in order to bring the rule into consistency with Rule 9. (Rule 5-34)

PROPOSED RULE REVISIONS

Deletions are indicated by ~~strikethrough~~. Additions are indicated in ***red bold, italics and underline***.

5-34 Employment Probationary Status

Every person when first appointed or re-employed to a full time or part time, limited or unlimited Career Service position, that is not a trainee or intern position, shall hold employment probationary status for the probationary period established by this Rule 5.

An employment probationary period shall be regarded as an integral part of the examination process. It shall be utilized for closely observing the employee's work,

assisting the employee to adjust to the duties and responsibilities of the position, and to separate or demote an employee as provided in this rule.

A. Duration of employment probation:

Except as provided below, the minimum period of employment probation shall be six (6) months.

1. The minimum period of employment probation for employees in Deputy Sheriff, County Court Marshal, County Court Marshal Chief, County Court Marshal Supervisor, Social Case Worker, Social Case Worker Bilingual, Social Case Worker Senior, Social Case Worker Senior Bilingual, Social Case Worker Lead, and Social Case Worker Lead Bilingual classifications shall be twelve (12) months.
2. The minimum period of employment probation for employees in the Airport Emergency Dispatcher, Airport Operations Representative, 911 Emergency Communication Technician, 911 Police Dispatcher, Probation Officer I, Probation Officer II, Probation Officer III, Child Support Technician I, and Eligibility Technician I classifications shall be nine (9) months.

B. An employee's end of probation date shall be calculated by adding the required amount of months (six, nine or twelve months) to the employee's hire date and subtracting a day.

C. Required training:

(Revised May 22, 2018; Rule Revision Memo 40D)

1. All Career Service employees serving employment probation are required to complete new hire training programs during their probationary period. A list of mandatory training courses will be maintained by the Office of Human Resources and made available to employees via the city's intranet. that address the following topics:
 - a. ~~New employee orientation;~~
 - b. ~~Ethics and public accountability;~~
 - c. ~~The Respectful Workplace: Employee Edition, which includes workplace violence prevention;~~
 - d. ~~Sexual harassment prevention;~~
 - e. ~~STARS—Denver City values;~~
 - f. ~~Workday—the City's HR and financial information system;~~

- g. ~~Performance management—performance reviews and goal setting; and~~
 - h. ~~Any other training required by the employee’s department or agency, the DRMC, and/or applicable Executive Orders, that are clearly communicated to the employee.~~
2. Employees appointed or re-allocated to positions with supervisory or managerial duties are required to complete, in addition to the training listed above, new manager training that addresses the following topics: **A list of mandatory training courses will be maintained by the Office of Human Resources and made available to employees via the city’s intranet.**
- a. ~~The Respectful Workplace: Manager Edition, which includes workplace violence prevention;~~
 - b. ~~Employment laws, the Career Service Rules, and discipline;~~
 - c. ~~Workday training for those who manage others; and~~
 - d. ~~KRONOS timekeeping.~~

Employees who are serving employment probation in a position with supervisory or managerial duties are required to complete the required supervisory training during their probationary period.

Employees who are not serving employment probation, but are appointed or re-allocated into a position with supervisory or managerial duties, must complete the required supervisory training within ninety (90) calendar days of their appointment or re-allocation.

- 3. a. Employees who completed the required training within the three years prior to the effective date of appointment are not required to take that training again.
- b. All employees will be expected to complete refresher training on certain training topics.
- 4. City departments and agencies are expected to make sure their employees meet the training requirements of this rule.

D. Extension of employment probation:
(Revised May 22, 2018; Rule Revision Memo 40D)

Appointing authorities may extend an employee’s employment probation for a period not to exceed an additional six (6) months after the original end of probation date. Notice of the extension shall be given to the employee and received by the OHR prior to the employee’s end of probation date.

Employment probation for employees in the Aviation Emergency Dispatcher, Emergency Communications Operator, Police Dispatcher, and Staff Probation Officer classifications may only be extended for a period not to exceed an additional three (3) months after the original end of probation date.

E. End of employment probation:

(Revised May 22, 2018; Rule Revision Memo 40D)

1. Supervisors are encouraged to evaluate employee performance and discuss it with the employee during the employment probationary period so that employees are fully informed of their progress.
2. An employee's successful completion of an employment probationary period shall be documented by the department or agency and the documentation shall be sent to the employee and OHR.
3.
 - a. If a department or agency is going to separate an employee during employment probation, a written notice of separation or dismissal shall be given to the employee on or before the employee's last day of employment probation and last day as a City employee.
 - b. An employee who has completed the required employment probationary period and the training programs required by this rule shall attain career status unless a written notice of the extension of the employee's employment probation, or of the employee's separation or dismissal, has been given to the employee and has been received at the OHR prior to the end of the employment probationary period.

F. An employee serving employment probation may be separated in accordance with Rule 16 **DISCIPLINE AND DISMISSAL** or demoted to a position with less responsibility in accordance with this Rule 5.

G. ~~An employee who is appointed to another position during employment probation shall begin a new employment probationary period.~~