

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. 686 **(Revised)**

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of revisions to **Career Service Rule 10-72 B Administrative Leave**.

A Career Service Board Meeting regarding Public Hearing Notice No. 686 is rescheduled for Wednesday, June 21, 2023. The public hearing starts at 9:00 AM and will be held at the Career Service Hearings Office, located on the 1st Floor in the Wellington Webb Municipal Building at 201 West Colfax, Denver, Colorado.

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

Cinthia Febres-Sutherlin
Administrator
Office of Human Resources
(720) 337-6447
Cinthia.febres-sutherlin@denvergov.org

Comments regarding this notice should be submitted **no later than 12:00 P.M. on Monday, June 12, 2023**.

If anyone wishes to address the Board regarding this notice please contact Cinthia Febres-Sutherlin at (720) 337-6447 or at Cinthia.febres-sutherlin@denvergov.org, no later than **12:00 P.M. on Monday, June 12, 2023** 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 88D

TO: Appointing Authorities, Managers, and Employees
FROM: Kathy Nesbitt, OHR Executive Director
DATE: Friday, June 2, 2023
SUBJECT: Proposed adoption of the revisions to Career Service Rule 10-72 B Administrative Leave

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

Wednesday, June 21, 2023, at 9:00 A.M.

CURRENT RULE

10-72 Administrative Leave

B. Appointing authorities may grant paid administrative leave for the following purposes:

1. To compete for positions in the Career Service, including all related interviews and examinations;
2. To reward exemplary performance, such as Employee of the Quarter, Employee of the Year, or if the appointing authority wishes to recognize an employee's outstanding contribution to the agency. The appointing authority may grant, and an employee may use up to twenty (20) hours of administrative leave per calendar year for exemplary performance; or
3. When the appointing authority deems there is a business necessity, for a maximum of ten (10) calendar days per calendar year. The appointing authority may request an extension of up to twenty (20) calendar days from the OHR Executive Director. The OHR Executive Director may approve the request for an extension for good cause shown.

Granting or failing to grant administrative leave under this paragraph B shall not be subject to grievance or appeal.

REVISED RULE

DELETIONS ARE INDICATED BY ~~strike-through~~ AND ADDITIONS ARE INDICATED BY underline.

10-72 Administrative Leave

B. Appointing authorities may grant paid administrative leave for the following purposes:

4. To compete for positions in the Career Service, including all related interviews and examinations;
5. To reward exemplary performance, such as Employee of the Quarter, Employee of the Year, or if the appointing authority wishes to recognize an employee's outstanding contribution to the agency. The appointing authority may grant up to twenty (20) hours of administrative leave per calendar year for exemplary performance. ~~A, and an employee may not accrue more than may use up to~~ twenty (20) hours of administrative leave for exemplary performance at any time during a ~~per~~ calendar year. for exemplary performance. As of July 1, 2023, any employee having in excess of twenty (20) hours of administrative leave for exemplary performance, shall have that excess tracked in a separate bank; or
6. When the appointing authority deems there is a business necessity, for a maximum of ten (10) calendar days per calendar year. The appointing authority may request an extension of up to twenty (20) calendar days from the OHR Executive Director. The OHR Executive Director may approve the request for an extension for good cause shown.

Granting or failing to grant administrative leave under this paragraph B shall not be subject to grievance or appeal.

REVISION INTENTION and IMPACT

The revision clarifies the awarding and accrual of administrative leave for exemplary performance, balancing the intent to allow for the award of leave for one-time exemplary performance events versus the award of merit pay for ongoing exemplary performance.