

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. 674

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of the revisions to **Career Service Rule 13 Pay for Performance**.

The scheduled time for the public hearing is **Thursday, October 20, 2022, at 9:00 A.M.**, 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 written comments or talk to OHR staff regarding this notice, please contact:

Office of Human Resources
Employee Relations Team
(720) 913-5710
ERSTeam@denvergov.org

Comments regarding this notice should be submitted no later than **12:00 P.M. on Monday, October 17, 2022.**

If anyone wishes to address the Board regarding this notice, please contact Fran Trujillo at (720) 913-5168 or at frances.trujillo@denvergov.org no later than **12:00 P.M. on Monday, October 17, 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 PROPOSAL 80D

TO: Appointing Authorities, Managers, and Employees
FROM: Kathy Nesbitt, OHR Executive Director
DATE: Friday, October 7, 2022
SUBJECT: Proposed adoption of the revisions to Career Service Rule 13 Pay for Performance

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

October 20, 2022, at 9:00 A.M.

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>Section 13-10 Definitions:</p> <p>A. Eligible Employee: All Career Service employees are eligible for merit increases and merit payments as provided in this Rule, except:</p> <ol style="list-style-type: none"> 1. On-call employees. 2. Employees holding positions in the Training pay table, which only has one pay rate. (Revised April 9, 2021; Rule Revision Memo 66D) 3. Employees who hold positions in classifications contained in the Undersheriff pay tables. and (Revised April 9, 2021; Rule Revision Memo 66D) 4. Employees hired in the Career Service after September 30th of the previous year. 	<p>Section 13-10 Definitions:</p> <p>A. Eligible Employee: All Career Service employees are eligible for merit increases and merit payments as provided in this Rule, except:</p> <ol style="list-style-type: none"> 1. On-call employees; 2. Employees holding positions in the Training pay table, which only has one pay rate-; (Revised April 9, 2021; Rule Revision Memo 66D) 3. Employees who hold positions in classifications contained in the Undersheriff pay tables-; and (Revised April 9, 2021; Rule Revision Memo 66D) 4. Employees hired <u>in the Career Service into the city</u> after September 30th of the previous year. 	<p>13-10 A. 4.</p>	<p>The proposed revisions to subsection A.1 through 3 are minor grammatical changes.</p> <p>The proposed revision to subsection A.4. is intended to make it clear that only new city employees hired after September 30th are ineligible from receiving a merit increase or merit payment, and not existing internal employees moving between Career Service and non-Career Service agencies.</p> <p>As currently written, this rule makes an employee who moves from a merit eligible non-career service position into a career service position after September 30th ineligible for a merit increase. This is unfair considering that employees who move from one career service position to another career service position in the final quarter of the year remain eligible for a merit increase. The proposed revision will ensure a consistent practice with other types of employee movement within merit eligible positions citywide.</p>

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT																										
<p>13-32 Merit Increases and Merit Payments</p> <p>B.</p> <p>1. Departments and agencies are responsible for determining the percentage increase associated with each employee rating. The percent increase for all eligible employees shall average 3.02% for merit increases and merit payments delivered in 2022.</p>	<p>13-32 Merit Increases and Merit Payments</p> <p>B.</p> <p>1. Departments and agencies are responsible for determining the percentage increase associated with each employee rating. The percent increase for all eligible employees shall average 4.00% for merit increases and merit payments delivered in 2023.</p>	<p>13-32 B. 1.</p>	<p>The merit increase average has been changed from 3.02% to 4.00% and the review period has been changed from 2022 to 2023.</p>																										
<p>C. Merit Table:</p> <p>1. Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating as measured by a performance review.</p> <table border="1" data-bbox="94 1083 483 1514"> <thead> <tr> <th>2021 Performance Rating</th> <th>2022 Merit Increase Percent</th> <th>2022 Lump Sum Merit Payment Percent</th> </tr> </thead> <tbody> <tr> <td>5: Exceptional</td> <td rowspan="3">2.40% - 5.00%</td> <td rowspan="3">2.40% - 5.00%</td> </tr> <tr> <td>4: Exceeds Expectations</td> </tr> <tr> <td>3: Successful</td> </tr> <tr> <td>2: Development Needed</td> <td>0.00% - 2.00%</td> <td rowspan="2">0.00%</td> </tr> <tr> <td>1: Unacceptable</td> <td>0.00%</td> </tr> </tbody> </table>	2021 Performance Rating	2022 Merit Increase Percent	2022 Lump Sum Merit Payment Percent	5: Exceptional	2.40% - 5.00%	2.40% - 5.00%	4: Exceeds Expectations	3: Successful	2: Development Needed	0.00% - 2.00%	0.00%	1: Unacceptable	0.00%	<p>C. Merit Table:</p> <p>2. Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating as measured by a performance review.</p> <table border="1" data-bbox="524 1083 914 1514"> <thead> <tr> <th>2022 Performance Rating</th> <th>2023 Merit Increase Percent</th> <th>2023 Lump Sum Merit Payment Percent</th> </tr> </thead> <tbody> <tr> <td>5: Exceptional</td> <td rowspan="3">3.20% - 5.20%</td> <td rowspan="3">3.20% - 5.20%</td> </tr> <tr> <td>4: Exceeds Expectations</td> </tr> <tr> <td>3: Successful</td> </tr> <tr> <td>2: Development Needed</td> <td>0.00% - 2.00%</td> <td rowspan="2">0.00%</td> </tr> <tr> <td>1: Unacceptable</td> <td>0.00%</td> </tr> </tbody> </table>	2022 Performance Rating	2023 Merit Increase Percent	2023 Lump Sum Merit Payment Percent	5: Exceptional	3.20% - 5.20%	3.20% - 5.20%	4: Exceeds Expectations	3: Successful	2: Development Needed	0.00% - 2.00%	0.00%	1: Unacceptable	0.00%	<p>13-32 C. 1.</p>	<p>The 2021 Performance Rating has been changed to the 2022 Performance Rating.</p> <p>The 2022 Merit Increase Percentage has been changed to the 2023 Merit Increase Percent.</p> <p>The 2022 Lump Sum Merit Payment Percent has been changed to the 2023 Lump Sum Merit Payment Percent</p>
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DELETIONS ARE INDICATED BY strike through AND ADDITIONS ARE INDICATED BY ***bold, italics, and underline.***

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13-32 Merit Increases and Merit Payments ~~(Revised October 21, 2021; Rule Revision Memo 75D)~~ October 20, 2021; Rule Revision Memo 80D

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1. Departments and agencies are responsible for determining the percentage increase associated with each employee rating. The percent increase for all eligible employees shall average ~~3.02%~~ **4.00%** for merit increases and merit payments delivered in ~~2022~~ **2023**.

C. Merit Table:

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APPENDIX 13.A

2021-2022 PERFORMANCE REVIEW SCHEDULE

DUE DATE	TASK
December 17, 2021, <u>16, 2022</u>	Deadline for performance evaluations for the 2021 <u>2022</u> calendar year to be completed by supervisors, second level managers, and agency approvers.
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