

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. 680

A Career Service Board Public Hearing has been scheduled regarding the proposed adoption of revisions to **Career Service Rule 9 – PAY ADMINISTRATION**.

A Career Service Board Meeting regarding Public Hearing Notice No. 680 is scheduled for **Tuesday, February 21, 2023, at 8:30 AM**, in the Webb Municipal Building, located at 201 W. Colfax Ave., Denver, Colorado, in the Career Service Hearings Office on the first floor.

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

Cinthia Febres-Sutherland
Administrator
Office of Human Resources
720-337-6447
cinthia.febres-sutherland@denvergov.org

Comments regarding this notice should be submitted **no later than 12:00 PM on Thursday, February 16, 2023.**

If anyone wishes to address the Board regarding this notice, please contact Cinthia Febres-Sutherland at 720-337-6447 or at cinthia.febres-sutherland@denvergov.org **no later than 12:00 PM on Thursday, February 16, 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 PROPOSAL 84D

TO: Appointing Authorities, Managers and Employees
FROM: Kathy Nesbit, OHR Executive Director
DATE: Friday, February 3, 2023 (*Revised Friday, February 10, 2023*)
SUBJECT: Proposed Adoption of Revisions to 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

Tuesday, February 21, 2023, at 8:30 AM

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
<p>RULE 9 Section 9-69 Communications Training Officer Stipend</p> <p>A. The appointing authority may pay a monthly stipend to employees who are enrolled in the 911 Communications Training Officer (CTO) program if the following eligibility conditions are met:</p> <ol style="list-style-type: none"> 1. The employee is in a full-time, unlimited position. 2. The employee is a member of the 911 Emergency Communication, Technician, 911 Dispatch Support Specialist, or 911 Police Dispatcher classifications. 3. The employee has successfully completed the 911 CTO certification course. 4. The employee was rated "Successful" or higher in the employee's most recent performance evaluation and 	<p>RULE 9 Section 9-69 Communications Training Officer Stipend</p> <p>A. The appointing authority may pay a monthly stipend to employees who are enrolled in the 911 Communications Training Officer (CTO) program if the following eligibility conditions are met:</p> <ol style="list-style-type: none"> 1. The employee is in a full-time, unlimited position. 2. The employee is a member of the 911 Emergency Communication, Technician, 911 Dispatch Support Specialist, or 911 Police Dispatcher classifications. 3. The employee has successfully completed the 911 CTO certification course. 4. The employee was rated "Successful" or higher in the employee's most recent performance evaluation and 	<p align="center">9-69</p>	<p>Add Section B to allow employees in specific classifications at the Denver International Airport to earn the same stipend as already allowed in Section A for employees in similar 911 Communications Center classifications.</p> <p><i>Note: the current version of Rule 9, Section 9-69 does not have a Section B (goes from Section A to Section C). This revision adds Section B.</i></p> <p>Amends Section C to raise the amount of the monthly stipend from \$250.00 to \$450.00, and raises the maximum annual amount from \$3,000.00 to \$5,400.00.</p>

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<p>continues to receive performance evaluation of "Successful" or higher while receiving the CTO stipend.</p> <p>5. The employee has not been on a Performance Improvement Plan in the preceding year nor is the employee currently on a Performance Improvement Plan; and</p> <p>6. The employee is available to train new hires as requested for the duration of their CTO assignment. All trainings must be tracked through the tracking system specified by management.</p> <p>C. Individuals enrolled in the CTO program will receive \$250 per month that they are enrolled, pro-rated for partial month enrollments, not to exceed \$3,000.00 annually.</p>	<p>continues to receive performance evaluation of "Successful" or higher while receiving the CTO stipend.</p> <p>5. The employee has not been on a Performance Improvement Plan in the preceding year nor is the employee currently on a Performance Improvement Plan; and</p> <p>6. The employee is available to train new hires as requested for the duration of their CTO assignment. All trainings must be tracked through the tracking system specified by management.</p> <p><u>B. The appointing authority may pay a monthly stipend to employees who are enrolled in the Denver International Airport Communications Center Training Officer (CTO) program if the following eligibility conditions are met:</u></p> <p>1. <u>The employee is in a full-time, unlimited position.</u></p> <p>2. <u>The employee is a member of the Airport Emergency Dispatcher, Airport Operations Representative, Airport Communications Center Specialist, or Airport Communications Center Lead</u></p>		

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
	<p><u>classifications or the Airport Communications Center Supervisor and Airport Communications Center Administrative Manager classification when training.</u></p> <p>3. <u>The employee has successfully completed the 911 Certified Training Officer (CTO) certification course.</u></p> <p>4. <u>The employee was rated "Successful" or higher in the employee's most recent performance evaluation and continues to receive performance evaluation of "Successful" or higher while receiving the CTO stipend.</u></p> <p>5. <u>The employee has not been on a Performance Improvement Plan in the preceding year nor is the employee currently on a Performance Improvement Plan; and</u></p> <p>6. <u>The employee is available to train new hires as requested for the duration of their CTO assignment. All trainings must be tracked through the tracking system specified by management.</u></p>		

CURRENT RULE	REVISED RULE	RULE NUMBER	REVISION INTENTION & IMPACT
	C. Individuals enrolled in the CTO program will receive \$250 \$450.00 per month that they are enrolled, pro-rated for partial month enrollments, not to exceed \$3,000.00 \$5,400.00 annually.		

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

**RULE 9
PAY ADMINISTRATION**

9-69 911 Communications Training Officer Stipend
(~~Revised October 19, 2018; Rule Revision Memo 45D~~)

- A. The appointing authority may pay a monthly stipend to employees who are enrolled in the 911 Communications Training Officer (CTO) program if the following eligibility conditions are met:
1. The employee is in a full-time, unlimited position.
 2. The employee is a member of the 911 Emergency Communication, Technician, 911 Dispatch Support Specialist, or 911 Police Dispatcher classifications.
 3. The employee has successfully completed the 911 CTO certification course.
 4. The employee was rated "Successful" or higher in the employee's most recent performance evaluation and continues to receive performance evaluation of "Successful" or higher while receiving the CTO stipend.
 5. The employee has not been on a Performance Improvement Plan in the preceding year nor is the employee currently on a Performance Improvement Plan; and
 6. The employee is available to train new hires as requested for the duration of their CTO assignment. All trainings must be tracked through the tracking system specified by management.
- B. The appointing authority may pay a monthly stipend to employees who are enrolled in the Denver International Airport Communications Center Training Officer (CTO) program if the following eligibility conditions are met:**
1. **The employee is in a full-time, unlimited position.**
 2. **The employee is a member of the Airport Emergency Dispatcher, Airport Operations Representative, Airport Communications Center Specialist, or Airport Communications Center Lead classifications or the Airport Communications Center Supervisor and Airport Communications Center Administrative Manager classification when training.**
 3. **The employee has successfully completed the 911 Certified Training Officer (CTO) certification course.**
 4. **The employee was rated "Successful" or higher in the employee's most recent performance evaluation and continues to receive performance evaluation of "Successful" or higher while receiving the CTO stipend.**
 5. **The employee has not been on a Performance Improvement Plan in the preceding year nor is the employee currently on a Performance Improvement Plan; and**
 6. **The employee is available to train new hires as requested for the duration of their CTO assignment. All trainings must be tracked through the tracking system specified by management.**

- C. Individuals enrolled in the CTO program will receive ~~\$250.00~~ \$450.00 per month that they are enrolled, pro-rated for partial month enrollments, not to exceed ~~\$3,000.00~~ \$5,400.00 annually.
- D. The appointing authority retains the right to revoke eligibility for the stipend for any business-related reason, at any time.