



**CITY AND COUNTY OF DENVER
CAREER SERVICE AUTHORITY**

201 West Colfax • Dept. 412 • Denver CO 80202
phone: (720) 913-5751 • TTY: (720) 913-5545 • Jobline: (720) 913-JOBS • fax: (720) 913-5993
fax applications: (720) 913-5989 • fax administration: (720) 913-5720 • www.denvergov.org/csa/

MEMORANDUM

REVISION 239, SERIES B

TO: Holders of CSA Rule Books
FROM: CS Board
DATE: August 25, 2003
SUBJECT: Personnel Rule Revision –
Definition of Denver Metropolitan Area
Rule 8-40, Denver Metropolitan Area

The Career Service Board has adopted an amendment to Rule 1, definition of Denver Metropolitan Area and Rule 8-40, Denver Metropolitan Area that was published as part of Rule Proposal 332B. The effective date of this revision is August 25, 2003.

	<u>Page Number</u>	<u>Effective Date (s)</u>
Remove	1-4	March 22, 1995
Insert	1-4	August 25, 2003
Remove	8-2	January 1, 2000
Insert	8-2	August 25, 2003

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.

Compensatory time plan:	A plan approved by the Personnel Director which provides for the accrual of compensatory time on a straight time basis in certain periods of the year and its discharge in other periods of the year. (Eff. 7/1/77; Rules Rev. 97A).
Continuous service date:	The effective date of an employment appointment or a reemployment appointment, whichever is later; or the effective date of appointment from a reinstatement list plus credits for service prior to layoff. This definition does not affect employee rights to sick leave and vacation leave as established in Sec. 18-266 through 18-270.inclusive of the <u>Revised Municipal Code</u> as amended in the 1982 codification. (Eff. 12/15/83; Rules Rev. 51B).
Demotion appointment:	One which changes an employee from a position in one class to a different position in another class if (1) the second class is in the same pay schedule, and the first three digits of the identification number of the pay grade in the second class are lower than the first three digits of the first class; or (2) in a different pay schedule, with a lower entry rate. (Eff. 9/1/89; Rules Rev. 129B).
Denver Metropolitan Area:	Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson Counties. (Eff. 08/25/03; Rule Rev. 239B).
Disabled individual:	An individual who (1) has a physical or mental impairment which substantially limits one or more major life functions; or (2) has a record of such impairment; or (3) is regarded as having such an impairment; or (4) has begun or successfully completed a supervised drug rehabilitation program and is no longer engaged in the illegal use of drugs. (Eff. 1/1/93; Rules Rev. 160B).
Disadvantaged:	As used in Rule 6 - <u>Career Training Service</u> , a person whose individual or family income falls below a given level established from time to time by the Personnel Director. (Eff. 1/1/88; Rules Rev. 101B).
Dismissal:	The separation of an employee for cause. (Eff. 3/15/79; Rules Rev. 110A).
Disqualification:	An involuntary no-fault separation of an employee, or action in lieu thereof, based on a legal, physical, mental or emotional impairment or incapacity, occurring or discovered after appointment, which prevents satisfactory performance of the duties and responsibilities of the position. (Eff. 3/15/79; Rules Rev. 110A).
Domestic Partner:	An unmarried adult, unrelated by blood (closer than would prohibit marriage in Colorado pursuant to the Colorado Revised Statutes), with whom an unmarried employee has an exclusive committed relationship, maintains a mutual residence and shares basic living expenses. (Eff. 3/16/95; Rules Rev. 178, Series B).
Effective date:	The date when a personnel action takes effect; in the case of separation, the employee's last day of work, exclusive of accrued vacation leave or compensatory time. (Eff. 5/16/56; Rules Rev. 16A).

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making, level of supervision exercised and received, level of difficulty and minimum qualifications.

Section 8-30 Confidentiality of data and published surveys

- A. Confidentiality of data: Whenever salary and related information is furnished to Career Service Authority on the condition that such material remains confidential, the names of the organizations shall not be disclosed.
- B. The following criteria shall be used to select published surveys:
 - 1. The survey should provide written documentation of the methodology used to select the sample of the organizations surveyed; match the type of work performed; and collect, analyze, and report the data.
 - 2. The methodology outlined should meet professionally accepted compensation standards.
 - 3. The survey should provide written documentation showing that only organizations meeting criteria established in these rules were surveyed.
 - 4. The survey should provide a list of the organizations surveyed.
 - 5. The survey must provide descriptions of work in sufficient detail to ensure comparable jobs are being matched.
 - 6. The survey must provide an effective date for all data reported.
 - 7. The survey should provide rate structure data, actual rates of pay by quartile, median, and/or weighted average; and the number of organizations and rates the results represent.
 - 8. The number of firms surveyed must provide a large enough sample to be considered representative of the generally prevailing wage.

Section 8-40 Denver Metropolitan area

The term "Denver Metropolitan Area" shall refer to Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson counties.

Section 8-50 Region or Nation

The term "region or nation" is generally defined as those cities and counties that fit the following criteria:

- A. The city's or county's population ranking is within 25 above or 25 below Denver's population ranking;
- B. The city or county must fall within a Census Bureau-defined Primary metropolitan Statistical Area (PMSA); and
- C. The average income in the city or county must be within \$2,000 (above or below) Denver's average income.

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