

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**.

****All fields must be completed.****

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: **October 15, 2013**

Please mark one: **Bill Request** or **Resolution Request**

1. **Has your agency submitted this request in the last 12 months?**

Yes **No**

If yes, please explain:

2. **Title:** Approval of a bill to abolish the Office of Employee Assistance.

3. **Requesting Agency:** Office of Human Resources

4. **Contact Person:** *(with actual knowledge of proposed ordinance)*

- **Name:** Seth Duhon-Thornton
- **Phone:** 720-913-5664
- **Email:** seth.duhon-thornton@denvergov.org

5. **Contact Person:** *(with actual knowledge of proposed ordinance who will present the item at Mayor-Council and who will be available for first and second reading, if necessary)*

- **Name:** Heather Britton
- **Phone:** 720-913-5699
- **Email:** heather.britton@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

The Office of Employee Assistance was created as an agency under the mayor and the mayor determined that it was in the best interests of the City and its employees to abolish that office and utilize an external employee assistance program provider for those services.

Please include the following:

- a. **Duration:**
- b. **Location:**
- c. **Affected Council District:**
- d. **Benefits:**
- e. **Costs:**

7. **Is there any controversy surrounding this ordinance?** (groups or individuals who may have concerns about it?) **Please explain.**

None known

8. **Budget Impact:**

None

BY AUTHORITY

ORDINANCE NO. _____
SERIES OF _____

COUNCIL BILL NO. _____
COMMITTEE OF REFERENCE:
Government and Finance

A BILL

For an ordinance repealing Article IX of Chapter 18, Denver Revised Municipal Code, concerning the Office of Employee Assistance

WHEREAS, the Office of Employee Assistance was created as an agency under the mayor and the mayor determined that it was in the best interests of the City and its employees to abolish that office and utilize an external employee assistance program provider for those services.

BE IT ENACTED BY THE COUNCIL OF THE CITY AND COUNTY OF DENVER:

Section 1. That Article IX of Chapter 18, D.R.M.C. shall be repealed by deleting the language stricken, as follows:

ARTICLE IX

Office of Employee Assistance

~~Sec. 18-331. Office created.~~

~~There is hereby created an office of employee assistance as an agency under the mayor.~~

~~Sec. 18-332. Board of employee assistance.~~

~~(a) There is hereby created a board of the office of employee assistance which shall advise the director of employee assistance in defining the program and policy direction of the office of employee assistance. The board shall consist of six (6) members who are appointed by the mayor from the following areas:~~

- ~~(1) One (1) member of the city council;~~
- ~~(2) Mayor's office;~~
- ~~(3) Auditor's office;~~
- ~~(4) Two (2) representatives from the Denver business community, one (1) of whom must be a part of an organization with an existing employee assistance program.~~

~~(5) An employee overseeing human resource activities for the city as recommended by the career service board.~~

~~The board shall select a chairperson from among its members, who shall serve a one-year term as chairperson of the board. Members of the board shall serve without compensation.~~

~~(b) Meetings of the board of employee assistance shall be held at least quarterly or as called by the chairperson of the board or the director.~~

~~Sec. 18-333. Director.~~

~~The office of employee assistance shall be under the direction of the director of the office of employee assistance. The director of employee assistance shall hire counselors, social workers or other staff members as may be necessary to perform the functions and duties of the office of employee assistance as defined in section 18-334.~~

~~Sec. 18-334. Functions and duties of the office of employee assistance.~~

~~(a) The office of employee assistance shall coordinate all employee assistance activity for city employees, retirees, and their families as directed by the mayor, and shall provide, free of charge, counseling, assessment, a referral service, and 24-hour emergency assistance.~~

~~(b) The services of the office of employee assistance shall be provided on a strictly confidential basis, such that names and details of cases are not released unless authorized by the individual employee as required by state law and the National Health Information Privacy, Portability and Accountability Act (HIPAA).~~

~~Sec. 18-335. Location.~~

~~In order to protect the anonymity of user employees, the office of employee assistance shall be located in a building in which no other city agency or office is located.~~

COMMITTEE APPROVAL DATE: _____, 2013.

MAYOR-COUNCIL DATE: _____, 2013.

PASSED BY THE COUNCIL _____ 2013

_____ - PRESIDENT

APPROVED: _____ - MAYOR _____ 2013

ATTEST: _____ - CLERK AND RECORDER,
EX-OFFICIO CLERK OF THE
CITY AND COUNTY OF DENVER

NOTICE PUBLISHED IN THE DAILY JOURNAL _____ 2013; _____ 2013

PREPARED BY: Karla Pierce, Asst. City Attorney; DATE: _____

Pursuant to section 13-12, D.R.M.C., this proposed ordinance has been reviewed by the office of the City Attorney. We find no irregularity as to form, and have no legal objection to the proposed ordinance. The proposed ordinance **is not** submitted to the City Council for approval pursuant to § 3.2.6 of the Charter.

Douglas J. Friednash
City Attorney

BY: Karla J. Pierce, Assistant City Attorney

DATE: _____