

1 BY AUTHORITY

2 ORDINANCE NO. \_\_\_\_\_  
3 SERIES OF 2013

COUNCIL BILL NO. CB13-0756  
COMMITTEE OF REFERENCE:  
Government and Finance

6 A BILL  
7

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

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

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

16  
17 **Section 1.** That Article IX of Chapter 18, D.R.M.C. shall be repealed by deleting the  
18 language stricken, as follows:

19 **ARTICLE IX**  
20

21 **Office of Employee Assistance**

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

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

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

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

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

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

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

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

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9           ~~**Sec. 18-333. Director.**~~

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

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

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

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

22  
23           ~~**Sec. 18-335. Location.**~~

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

1 COMMITTEE APPROVAL DATE: November 6, 2013  
2 MAYOR-COUNCIL DATE: November 12, 2013  
3 PASSED BY THE COUNCIL \_\_\_\_\_ 2013  
4 \_\_\_\_\_ - PRESIDENT  
5 APPROVED: \_\_\_\_\_ - MAYOR \_\_\_\_\_ 2013  
6 ATTEST: \_\_\_\_\_ - CLERK AND RECORDER,  
7 EX-OFFICIO CLERK OF THE  
8 CITY AND COUNTY OF DENVER  
9  
10 NOTICE PUBLISHED IN THE DAILY JOURNAL \_\_\_\_\_ 2013; \_\_\_\_\_ 2013  
11  
12 PREPARED BY: Karla Pierce, Assistant City Attorney; DATE: November 15, 2013  
13  
14 Pursuant to section 13-12, D.R.M.C., this proposed ordinance has been reviewed by the office of  
15 the City Attorney. We find no irregularity as to form, and have no legal objection to the proposed  
16 ordinance. The proposed ordinance **is not** submitted to the City Council for approval pursuant to §  
17 3.2.6 of the Charter.  
18  
19 Douglas J. Friednash, City Attorney  
20 BY: \_\_\_\_\_, Assistant City Attorney; DATE: \_\_\_\_\_, 2013