

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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.*

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Date of Request: **May 25, 2017**

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: Ordinance language change**

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

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

- **Name:** Alena Duran
- **Phone:** 720-913-5726
- **Email:** alena.duran@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:** Nicole de Gioia-Keane
- **Phone:** 720-913-5643
- **Email:** Nicole.deGioia-Keane@denvergov.org

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

The short range pay table was recently abolished through the ordinance process and all references to this pay table were removed from the Career Service rules as well. OHR moved all classifications within this schedule to the community pay schedule as classes in these schedules perform similar type and level of duties and are seasonal or on-call employees. We're recommending to remove current language in the Ordinance that references "short range".

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

None known.

8. **Budget Impact**

There is no budget impact.

Sec. 18-38. - Basis for pay plan.

The pay plan shall set forth the annual rate of pay applicable to each class in the classification plan as indicated by the corresponding pay grade. Except for pay differentials specifically authorized by career service rules, and except as otherwise provided in section 18-11, every employee shall be paid biweekly at a biweekly rate arrived at by dividing the annual rate set forth in the pay plan for the class to which the position is allocated by the biweekly periods for the calendar year. Provided, however, that employees in the part time and on-call labor classes ~~in the short-range schedule or~~ in the community rate schedule shall be paid biweekly at the hourly rate in the schedule to which the position is allocated.

(Ord. No. 959-05, § 1, 12-19-05)

Sec. 18-42. - Classification plans and pay schedules.

- (a) Classification plans and pay schedules, and any amendments thereto, shall be approved by the city council by ordinance. Current classification plans and pay schedules for all employees in the career service and for those employees not in the career service as set forth in division 3 of this article II shall be kept and maintained on record in the office of the clerk and recorder and the Office of Human Resources at all times, and shall be available for public inspection both in person and on-line. Each class title set forth in the classification plans shall be assigned a pay grade corresponding to the pay schedules.
- (b) Pay schedules shall be provided for all class titles and pay grades identified in the classification plans. The term "pay schedule" is deemed to be synonymous with "pay plan" within the meaning of the charter and this code. Separate pay schedules shall be provided for exempt and non-exempt classes. For purposes of this section, the term "exempt" refers to classes which are exempt from overtime requirements of the federal Fair Labor Standards Act, whether or not such classes are authorized to be paid overtime because of community standards. For purposes of this section, the term "non-exempt" refers to classes which are entitled to receive overtime payments under the requirements of the Fair Labor Standards Act.
- (c) The classification plans and pay schedules shall also include:
  - (1) Training pay schedules.
  - ~~(2) A short-range schedule of hourly pay rates applicable to classes that are used only on an on-call or part-time basis.~~
  - (2) A community rate schedule of hourly pay rates applicable to ~~other~~ classes that are used on an on-call or part-time basis.

(Ord. No. 959-05, § 1, 12-19-05; Ord. No. 661-12, § 3, 12-26-12)