

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: August 27, 2014

Board Item: II-A-1

Personnel Policies Changes to Probationary Period for Promoted Employees

Action by Consent

Action

Information

It is recommended the Board adopt the following amendments to the *Personnel Policies*:

Section 8-4. The current § 8-4 of the *Personnel Policies* provides for a six-month probationary period following the promotion or transfer of an employee to a different position during which the employee is considered “provisional.” During the probationary period, the employee or the new supervisor may decide to return the employee to the previously held position or, if not vacant, to a comparable position. While this rarely occurs, the policy has the potential to result in a situation where a promoted employee’s previously held position has been filled and there is no comparable position. The recommended change would eliminate this as a formal option. If performance or other issues arise in the new position, the new supervisor would be responsible for addressing them.

Sections 12-2-(4) and (5). The proposed changes to these sections, which deal with pay increases upon promotion and demotion, include several “housekeeping” changes necessary due to changes previously adopted by the Board, or changes recommended at this time. The Board adopted new definitions for “promotion” and “demotion” in June 2014, and the current language in section 12-2 is outdated.

Section 12-2-(5)(b). The recommended change to § 8-4 (above) necessitates the deletion of language in § 12-2-5(b) related to the probationary period.

Recommendation:

It is recommended that the Board approve the changes to the following sections of the *Personnel Policies* as contained in the attachment

§ 8-4 – Probationary Period for Promoted or Transferred Employees.

§ 12-2-(4) and (5) – Pay Increase upon Promotion, Merit Payment, and Reduction in Pay.

§ 12-2-5(b) – Pay After a Demotion

Approvals:

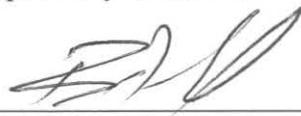
for 

Patricia L. Wells



Gail Cagle
Director of Human Resources

Respectfully submitted,



for James S. Lochhead
CEO/Manager