

Presented by: The Manager
Introduced: 11/03/97
Drafted by: J.R. Corso

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1900

A Resolution Amending the Personnel Rules to Establish the Circumstances in Which an Employee May be Separated From Service for Other Than Disciplinary Reasons, and to Authorize the Manager to Determine the Appropriate Reimbursement of Travel Expenses for Applicants Attending Municipal Employment Interviews in Juneau.

BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Amendment of Table of Contents. That the table of contents for Personnel Rule 12 is amended to read:

RULE 12

RESIGNATION, NONDISCIPLINARY SEPARATION AND VOLUNTARY DEMOTION

SECTION

- 005. Resignation
- 010. Withdrawal or amendment of resignation
- 012. Nondisciplinary separation
- 015. Voluntary demotion

Section 2. New Section. That the Personnel Rules are amended by the addition of a new section 12 PR 012 reading:

12 PR 012. NONDISCIPLINARY SEPARATION. A Department Director may order nondisciplinary separation of an employee if the employee:

(a) does not request, is denied, is ineligible for, or exhausts all available leave and fails to appear for work;

(b) fails to respond to a written notice requiring an indication of an intention to return to work;

(c) becomes unqualified for or is unable to perform one or more essential functions of the position; or

(d) has completed temporary or emergency service.

Section 3. Amendment of Table of Contents. That the table of contents for Personnel Rule 14 is amended to read:

RULE 14

REDUCTION IN WORK FORCE

Section

005. Scope

015. Layoff

020. Criteria

025. Methodology

030. Notification

035. Layoff rights

040. Employee obligations

Section 4. Repeal of Section. That section 14 PR 010 of the Personnel Rules, regarding termination, is hereby repealed.

Section 5. Amendment of Section. That section 17 PR 020, regarding positions requiring a license, is amended to read:

17 PR 020. LICENSED EMPLOYEES. An employee in a position for which a license or certification is required shall notify the department director immediately if that license or certification is suspended, revoked, expired or withheld.

Section 6. Repeal and Reenactment of Section. That the Personnel Rules are amended by the repeal and reenactment of section 18 PR 055 reading:

18 PR 055. REIMBURSEMENT OF INTERVIEW TRAVEL EXPENSES. Upon written advance authorization by the Manager, a job applicant may be reimbursed for

transportation and per diem expenses reasonably necessary to attend an employment interview.

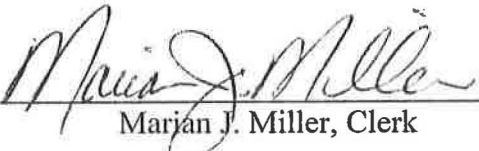
Section 7. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 3rd day of November, 1997.



Dennis Egan, Mayor

Attest:



Marjan J. Miller, Clerk