

Presented by: The Manager  
Presented: 07/11/2022  
Drafted by: R. Palmer III

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2994**

**A Resolution Amending the Personnel Rules and Approving Economic Terms between the City and Borough of Juneau and Non-represented Employees for Fiscal Years 2023, 2024, and 2025.**

WHEREAS, the City and Borough of Juneau proposes implementation of certain economic terms for non-represented employees of the City and Borough of Juneau; and

WHEREAS, Resolution 2991, adopted June 27, 2022, provided for an initial wage increase of 3% to the pay schedule in FY23; and

WHEREAS, the Marine Engineers' Beneficial Association (MEBA) labor negotiations have yielded a tentative agreement currently in the process of member ratification, which includes a 5.5% wage increase for FY23, a 2% wage increase for FY24, and a 2% increase for FY25; and

WHEREAS, to maintain equity in the workforce and to minimize future recruitment and retention concerns, the same wage increases should be provided for the non-represented employees of the City and Borough of Juneau; and

WHEREAS, Rule 18 of the City and Borough of Juneau Personnel Rules reflects the employer health insurance contribution rates and Appendix I of the Personnel Rules reflects the pay schedules for non-represented employees; and

WHEREAS, Rule 18 of the Personnel Rules reflects other language regarding the CBJ health benefits plan and the amount for shift differential pay for non-represented employees.

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

**Section 1.** The Assembly of the City and Borough of Juneau approves the following economic terms for non-represented employees, and hereby modifies the Personnel Rules to reflect the following:

- a. A total wage increase of 5.5% in FY23 (3% approved by Res. 2991 plus ~2.5%).
- b. A 2% wage increase for FY24.
- c. A 2% wage increase for FY25.

- d. An increase to the per employee monthly employer contribution for health insurance to the amount of \$1,533.00 in FY23.
- e. An increase to the per employee monthly employer contribution for health insurance to the amount of \$1,610.00 in FY24.
- f. An increase to the per employee monthly employer contribution for health insurance up to the amount of \$1,690.00 in FY25.
- g. Personnel Rule 18 is further amended to reflect the language changes in the attached Exhibit A.

**Section 2. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this 11<sup>th</sup> day of July, 2022.



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Beth A. Weldon, Mayor

Attest:



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Elizabeth J. McEwen, Municipal Clerk

**RULE 18  
COMPENSATION AND REIMBURSEMENTS**

**Section**

**005. Pay Schedules**

**010. Daily Pay Rate for Salaried Employees**

**015. Shift Differentials**

**020. Standby Rate**

**025. Increased Responsibilities Differential**

**026. Temporary Supervision Pay**

**027. Health Benefits and Employee Wellness**

**030. Uniforms**

**035. Tool Allowance**

**037. Repayment to Employer**

**040. Travel Reimbursement**

**045. Mileage and Vehicle Allowance**

**050. Awards**

**055. Reimbursement of Interview Travel Expenses**

**060. Relocation Expense**

*(Res. No. 2370, 2006)*

**18 PR 005. Pay Schedules.**

The pay schedules attached as Appendix I shall be effective on the date shown thereon. *(Res. No. 1875, 1997; 2069, 2001; 2112, 2001; 2223, 2003; 2336, 2005; 2459, 2009; 2622, 2012; 2649, 2013, 2860, 2019)*

**18 PR 010. Daily Pay Rate for Salaried Employees.**

The rate per day for salaried employees is one tenth of a standard biweekly pay period payment. *(Res. No. 1875, 1997; 2370, 2006)*

**18 PR 015. Shift Differentials.**

Shift differential, as defined in 10 PR 100, shall be compensated at the following rates: shift differential “A” is ~~\$1.50~~ \$2.00 per hour; shift differential “B” is ~~\$2.00~~ \$2.50 per hour. *(Res. No. 1875, 1997; 2069, 2001; 2370, 2006)*

**18 PR 020. Standby Rate.**

The standby rate, as defined in 10 PR 105, is \$3.50 per hour. *(Res. No. 1875, 1997; 2069, 2001; 2342, 2005; 2370, 2006; 2622, 2012)*

**18 PR 025. Increased Responsibilities Differential.**

The increased responsibilities differential, as defined in 10 PR 095, is \$1.00 per hour. (*Res. No. 1875, 1997; 2069, 2001; 2342, 2005; 2370, 2006*)

**18 PR 026. Temporary Supervision Pay.**

Temporary supervision pay, as defined in 10 PR 097, is \$1.20 per hour. (*Res. No. 2342, 2005; 2370, 2006*)

**18 PR 027. Health Benefits and Employee Wellness.**

The CBJ maintains a health benefit and employee wellness program for its employees on a defined contribution basis.

(a) The CBJ provides a tiered health insurance employee benefit to eligible employees, ~~except those covered by the Public Safety Employee's Association collective bargaining agreement.~~ Eligible employees pay, by payroll deduction, any difference between the CBJ's contribution and the amount required to provide the coverage elected by the employee under the tiered benefits program, ~~except that the employer shall cover the full premium contribution for the employee only economy plan.~~

(1) Effective July 1, ~~2019~~ 2022, the employer's contribution rate shall be ~~\$1,325.00~~ \$1,533.00 per month per full-time, eligible employee.

Effective July 1, ~~2020~~ 2023, the employer's contribution rate shall be up to ~~\$1,390.00~~ \$1,610.00 per month, per full time, eligible employee.

Effective July 1, ~~2021~~ 2024, the employer's contribution rate shall be up to ~~\$1,460.00~~ \$1,690.00 per month, per full time, eligible employee.

(2) Effective with the first full payroll in July 2013, employees who participate in the Healthy Rewards program will receive a \$50.00 per pay period reduction in their health insurance premium contribution rate. Participation will be tracked on a yearly basis and the premium reduction will be effective the next plan year. For example, participation in plan year 2012 would result in a premium reduction for plan year 2013.

(3) The criteria established for the Healthy Rewards program is subject to modification by the Human Resources and Risk Management Office, in consultation with the Health Benefits Committee.

(4) The eligibility of the employees and their dependents for coverage and the precise benefits to be provided shall be as set forth in the three-tiered insurance benefit plan written and maintained by the City and Borough for that purpose.

(b) Part-time and seasonal part-time, eligible employees working 780 hours per year or more shall be provided the option of participating in the group insurance plan by paying a prorated portion of the benefit cost. Eaglecrest limited positions are not eligible to participate in the health insurance plan.

(c) When an employee leaves employment due to termination, resignation or lay off, health insurance coverage ends at 12:01 a.m. on the day following the last day of pay status.

(d) When an employee is on Leave Without Pay while on Family/Medical Leave, the provisions of the Family/Medical Leave policy which maintain health benefit coverage remain in effect and the employee contribution remains unchanged.

(e) The CBJ maintains a Health Benefits Committee, which is made up of ~~nine members~~ designated union members and unrepresented employee members. ~~Three who are unrepresented employees, three from the Marine Engineers Beneficial Association, one from the IAFF, one from Bartlett Regional Hospital, and one administrative employee.~~ The Committee will meet at least quarterly to review progress of cost containment efforts, review the administrative company's performance and offer suggestions regarding other options concerning employee health insurance. The Committee will develop checks and balances on plan adjustments with the goal of maintaining the relative cost and value of the tiers. This committee may also develop, implement and evaluate Wellness Program activities and services and review the effectiveness of the Employee Assistance Program. The Health Committee will review the health benefit costs at its quarterly meetings and make recommendations to the parties that address increased costs.

(f) The CBJ shall pay not less than \$12.80 per full time employee per month to fund a Wellness Program in order to promote education about healthy lifestyles.

(g) Employees who are placed in furlough status on a reduced workweek or workday basis shall not be required to pay a prorated portion of the Employer's health insurance contribution rate provided the employee continues to work a minimum of 60 hours per pay period. (*Res. No. 1875, 1997; 2069, 2001; 2223, 2003; 2336, 2005; 2370, 2006, 2459, 2009; 2476, 2009; 2622, 2012; 2649, 2013; 2860, 2019*)

### **18 PR 030. Uniforms.**

CBJ shall provide, clean, maintain, and re-place any uniform it requires an employee to wear. Uniform items provided by CBJ or for which the employee is paid may only be worn in the performance of assigned job duties and when traveling directly from place of residence to work and traveling directly from work to place of residence.

Uniforms or tools that are provided by the employer, and are lost or damaged by the employee due to negligence, shall be replaced by the employee at no expense to the employer. (*Res. No. 2069, 2001; 2370, 2006; 2459, 2009*)

### **18 PR 035. Tool Allowance.**

(a) For current employees, the specified annual amounts shall be paid in advance by separate check to each employee during the month of July, except that employees who are in leave without pay or seasonal leave status for two weeks or longer beginning on July 1<sup>st</sup> of any given fiscal year, shall receive their tool allowance with the first full paycheck after their return to paid status. The tool allowance will be prorated according to the employees anticipated work schedule, e.g, a seasonal employee who is budgeted to work for 7 months will receive 7/12 of the total relevant allowance.

(b) New employees subject to a written CBJ requirement to provide their own hand tools shall receive the relevant, pro-rated amount based upon what month they were hired within the fiscal year (example: an employee hired in October shall receive 9/12 of the total relevant allowance). This amount shall be included in the paycheck issued after the first full pay period of employment.

(c) The annual tool allowance is as follows:

(1) Automotive mechanics: \$1100.00

(2) Building maintenance mechanics: \$550.00

(3) Eaglecrest Vehicle Maintenance Supervisor: \$700.00. (*Res. No. 2069, 2001; 2370, 2006; 2459, 2009; 2649, 2013*)

### **18 PR 037. Repayment to Employer.**

(a) Employees paid an advance uniform or tool allowance and who leave employment less than 1 year thereafter shall repay CBJ according to the schedule set forth in this section. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected. The repayment schedule is as follows:

(1) 100% if service is less than 13 weeks;

(2) 75% if service is 13 weeks or greater but less than 26 weeks;

(3) 50% if service is 26 weeks or greater but less than 39 weeks;

(4) 25% if service is 39 weeks or greater but less than 52 weeks. (*Res. No. 2069, 2001*)

(b) Monies owed to the CBJ by an employee who separates from service shall be deducted from the employee's final leave cash in and pay check, except that the employee's final check may not be less than the actual number of hours worked x the minimum wage guaranteed by state or federal law. An employee may owe the CBJ money for a variety of reasons including, but not limited to: training, travel or relocation reimbursement; health insurance reimbursement; intentional or grossly negligent damage to CBJ property, personal use of CBJ credit cards; or failure to return CBJ property. Should the amount of the employee's final pay and leave cash in be insufficient to cover the total monies owed the CBJ, the CBJ may take other actions to recover the funds. (*Res. No. 2069, 2001; 2370, 2006*)

### **18 PR 040. Travel Reimbursement.**

(a) All official travel must be authorized in advance by the employee's department director and the City Manager.

(b) Meal Allowance: A meal allowance may be paid while the employee is in travel status. The CBJ meal allowance shall equal the rates set by the State of Alaska for state employee travel.

Employees will not receive a meal allowance for any portion of the travel day where a meal is provided in conjunction with the event attended. This does not apply to meals served on an airplane.

(c) Other travel expenses may be reimbursed provided the employee has a valid receipt for actual costs.

(d) The City Manager may establish other reasonable rules and procedures associated with travel. (*Res. No. 1875, 1997; 2093, 2001; 2370, 2006; 2383, 2006*)

#### **18 PR 045. Mileage and Vehicle Allowance.**

(a) An employee who uses his or her own vehicle for CBJ business will be reimbursed per the standard IRS mileage reimbursement rate plus 25% rounded up to the next whole cent. The employee must be able to show proof of insurance if requested.

(b) An employee may be reimbursed for actual out-of-pocket costs for travel outside of Juneau when the employee is authorized in advance to use his or her personal automobile, airplane or other vehicle. Authorization to use a private vehicle may be provided by the department director and City Manager when use of such vehicle is less than the cost of the most economical route by common carrier. Receipts must be submitted if claiming out of pocket costs. (*Res. No. 1875, 1997; 2339, 2005; 2370, 2006*)

#### **18 PR 050. Awards.**

The City Manager may authorize cash awards or gifts not to exceed \$10,000.00 in value for employee suggestions, in recognition of outstanding employee performance or service, or in conjunction with an established recruitment or retention program where there are significant demonstrated recruitment challenges. (*Res. No. 2370, 2006; 2839, 2018*)

#### **18 PR 055. Reimbursement of Interview Travel Expenses.**

Upon written advance authorization by the City Manager, a job applicant may be reimbursed for transportation and per diem expenses reasonably necessary to attend an employment interview. (*Res. No. 1900, 1997; 2370, 2006*)

#### **18 PR 060. Relocation Expense.**

(a) The City Manager may authorize reimbursement of moving and relocation expenses for a new employee provided:

(1) The City Manager and the employee sign a written agreement specifying the maximum amount of reimbursement and requiring pro-rated repayment according to the schedule set forth in this section if the employee voluntarily ends service in less than 4 years. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected. The repayment schedule is as follows:

(i) 100% if service is less than 12 months;

- (ii) 75% if service is 12 months or greater but less than 24 months;
- (iii) 50% if service is 24 months or greater but less than 36 months;
- (iv) 25% if service is 36 months or greater but less than 48 months.

(2) The maximum amount established in the reimbursement agreement may not exceed 20 percent of the employee's base pay.

(b) The following expenses are eligible for reimbursement to the extent that they are evidenced by written receipts:

(1) Reasonable commercial moving expenses;

(2) The cost of renting and operating trailers or trucks to transport a reasonable quantity of household goods and effects;

(3) Mileage at the rate currently in the IRS guidelines for relocation expenses, or actual receipted fuel expenses;

(4) Transportation costs by common carrier for the employee, spouse or domestic partner, and each of the employee's dependents who reside within the same household;

(5) Tolls for bridges, highways and ferries;

(6) Upon submission of actual receipted expenses, a reasonable per diem will be provided for lodging and meals while en route to Juneau. Upon arrival in Juneau, the employee may continue to claim per diem for lodging while seeking permanent housing. Per diem for lodging will end when permanent housing is secured or at the end of 15 days from the date of arrival at Juneau whichever comes first;

(7) Other expenses directly related to relocation and specifically authorized by the City Manager.

(c) Expenses incurred prior to a finalized relocation agreement will not be reimbursed. (*Res. No. 1670, 1993; 2339, 2005; 2370, 2006; 2622, 2012; 2740, 2016*)