

Presented by: The Manager
Introduced: 10/02/2000
Drafted by: J.R. Corso

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2055

A Resolution Amending the Personnel Rules To Limit Grievance and Appeal Procedures to Permanent Employees.

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

Section 1. Amendment of Section. 15 PR 020 is amended to read:

15 PR 020. GENERAL GRIEVANCE PROCEDURE. An employee with a grievance regarding position, working conditions or employment may pursue it as set forth in subsection (a) subject to the limitations set forth in subsection (b):

(a) Procedures.

(1) The employee shall present the grievance to the immediate supervisor within seven days of becoming aware of the action being grieved.

(2) The supervisor and the employee shall attempt to informally resolve the grievance within seven days of the presentation of the grievance. If the resolution of the grievance is not acceptable to the employee, then

(3) the employee shall, within seven days, reduce the grievance, including the relief sought, to writing and present it to the department director.

(4) The department director shall respond to the grievance in writing within 14 days. If the decision of the department director is not acceptable to the employee, then

(5) the employee shall present the grievance to the Manager within seven days, including a written statement explaining why the decision is not acceptable.

(6) The Manager shall respond to the grievance within 14 days. The decision must be in writing and include the Manager's findings, conclusions and disposition of the grievance.

(7) If the employee fails to meet the time limits set out in this grievance procedure, the grievance will not be considered further.

(8) If the CBJ fails to meet the time limits set out in this grievance procedure, the employee may advance the grievance to the next step in the procedure subject to the limitations in the section concerning appeals to the Board.

(9) The parties may agree to extend the time limits at any step of this procedure. Any agreement to extend the time limits must be in writing signed by both parties.

(b) Limitations.

(1) No employee may use this section to grieve a dismissal, demotion, or suspension of more than 10 days.

(2) Only permanent employees may use this section to grieve a suspension under 10 days or a letter of reprimand.

(3) Temporary employees may not use this section.

Section 2. Amendment of Section. The introductory paragraph of 15 PR 025 is amended to read:

15 PR 025. DISMISSAL, DEMOTION, OR SUSPENSION OVER 10 DAYS. An employee with permanent status who is dismissed, demoted, or suspended for more than 10 days in alleged violation of these Rules, may pursue a grievance concerning any of these actions as follows:

Section 3. Amendment of Section. The introductory paragraph of 15 PR 030 is amended to read:

15 PR 030. APPEALS TO PERSONNEL BOARD. An employee with permanent status may appeal a decision of the Manager to the Board if the employee's appeal alleges a violation of these Rules or the personnel management code, or a dismissal, demotion, or suspension over 10 days.

Section 4. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 2nd day of October, 2000.



Dennis Egan, Mayor

Attest:



Laurie J. Sica, Clerk