

Presented by: The Manager
Introduced: 05/12/2003
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2210

**A Resolution Amending the Personnel Rules Regarding
Recruitment, Examination, and General Provisions.**

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

Section 1. Amendment of Personnel Rules. 2 PR is amended to read:

2 PR 010. Announcements.

(a) Except for transfers, demotions, re-employment and return from layoff, recruitment for full-time appointments exceeding 30 days must be publicly announced prior to appointment.

- (1) Announcements must be in writing and must include: the title of the position, the department, the division, position status, type of appointment, the pay range or rate, minimum qualifications, typical duties, the dates applications will be accepted, and the place and manner of filing applications. The Personnel Director may add any additional information believed advisable.

2 PR 020. Recruitment Outside of Juneau.

(a) Advertisements may be placed in Alaskan publications outside of Juneau only after the department director and the Personnel Director determine that no acceptable Juneau applicant is available and the establishment of a training program to sub-fill the position with a Juneau applicant has been considered.

- (b) The Personnel Director shall prepare and place all advertisements.

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Section 2. Amendment of Personnel Rules. 3 PR is amended to read:

3 PR 005. General.

(a) Except for the provisions on medical examinations and medical records, this Rule applies only to the classified service.

(b) The department director shall provide the Personnel Director with a written copy of the methods and materials for the examination of applicants prior to receiving the application file. All examinations must relate to the applicants' job-related knowledge, skills, ability and willingness to discharge the duties and responsibilities of the position. If the department director changes the methods and materials for examination subsequent to receiving the application file, the changes must first be reviewed by the Personnel Director. The Personnel Director shall keep a written copy of the methods and materials.

3 PR 020. Disqualification of Applicants.

(a) The Personnel Director shall disqualify an applicant who has failed to submit an application within the prescribed time limit.

(b) A department director shall disqualify an applicant who fails to meet the minimum qualifications established for the job classification.

(c) A department director, with the concurrence of the Personnel Director, may disqualify an applicant who:

- (1) Has made a false statement of fact material to the position applied for,
- (2) Has used or attempted to use political influence or bribery to secure an advantage in the examination or appointment, or
- (3) Has directly or indirectly obtained information regarding examinations which an applicant is not entitled to obtain.

(d) A department director, with the concurrence of the Personnel Director, may disqualify an applicant who has been dismissed from employment for misconduct, unsatisfactory performance of duties or other similar cause.

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- (1) In making the determination of whether an applicant should be disqualified, the relationship of the dismissal to the duties and responsibilities of the position and the amount of time which has passed since the dismissal shall be considered. The circumstances under which the dismissal occurred and the age of the applicant at the time of the dismissal may be considered.

Section 3. Amendment of Personnel Rules. 17 PR is amended to read:

17 PR 015. Continuation of Health Insurance.

(a) An employee covered by health insurance who is on leave without pay because of an on the job incident covered by workers' compensation will continue to be covered by health insurance pursuant to the terms of subsection (d).

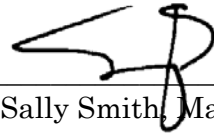
(b) The family of a deceased employee covered by health insurance will continue to be covered by health insurance for 52 weeks following the date of death when the death is because of an accident on the job and health insurance is not provided to the family by the Public Employees Retirement System.

(c) An employee covered by health insurance who is on leave without pay may continue coverage by paying the premium and an administrative fee not to exceed two percent of the premium.

(d) An employee covered by health insurance who is on Family/Medical Leave will be covered by health insurance for the entire 18 weeks of absence permissible in a 12-month period even if the employee is on leave without pay.

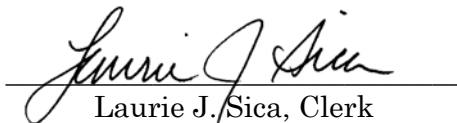
Section 4. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 19th day of May, 2003.



Sally Smith, Mayor

Attest:



Laurie J. Sica, Clerk

Vote: Unanimous / Absent: Johnson