

Presented by: The Manager
Introduced: 09/27/2004
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2282

A Resolution Amending the Personnel Rules Regarding Appointments, Holidays, and Holiday Pay.

WHEREAS, CBJ employees occupying part-time limited and part-time seasonal positions work less than 780 hours per year and receive no benefits; and

WHEREAS, departments which employ the largest number of part-time limited and part-time seasonal positions have found it difficult to ensure adequate staff coverage on holidays.

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

Section 1. Amendment of Personnel Rules. 5 PR 020 is amended to read as follows:

5 PR 020. Permanent/Probationary Appointments.

(a) Permanent/probationary appointments are those appointments having an expected duration of one year or more. Permanent/probationary appointments include full-time, part-time regular, part-time limited and seasonal.

- (1) Full-time appointments are those appointments averaging not less than 37.5 hours per week.
- (2) Part-time regular appointments are those appointments averaging less than 37.5 hours per week but at least 15 hours per week.
- (3) Part-time limited and part-time seasonal appointments are those appointments working less than 780 hours per year and it is expected that the same employee will continue in or return to the position. Employees occupying these positions receive no benefits except for the additional pay for work on a holiday as set forth in 7 PR 025 (f).

- (4) Seasonal appointments are those appointments made to meet recurring seasonal needs of at least 780 hours per year and less than 1,867 hours per year and it is expected that the same employee will return to the position.

Section 2. Amendment of Personnel Rules. 7 PR 025 is amended to read as follows:

7 PR 025. City and Borough Holidays.

- (a) The following days are observed as holidays:
 - (1) the first of January, known as New Year's Day
 - (2) the third Monday in January, known as Martin Luther King Jr.'s Birthday
 - (3) the third Monday in February, known as President's Day
 - (4) the last Monday in March, known as Seward's Day
 - (5) the last Monday in May, known as Memorial Day
 - (6) the fourth of July, known as Independence Day
 - (7) the first Monday in September, known as Labor Day
 - (8) the 18th of October, known as Alaska Day
 - (9) the 11th of November, known as Veteran's Day
 - (10) the fourth Thursday in November, known as Thanksgiving
 - (11) the day after Thanksgiving
 - (12) the 25th day of December, known as Christmas
 - (13) every day designated as a holiday by proclamation or resolution by the Assembly of the City and Borough of Juneau.
- (b) If a holiday falls on Sunday, the following Monday is a holiday.
- (c) If a holiday falls on Saturday, the preceding Friday is a holiday.

(d) If a permanent, probationary, or substitute employee volunteers to work on a holiday, an alternate day within the week preceding or following the holiday and agreed to by the employee and the department director is that employee's holiday.

(e) If a holiday falls on a permanent, probationary, or substitute employee's day off, an alternate day within the week preceding or following the holiday as designated by the department director is the employee's holiday.

(f) Employees occupying part-time limited or part-time seasonal positions who work on a day listed in 7 PR 025(a)(1)-(13) will receive pay at a rate of time and one-half their normal rate of pay for all hours worked that day; the provisions of 7 PR 025 (b) through (e), however, do not apply with respect to those positions.

Section 3. Amendment of Personnel Rules. 10 PR 145 is amended to read as follows:

10 PR 145. Holiday Pay.

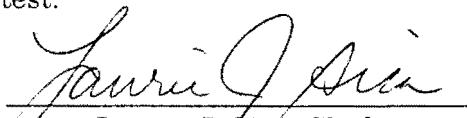
(a) Permanent and probationary-employees, and those employees occupying positions by substitute appointment, who are not compensated for holidays by accruing additional personal leave, are paid for each holiday if the employee was on duty or paid leave the work day immediately preceding the holiday and the work day immediately following the holiday. Employees occupying part-time limited and part-time seasonal positions are not eligible for holiday pay except as provided in 7 PR 025(f).

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

Adopted this 27th day of September, 2004.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk