

Presented by: The Manager
Introduced: 12/19/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2342

**A Resolution Amending the CBJ Personnel Rules to Include
Revisions Arising Out of MEBA Negotiations.**

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

Section 1. Amendment of Section. That the Personnel Rules are amended by the addition of a new subsection (g) at 5 PR 025 reading:

5 PR 025. Substitute Appointments.

...

(g) Substitute appointments shall be compensated in accordance with Rule 10.

Section 2. Amendment of Table of Contents. That the table of contents for Personnel Rule 10 is amended to read:

Section

...

- 090. Step Reduction**
- 095. Increased Responsibilities Differential**
- 097. Temporary Supervision Pay**
- 098. Substitute Appointment Pay**
- 100. Shift Differentials**
- 105. Standby Pay**
- 110. Call out**
- 115. Sixth and Seventh Day**
- 120. Overtime Defined**

...

Section 3. New Section. That the Personnel Rules are amended by the addition of a new section 10 PR 097 reading:

10 PR 097. Temporary Supervision Pay.

When two or more employees in different pay ranges are assigned to a work function while the supervisor is not available for more than one work day and up to two pay periods, the department director may designate in writing one of the employees as temporary supervisor. It will be the temporary supervisor's responsibility to direct the work in order to continue to fulfill the function.

This section does not apply to employees paid on a salary basis or employees whose position description includes responsibility for assuming the duties of the supervisory position in the absence of the supervisor.

Section 4. New Section. That the Personnel Rules are amended by the addition of a new section 10 PR 098 reading:

10 PR 098. Substitute Appointment Pay.

(a) Regular Compensation for Substitute Appointment

1. When an employee is placed in a higher classification as a substitute appointment under 5 PR 025, the employee shall be paid according to the pay range allocation of the higher level position. Step placement in the higher pay range may not be less than a one step increase in the lower range. When determining step placement for an employee who normally occupies an hourly position eligible for overtime, consideration shall be given to the loss of overtime compensation.
2. A substitute appointment is not eligible for the higher job class rate of pay for holidays or when on leave. Holidays and leave time shall not reduce the overall duration of a substitute appointment.

(b) Overtime Compensation for Substitute Appointment

1. An hourly employee appointed to a higher level job class in a salaried position is not eligible for overtime pay for time worked in the salaried position, regardless of whether the duties performed are associated with an hourly or salaried position.

2. A salaried employee who works out of class in an hourly position shall be eligible for overtime compensation for hours exceeding the thresholds defined in 10 PR 120(a)-(c) (Overtime Defined).

Section 5. New Section. That the Personnel Rules are amended by the addition of a new subsection (g) at 10 PR 120 reading:

10 PR 120. Overtime Defined.

...

(g) If an operational exigency causes an employee to work for a period of time such that the employee is unable to achieve sufficient rest before the start of a scheduled shift, a department director is authorized to grant the employee up to eight hours of administrative leave so that the employee receives sufficient rest before reporting to work. A new workday or new work week shall not cause an employee who has not had a sufficient rest period to lose overtime eligibility. "Sufficient rest" is generally defined as eight hours away from work.

Section 6. Amendment of Section. That the Personnel Rules are amended at 11 PR 035 reading:

11 PR 035. Maximum Leave Carry-over.

(a) Accrued personal leave may not exceed 100 days on the first day of the first pay period in January except with the written authorization of the Manager. Leave in excess of 100 days is converted to medical leave.

(b) At the request of the department director, the Manager may permit the carry-over of leave in excess of 100 days when the Manager determines that the employee made every reasonable effort to schedule leave and the department director denied the leave requests because of extraordinary circumstances.

- (1) The department director must submit to the Manager a plan providing for the timely use of the excess leave.
- (2) Granting carry-over of leave may not cause any hardship to the CBJ beyond the benefit to be gained by granting such leave carry-over.

Section 7. Amendment of Table of Contents. That the table of contents for Personnel Rule 18 is amended to read:

Section

- 005. Pay Schedules**
- 010. Daily Pay Rate for Salaried Employees**
- 015. Shift Differentials**
- 020. Standby Rate**
- 025. Increased Responsibilities**
- 026. Temporary Supervision Pay**
- 027. Health Benefits and Employee Wellness**
- 030. Uniforms**
- 035. Tool Allowance**

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Section 8. Amendment of Section. That the Personnel Rules are amended at 18 PR 020 reading:

18 PR 020. Standby Rate.

The standby rate is \$2.00 per hour.

Section 9. Amendment of Section. That the Personnel Rules are amended at 18 PR 025 reading:

18 PR 025. Increased Responsibilities Differential.

The increased responsibilities differential is \$1.00 per hour.

Section 10. New Section. That the Personnel Rules are amended by the addition of a new section at 18 PR 026 reading:

18 PR 026. Temporary Supervision Pay.

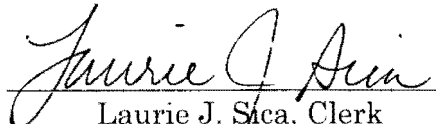
Temporary supervision pay is \$1.20 per hour.

Section 11. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 19th day of December, 2005.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk