

Presented by: The Manager
Introduced: 07/20/87
Drafted by: S.J.F.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1255

A RESOLUTION AMENDING RULES 1 AND 12 OF THE PERSONNEL RULES OF THE CITY AND BOROUGH OF JUNEAU RELATING TO EMPLOYEE GRIEVANCE PROCEDURES.

WHEREAS, it is sound administrative practice that the manager be able to appoint a designee to render written decisions regarding employee grievances, and

WHEREAS, it is appropriate that the manager occasionally appoint a hearing officer as the manager's designee to render written decisions concerning employee grievances, and

WHEREAS, Rule 1, Definitions of the Personnel Rules presently does not define "manager" to include the manager's designee, and

WHEREAS, Rule 12 of the Personnel Rules requires that the manager render a written decision on an employee grievance within five days, and this amount of time is insufficient for the manager or the manager's designee to so render a written decision;

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

1. That City and Borough of Juneau Personnel Rules, Rule 1, DEFINITIONS, Manager, is amended as follows:

Manager. Means the city-borough manager or the city-borough manager's designee or other administrator as set forth in CBJ 44.05.110.

2. That the City and Borough of Juneau Personnel Rules, Rule 12, DISPUTES: HEARINGS AND APPEALS is amended as follows:

(a) Personnel Rule 12 01.13 is amended to read:

12 01.13 If the grievance is not resolved by the department head within five (5) working days, the employee may take the grievance to the manager, but must file the grievance within two (2) working days of the decision of the department head or the expiration of the five (5) days, whichever is earlier. The manager shall render a written decision on the matter within thirty (30) days of receipt of the written grievance. The decision shall state the manager's findings, conclusions, and final disposition of the matter. If the time limits are not met by the grievant at any step, the dispute shall not be considered further. If mutually agreeable to the employee and the manager, additional time up to ten (10) working days may be allowed for the purpose of further investigation.

(b) Personnel Rule 12 02.12 is amended to read:

12 02.12 Within five (5) days following receipt of notification in writing of such action or proposed action, the employee or the employee's representative may file an appeal in writing to the manager, setting forth the employee's reasons for appealing the action. The manager shall take whatever steps the manager deems necessary to obtain all relevant data and shall sustain, modify or cancel the action in writing to the employee within thirty (30) working days after receipt of the appeal.

(c) Personnel Rule 12 02.13 is amended to read:

12 02.13 If the decision of the manager is not satisfactory to the employee and if the appeal decision has been rendered within thirty (30) working days of submittal, the employee may appeal the manager's decision to the Personnel Board provided the employee does so within five (5) working days after receipt of the manager's decision. If the manager does not render a decision within the thirty (30) days allowed plus any mutually agreed to extension, the employee, within five (5) days following the expiration of time allowed the manager to render the manager's

decision, may appeal to the Personnel Board. The appeal shall be in writing and shall further state whether the employee wishes to be heard, and if so whether in a closed meeting or an open meeting.

3. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 20th day of July, 1987.



Mayor

Attest:



Clerk