

Presented by: The Manager  
Introduced: 09/02/82  
Drafted by: G.L.S.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 878

A RESOLUTION AMENDING THE PERSONNEL RULES TO  
CLARIFY AND IMPROVE CONTROL OF THE ACCRUAL AND  
PAYMENT FOR COMPENSATORY AND OVERTIME WORK.

WHEREAS, the personnel rules relating to the use  
and compensation of overtime and compensatory time need to be  
clarified,

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

1. That Personnel Rule 7 03.0 is amended to read:

7 03.0 Normal Work Week

The normal work week shall consist of five consecu-  
tive work days, Monday through Friday; provided, the Manager  
or department head may establish a different work week.

2. That Personnel Rule 7 04.0 is amended to read:

7 04.0 Normal Work Days

The normal work day shall consist of seven and  
one-half (7-1/2) hours, beginning at 8:00 A.M. and ending at  
4:30 P.M. with a one hour period therein constituting a  
lunch period; provided, the Manager or department head may  
establish different hours for the work day.

3. That Personnel Rule 7 05.0 is amended to read:

7 05.0 All hours of work performed during any  
hours or on any day which the employee could have been off  
duty without loss of pay or accrued leave credit shall be  
designated as overtime hours.

7 05.1 Overtime work shall be authorized only  
in emergencies or to meet peak work loads.

7 05.2 Only the Manager or a department head  
or a person designated in writing by the department head may  
authorize compensable overtime to be worked. No employee  
may receive compensation for overtime worked unless authorized  
in strict compliance with the written regulations promulgated  
by the Manager.

7 05.3 The use, authorization, crediting and compensation of overtime shall be subject to the written regulations prescribed by the Manager.

7 05.4 Only that overtime worked which is properly authorized may be compensated. Such overtime will be compensated by payment or through compensatory time off as provided in Rule 9. All other overtime worked shall be non-compensable.

7 05.5 No department head and no person occupying a supervisory, administrative or division head position designated by the Manager as falling under this rule shall be credited with compensable overtime except as provided under Rule 9 or unless authorized by the Manager or by rules promulgated by the Manager.

4. That Personnel Rule 9 04.0 is amended to read:

9 04.0 Overtime Compensation

An employee who is normally eligible for compensable overtime and is scheduled or required to work in excess of the minimum work week as defined in Rule 7 02.0 or the hours prescribed by or under Rule 7 04.0 shall be compensated for such excess hours worked at one and one-half times the hourly rate established in Rule 9 03.1, or shall be given one and one-half hours of compensatory time off for each hour of overtime worked, unless otherwise provided by a contract negotiated under CBJ 44.10 and except as provided for department heads and designated division heads, supervisors and administrative employees. An employee shall indicate on his time sheet or in such other manner as the Manager may require whether the employee is to be paid or is to receive compensatory time off for the compensable overtime worked.

5. Personnel Rule 9 05.0 is amended to read:

9 05.0 Compensatory Time

9 05.1 Employees may not accrue a balance of more than 100 hours of compensatory time in their compensatory time accounts. Except as provided otherwise by these rules, compensatory time is credited to the employee's account at the rate of one and one-half hours for each compensable overtime hour worked. Any excess of 100 hours credit shall be compensated in monthly allotments in cash at the straight time rate. No compensatory time other than that earned in December or June may remain credited to the account of an employee after January 1 and July 1 of each year except to the extent the employee has requested and been refused per-

mission in writing to use credited compensatory time and has otherwise been refused an opportunity to use the compensatory time. In determining when compensatory time off may be taken, the wishes of the employee will be considered; however, the appointing authority may order compensatory time to be taken at the convenience of the city and borough. Any employee who terminates while he has uncompensated compensatory time or who has been prevented from using compensatory time shall receive a cash payment for such time in the same manner as payments are made for unused annual leave upon termination.

9 05.2 Department heads and such other supervisors, administrative personnel and division heads as are designated by the Manager under Rule 7 05.5 shall receive credit for overtime only under this rule.

9 05.21 The employee's compensatory time account shall be credited only after the employee has worked forty hours during the week and such hours in excess of thirty-seven and one-half hours are creditable hours authorized by the manager or under rules promulgated by him.

9 05.22 The following overtime is not creditable for any purpose:

(A) Overtime worked by a department head or an acting department head in the discharge of duties falling within the scope of the position including the first two meetings attended each month if the department head has been requested and has been authorized by the Manager to attend, or is required to attend, a meeting of a permanent board, commission or advisory committee associated with his department. The manager may require additional meetings be attended without credit.

(B) Overtime work performed by supervisors, administrative personnel and division heads designated by the manager under Rule 7 05.5 when such work is within the usual scope of the duties of the position; provided, requested or required meetings are not excluded when attendance is authorized by the department head unless the manager requires such meetings be attended without credit.

9 05.23 The employee shall receive one hour of credit for each hour of creditable overtime worked.

9 05.24 Department heads and other persons who fall under this rule shall receive overtime pay in the same manner as overtime pay is credited and compensated to other employees for work in excess of the regular work week or work day when such work has been authorized by the manager during an emergency or shortage of employees and such work

is not the type of work usually performed by the department head within the scope of the usual duties of the position.

9 05.3 The Manager shall promulgate written rules governing the authorization, crediting and use of compensatory time and, notwithstanding any personnel rule relating to creditable or compensible overtime, may prescribe additional meetings and types of work which shall be treated as non-creditable or non-compensable for those employees in positions designated under Rule 7 05.5.

6. That Personnel Rules 9 05.2 and 9 05.3 are repealed.

Adopted this 2nd day of September 1982.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
Clerk