

Presented by: The Manager
Presented: 08/29/2022
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3000

A Resolution Amending the City and Borough of Juneau Personnel Rules.

WHEREAS, the Assembly has adopted personnel rules in accordance with CBJ 44.05.050; and

WHEREAS, the Personnel Rules apply to non-represented employees of the City and Borough of Juneau and to represented employees when the collective bargaining agreement does not apply; and

WHEREAS, the Personnel Rules occasionally should be updated to reflect modern human resource management practices or to address recruitment and retention needs.

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

Section 1. The Assembly of the City and Borough of Juneau approves the following and hereby modifies the Personnel Rules to reflect the language changes in the attached Exhibit A.

Section 2. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 29th day of August, 2022.



Beth A. Weldon, Mayor

Attest:



Elizabeth J. McEwen, Municipal Clerk

**RULE 4
SELECTION**

Section

005. General

006. Preferential Appointment Rights

007. Preferential Rights Due to a Request from a Pregnant Employee or an Employee with a Temporary Disability.

008. Preferential Rights Due to Layoff.

009. Preferential Rights Due to ADA Reassignment

010. Nonpreferential Appointment Rights without Public Announcement

011. Nonpreferential Appointment Rights of Injured Employees.

015. Eligible Lists

020. Local Hire Preference

021. Veteran's Preference

025. Notice to Applicants

030. Applicant Appeal Process

(Res. No. 2370, 2006)

4 PR 015. Eligible Lists.

(a) As part of the selection process for job classifications unique to a department, the department director may use an eligible list according to the following procedure:

(1) Each list must be by job classification and must contain the names in rank order of all persons who have passed the required examinations;

(2) If there are no employees with preferential appointment rights to the job classification, an offer of appointment will be made first to that person with the highest score on the eligible list;

(3) Eligible lists may remain in effect no longer than 2 years from the effective date of the list.

(b) To maintain an adequate pool of eligibles, the department director may combine a new list with an existing list. Eligible lists may only be combined if the same examination procedure is used to compile each list. If a different examination is used, applicants on the existing list must take the new examination to be placed on the new list.

(c) If the same examination procedure is used to compile each list, applicants remaining on an active eligible list will be re-ranked into the new eligible list based on their existing scores. An applicant may re-test if he or she so chooses; however, the applicant's ranking on the eligible list will be based on the updated score.

(d) The department director may remove names from eligible lists for any of the following reasons:

- (1) Failure to respond to a written inquiry on availability for appointment within 10 days, or upon return as undeliverable a properly addressed letter;
- (2) Refusal to accept appointment;
- (3) Failure to report for duty at the time prescribed; or
- (4) Failure to satisfactorily complete a required examination, such as a background investigation or a medical examination.

(5) Documented misconduct or less than fully acceptable performance for current employees during the period of time between eligibility determination and appointment.

(e) The department director may return a name to an eligible list when removal from the list was because:

- (1) The candidate failed to respond to a written inquiry; or
- (2) The candidate refused appointment. *(Res. No. 2370, 2006)*

RULE 11 LEAVE

Section

005. Scope

010. Accrual Rates

012. Personal Leave Cash-in

016. Reserved

017. Reserved

020. Accrual During Unauthorized Leave

025. Leave Anniversary

030. Minimum Leave Use

035. Maximum Leave Carry-over

040. Use of Personal Leave

045. Direction to Take Leave

050. Bereavement Leave

055. Banked Medical Leave

060. Use of Leave to Supplement Workers' Compensation

065. Leave Without Pay

067. Family/Medical Leave

070. Cancellation of Leave

075. Effect of Leave Without Pay

080. Adjustment of Anniversary Dates

081. Employee Furlough

085. Court Leave

090. Military Leave Without Pay

095. Military Leave with Pay

100. Emergency Service Leave

**105. Maximum Paid Military and Emergency
Service Leave**

110. Donation of Leave

115. Seasonal Leave

120. Medical Leave on Separation

125. Personal Leave on Separation

130. Parent-Teacher Conference Leave

(Res. No. 2069, 2001; 2370, 2006; 2422(c), 2007; 2476, 2009; 2618, 2012)

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11 PR 055. Banked Medical Leave.

(a) An employee who has banked medical leave may take such leave only when one of the following conditions exists:

(1) The employee ~~has no accrued personal leave and the employee~~ is sick or disabled to the extent that the employee cannot attend to the employee's regular duties.

(2) The ~~employee has no accrued personal leave and the~~ illness or disability of a member of the employee's immediate family requires the attendance of the employee.

(3) The employee has an FMLA qualifying condition and must take time off work for that condition. ~~exceeding one working day. In such instances the use of banked medical leave begins on the second day of absence.~~

(4) The employee's absence is due to an on-the-job injury with the Employer which qualifies as a workers' compensation claim to the extent that the employee's absence is not covered by workers' compensation.

(5) The employee has no accrued personal leave and the absence is due to the death of the employee's immediate family member, in which case the use of medical leave is limited to 2 weeks. A department director may require a physician's statement or other acceptable proof that an employee's condition meets the requirements of this section before authorizing the use of banked medical leave.

(b) Banked medical leave cannot be cashed in when an employee separates from CBJ service. Employees who are reemployed with the CBJ to a position that accrues leave within three calendar years of separation, and who had banked medical leave upon separation, shall have their medical leave bank restored. *(Res. No. 1875, 1997; 2223, 2003; 2370, 2006; 2618, 2012)*

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**RULE 18
COMPENSATION AND REIMBURSEMENTS**

Section

005. Pay Schedules

007. Attorney Pay Premium

010. Daily Pay Rate for Salaried Employees

015. Shift Differentials

020. Standby Rate

025. Increased Responsibilities Differential

026. Temporary Supervision Pay

027. Health Benefits and Employee Wellness

030. Uniforms

035. Tool Allowance

037. Repayment to Employer

040. Travel Reimbursement

045. Mileage and Vehicle Allowance

050. Awards

055. Reimbursement of Interview Travel Expenses

060. Relocation Expense

065. Police Certification Pay

(Res. No. 2370, 2006)

18 PR 005. Pay Schedules.

The pay schedules attached as Appendix I shall be effective on the date shown thereon. *(Res. No. 1875, 1997; 2069, 2001; 2112, 2001; 2223, 2003; 2336, 2005; 2459, 2009; 2622, 2012; 2649, 2013, 2860, 2019)*

18 PR 007. Attorney Pay Premium.

The amounts set out in the City and Borough of Juneau MEBA/unrepresented pay schedule provided by 18 PR 005 of this Rule are increased as follows for partially exempt positions within the Department of Law that require admission to the practice of law in the state of Alaska as a condition of employment:

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
13%	13%	13%	13%	13%	13%	13%	11%	9%	8%	7%	6%	4%

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18 PR 027. Health Benefits and Employee Wellness.

The CBJ maintains a health benefit and employee wellness program for its employees on a defined contribution basis.

(a) The CBJ provides a tiered health insurance employee benefit to eligible employees. Eligible employees pay, by payroll deduction, any difference between the CBJ's contribution and the amount required to provide the coverage elected by the employee under the tiered benefits program.

(1) Effective July 1, 2022, the employer's contribution rate shall be \$1,533.00 per month per full-time, eligible employee.

Effective July 1, 2023, the employer's contribution rate shall be up to \$1,610.00 per month, per full time, eligible employee.

Effective July 1, 2024, the employer's contribution rate shall be up to \$1,690.00 per month, per full time, eligible employee.

(2) Effective with the first full payroll in July 2013, employees who participate in the Healthy Rewards program will receive a \$50.00 per pay period reduction in their health insurance premium contribution rate. Participation will be tracked on a yearly basis and the premium reduction will be effective the next plan year. For example, participation in plan year 2012 would result in a premium reduction for plan year 2013.

(3) The criteria established for the Healthy Rewards program is subject to modification by the Human Resources and Risk Management Office, in consultation with the Health Benefits Committee.

(4) The eligibility of the employees and their dependents for coverage and the precise benefits to be provided shall be as set forth in the three-tiered insurance benefit plan written and maintained by the City and Borough for that purpose.

(b) Part-time and seasonal part-time, eligible employees working 780 hours per year or more shall be provided the option of participating in the group insurance plan by paying a prorated portion of the benefit cost. [A part-time employee shall have the option of using accrued personal leave to cover the pro-rated portion of benefits, subject to the minimum leave balance provisions of 11 PR 012, by completing a form provided by the employer.](#) Eaglecrest limited positions are not eligible to participate in the health insurance plan.

(c) When an employee leaves employment due to termination, resignation or lay off, health insurance coverage ends at 12:01 a.m. on the day following the last day of pay status.

(d) When an employee is on Leave Without Pay while on Family/Medical Leave, the provisions of the Family/Medical Leave policy which maintain health benefit coverage remain in effect and the employee contribution remains unchanged.

(e) The CBJ maintains a Health Benefits Committee, which is made up of designated union members and unrepresented employee members. The Committee will meet at least quarterly to review progress of cost containment efforts, review the administrative company's performance and offer suggestions regarding other options concerning employee health insurance. The Committee

will develop checks and balances on plan adjustments with the goal of maintaining the relative cost and value of the tiers. This committee may also develop, implement and evaluate Wellness Program activities and services and review the effectiveness of the Employee Assistance Program. The Health Committee will review the health benefit costs at its quarterly meetings and make recommendations to the parties that address increased costs.

(f) The CBJ shall pay not less than \$12.80 per full time employee per month to fund a Wellness Program in order to promote education about healthy lifestyles.

(g) Employees who are placed in furlough status on a reduced workweek or workday basis shall not be required to pay a prorated portion of the Employer's health insurance contribution rate provided the employee continues to work a minimum of 60 hours per pay period. (*Res. No. 1875, 1997; 2069, 2001; 2223, 2003; 2336, 2005; 2370, 2006, 2459, 2009; 2476, 2009; 2622, 2012; 2649, 2013; 2860, 2019; 2994, 2022*)

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18 PR 035. Tool Allowance.

(a) ~~C~~For current employees, [subject to a written CBJ requirement to provide their own hand tools shall receive a tool allowance as provided in this rule.](#) The specified annual amounts shall be paid in advance by separate check to each employee during the month of July, except that employees who are in leave without pay or seasonal leave status for two weeks or longer beginning on July 1st of any given fiscal year, shall receive their tool allowance with the first full paycheck after their return to paid status. The tool allowance will be prorated according to the employees anticipated work schedule, e.g, a seasonal employee who is budgeted to work for 7 months will receive 7/12 of the total relevant allowance.

(b) New employees subject to a written CBJ requirement to provide their own hand tools shall receive the relevant, pro-rated amount based upon what month they were hired within the fiscal year (example: an employee hired in October shall receive 9/12 of the total relevant allowance). This amount shall be included in the paycheck issued after the first full pay period of employment.

(c) The annual tool allowance is as follows:

(1) Automotive mechanics: \$1100.00

(2) Building maintenance mechanics: \$550.00

(3) Eaglecrest Vehicle Maintenance Supervisor: \$700.00.

[\(4\) Emergency Program Manager, if required to use a personal snow machine for the CBJ avalanche program: \\$1500.00](#) (*Res. No. 2069, 2001; 2370, 2006; 2459, 2009; 2649, 2013*)

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18 PR 065. Police Certification Pay.

- (a) Juneau Police Department employees who submit evidence of receiving an Alaska Police Standards Council intermediate or advanced police certificate shall receive a pay enhancement upon application to the employer and effective on the first day of the pay period immediately following approval by the employer.
- (1) Intermediate police certification: Juneau police department employees who are approved for an intermediate police certification pay enhance shall receive a two percent (2%) pay enhancement above the rate of pay in the pay schedule in 18 PR 005.
- (2) Advanced police certification: Juneau police department employees who are approved for an advanced police certification pay enhance shall receive a three percent (3%) pay enhancement above the rate of pay in the pay schedule in 18 PR 005. An employee who is eligible for the Advanced police certification pay enhancement shall not be eligible for the Intermediate police certification pay enhancement.