

Presented by: The Manager  
Introduced: 05/18/2009  
Drafted by: J.W. Hartle

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2476**

**A Resolution Adopting Revisions to the Personnel Rules.**

WHEREAS, the City and Borough of Juneau Personnel Rules govern the rights and responsibilities of City and Borough employees, supervisors, and managers; and

WHEREAS, the Personnel Rules must be accurate, internally consistent, and in compliance with state and federal law; and

WHEREAS, the Personnel Rules should reflect modern human resource management practices; and

WHEREAS, from time to time, the Personnel Rules require review and update; and

WHEREAS, the Human Resources Division has reviewed and revised the Personnel Rules to provide clarification and general housekeeping, and to include new policies and procedures.

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

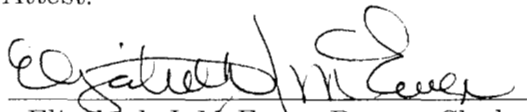
**Section 1. Amendment of Rules.** That the CBJ Personnel Rules are amended by the revisions shown in the attached Exhibit "A" entitled, Personnel Rules Revision May 18, 2009.

**Section 2. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 18<sup>th</sup> day of May, 2009.

  
Bruce Botelho, Mayor

Attest:

  
Elizabeth J. McEwen, Deputy Clerk

**RULE 7  
HOURS OF WORK AND HOLIDAYS**

**Section**

- 005. Scheduling Hours of Work**
- 010. Minimum Work Week**
- 015. Normal Work Week**
- 020. Normal Work Day**
- 021. Employee Furlough**
- 025. City and Borough Holidays**
- 026. Eaglecrest Holidays**
- 030. Alternate Leave**

**7 PR 010. Minimum Work Week.**

Thirty-seven and one-half hours of actual attendance on duty is the normal minimum work week for full-time employees with allowances for holidays and leaves of absence.

**7 PR 020. Normal Work Day.**

The normal work day for full time employees is seven and one-half hours of actual attendance on duty. A lunch break of not less than 30 minutes or more than one hour will normally be scheduled to occur approximately midway through the shift.

**7 PR 021. Employee Furlough**

Notwithstanding the provisions of 7 PR 010 and 7 PR 020, the City Manager may, at his or her discretion, reduce the minimum work week or normal work day for full time employees in response to budget constraints.

**RULE 10  
PAY**

**10 PR 120. Overtime Defined.**

- (a) Reserved (Res. No. XXXX; 2009)
- (b) Reserved. (Res. No. XXXX; 2009)
- (c) All work in excess of 40 hours in a week, excluding those hours already paid at the overtime rate, is paid at the overtime rate

(d) All work on a holiday as defined in these Rules is paid at the overtime rate of pay, unless the holiday has been compensated for by an alternate day off or by increased personal leave credit.

(e) An employee who works 7.5 hours or more without a lunch break of at least 0.5 hour in duration will be paid at the overtime rate for 0.5 hour.

(f) Overtime pay is available only to an employee paid an hourly rate.

(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 8 hours away from work. (*Res. No. 2342, 2005*)

## **RULE 11 LEAVE**

### **Section**

**005. Scope**

**010. Accrual Rates**

**012. Personal Leave Cash-in**

**015. Reserved**

**016 Annual Leave Accrual and Use for Employees of Eaglecrest**

**017 Sick Leave Accrual and Use for Employees of Eaglecrest**

**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**

**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 or Annual Leave on Separation**
- 130. Parent-Teacher Conference Leave**  
(*Res. No. 2069, 2001; 2370, 2006; 2422(c), 2007*)

**11 PR 012. Personal Leave Cash-in.**

(a) An employee may cash in personal leave if the following requirements are met:

- 1) the employee's leave balance after the cash-in is not less than 21 days;
- 2) the leave cash-in does not exceed the equivalent of 15 work days per calendar year; and
- 3) the leave cash-in request is for a minimum of 5 days.

(b) 21 days is equal to:

- 1) 157.5 hours for an employee assigned to a 37.5 hour work week
- 2) 168 hours for an employee assigned to a 40 hour work week
- 3) 236 hours for an employee assigned to a 24/48 hour duty cycle

(c) 15 days is equal to:

- 1) 112.5 hours for an employee assigned to a 37.5 hour work week
- 2) 120 hours for an employee assigned to a 40 hour work week
- 3) 168 hours for an employee assigned to a 24/48 hour duty cycle

(d) Administration.

- (1) Application for personal leave cash-in shall be made in writing to the Payroll Supervisor.
- (2) Leave cash-in will be included in the employee's regular payroll check.
- (3) A request for leave cash-in must be received no later than the last Friday of the pay period if the leave cash in is to be included in the paycheck for that pay period.
- (4) The equivalencies established in subsection (a) shall be proportionately reduced for an employee assigned to work less than a full time schedule.
- (5) The personal leave cash-in does not count toward minimum leave use requirements.

(e) An employee may cash in personal leave as necessary and without regard to the limitations in subsection (a) in order to purchase health insurance through the employer while on leave without pay.

(f) Notwithstanding the provisions of 11 PR012 (a), an employee may cash in an unlimited amount of accrued personal leave provided that the employee's leave balance is not less than 21 days and the employee has taken a minimum of 21 days of leave in the leave year in which the cash in request is made. (*Res. No. 2016, 2000; 2223, 2003*)

### **11 PR 080. Adjustment of Anniversary Dates.**

The leave anniversary and the merit anniversary of a full time employee are set forward 1 pay period for each 10 days of leave without pay. (*Res. No. 1875, 1997*)

### **11 PR 081. Employee Furloughs**

The City Manager may, at his or her discretion, authorize a period of employee furlough on a voluntary or mandatory basis to reduce the operating costs of the organization. An employee may be placed on furlough even if the employee has a personal leave balance. The provisions of 11 PR 080 shall not apply to furlough periods.

## **RULE 17**

### **GENERAL PROVISIONS**

#### **Section**

**005. Personnel Actions**

**010. Personnel Records**

**015. Continuation of Health Insurance**

**020. Licensed Employees**

**025. Wearing of Uniforms**

### **17 PR 015. Continuation of Health Insurance.**

(a) An employee covered by health insurance who is on leave without pay because of an on-the-job incident covered by workers' compensation will continue to be covered by health insurance pursuant to the terms of subsection (d).

(b) The family of a deceased employee covered by health insurance will continue to be covered by health insurance for 52 weeks following the date of death when the death is because of an accident on the job and health insurance is not provided to the family by the Public Employees Retirement System.

(c) An employee covered by health insurance who is on authorized leave without pay may continue coverage by paying the premium and an administrative fee not to exceed two percent of the premium.

(1) The employee shall pay a prorated portion of the employer's contribution to the health insurance premium beginning on the second day of authorized leave without pay status.

(2) An employee on authorized leave without pay for longer than 30 days shall have the option to discontinue his or her health insurance for the duration of leave without pay.

(3) An employee who is on furlough shall pay a prorated portion of the employer's contribution to the health insurance premium beginning on the fifteenth consecutive day of furlough status.

(d) An employee covered by health insurance who is on Family/Medical Leave will be covered by health insurance for the entire 18 weeks of absence permissible in a 12-month period even if the employee is on leave without pay.

(e) An employee who is called to active uniformed service shall have the employer's portion of the employee's health insurance premium covered for the first 30 days of military leave.

(f) An employee who is in leave without pay status due to a disciplinary action shall be required to pay a prorated portion of the employer's health insurance premium costs beginning with the first hour of leave without pay. (*Res. No. 1619, 1993; 1875, 1997; 1619, 1993; 2210, 2003*)

## **RULE 18 COMPENSATION AND REIMBURSEMENTS**

### **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 except those covered by the Public Safety Employee's Association collective bargaining agreement. 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., except that the employer shall cover the full premium contribution for the employee only economy plan

(1) Effective January 1, 2009, the employer's contribution rate shall be \$1,090.00 per month per full-time, eligible employee.

(2) Effective January 1, 2010, the employer's contribution rate shall be \$1,144.50 per month per full-time, eligible employee.

(3) Effective with the first full payroll in January 2010, employees who participate in the Health Yourself Wellness program will receive a \$25.00 per pay period reduction in their health insurance premium contribution rate. Participation will be tracked on a calendar year basis and the premium reduction will be effective the next calendar year. For example, participation in calendar year 2009 would result in a premium reduction for calendar year 2010.

Participation in the Health Yourself Wellness program is defined as:

(A) Complete the Health Yourself sponsored Personal Health Assessment. Time to complete and access to the Personal Health Assessment tool will be provided during working hours.

(B) Have a blood panel assessment and blood pressure check done during the annual Health Yourself Blood Draw or provide evidence of the same from a medical provider.

(C) Participate in at least one Health Yourself program during the calendar year, and

(D) Complete three health management activities related to the high risk factors identified in the employee's Health Risk Assessment report. Activities will be managed through a third party provider contracted to provide the on-line Life Style Management services.

(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.

(c) 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. Eaglecrest limited positions are not eligible to participate in the health insurance plan.

(d) 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.

(e) 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.

(f) The CBJ maintains a Health Benefits Committee, which is made up of 9 members. Three who are unrepresented employees, 3 from the Marine Engineers Beneficial Association, 1 from the IAFF, 1 from Bartlett Regional Hospital, and 1 administrative employee. 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.

(g) 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.

(h) 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)

**RULE 20**  
**DEFINITIONS**

**Section**  
**005. Definitions**

**20 PR 005. Definitions.**

Unless stated otherwise in these rules:

(17) “**Furlough**” means a unpaid period of leave or a temporary decrease to the minimum number of hours worked in a work week or work day for full time employees that is authorized by the City Manager in response to budget constraints.