



HUMAN RESOURCES – RISK MANAGEMENT DIVISION

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MEMORANDUM

Date: August 15, 2012

To: All CBJ Supervisors
All Department HR contacts

Distributed Electronically

From: Mila Cosgrove 
Human Resources – Risk Management Director

Re: Personnel Rules Changes – Effective August 14, 2012

The Assembly recently approved changes to the Personnel Rules.

There were changes to Rule 11 that were approved on June 25, 2012, that apply only to employees of the Eaglecrest Ski Area. These changes eliminated annual/sick leave and replaced them with the same personal leave rules that apply to the rest of the CBJ.

The remainder of the new or revised rules are listed here are effective August 14, 2012. The pay provisions will be applied to the payroll being processed as of August 14, 2012, pay period 17 which covers all hours worked from July 30, 2012 to August 12, 2012. Check distribution for pay period 17 occurs on August 24, 2012.

10 PR 080 (a) & (b) – Merit Increase

Rules were clarified to add steps N, O, & P. In addition, language was added to clarify how step N is implemented effective 7/30/12 as well as future step movement.

For the purpose of implementing steps “N” through “P”, any employee who has served at least two years at “M” step shall move to “N” step effective July 30, 2012. Such employees shall be eligible to move to “O” step on their established merit anniversary date subsequent to serving two years at “N” step.

Please note: An employee who is placed at “N” step effective July 30, 2012, may serve more than two years prior to moving to “O” step. For example, if an employee’s scheduled merit anniversary date is in mid January, the employee would serve at “N” step through July, 30 2014, and then move to “O” step in mid January of 2015. The new wage change dates have been added into the Lawson system as part of the transactions moving employee’s to “N” step.

10 PR 145 – Holiday Pay

(a) was clarified to indicate that an employee is only paid holiday pay if they are in full pay status the work day immediately preceding the holiday and the work day immediately following the holiday. It also adds the clarification that “full pay status” includes furlough status

(a) (4) was added to clarify how holiday pay is calculated for part time employees whose work schedule fluctuates. It states that the employee shall receive holiday pay that is based on the average number of hours worked per week over the 5 pay periods immediately preceding the pay period the holiday falls in. It also clarifies that regular pay, personal leave and holiday pay count as hours worked and that overtime, comp time and call back do not count.

Please note: These changes are for clarification purposes only.

11 PR 081 – Employee Furloughs

Rule was updated to indicate that 11PR 075 (Effect of Leave Without Pay) does not apply to furlough periods.

Please note: This change is for clarification purposes only.

18PR 005 – Pay Schedules

Pay Schedule I is attached indicating a 1% increase and the addition of steps N, O, & P.

18PR 020 – Standby Rate

The standby rate was increased to \$3.50 per hour.

18PR 027 – Health Benefits and Employee Wellness

(a) (1) was updated to indicate that the CBJ’s contribution rate for health insurance beginning July 1, 2012 is \$1,260.00 per month per full-time, eligible employee.

(a) (2) Updates the plan year for the Health Rewards program to comply with changes to the health insurance plan year.

(a) (3) was added to indicate that criteria for the Healthy Rewards program can be modified by the HR-RM office in consultation with the Health Benefits Committee. In addition, due to recent modifications, (A) was deleted in its entirety to provide more flexibility with the program requirements.

Please note: These changes are to clarify current practice. There was no actual change to the dollar amount of the health insurance contribution. The old rate in the personnel rules was outdated.

18PR 060 – Relocation Expense

(b) (3) was updated to reflect that mileage is reimbursed per the IRS guidelines.

The revised rules should be posted to the Human Resources Division web pages soon.

cc: Human Resources & Risk Management Division staff
Payroll Staff
Ben Goldrich, Union Representative, MEBA
Jake Metcalfe, Executive Director, PSEA
Noah Jenkins, President, IAFF