

Presented by: The Manager  
Introduced: 06/06/2011  
Drafted by: J.W. Hartle

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

**Serial No. 2582**

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

WHEREAS, the City and Borough 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:

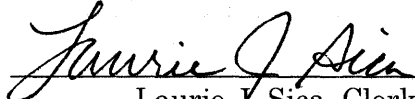
**Section 1. Amendment of Rules.** That the CBJ Personnel Rules are amended by the revisions shown in the attached Exhibit "A" entitled, Personnel Rules Revision June 6, 2011.

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

Adopted this 6<sup>th</sup> day of June, 2011.

  
Bruce Botelho, Mayor

Attest:

  
Laurie J. Sica, Clerk

**5 PR 015. Temporary Appointments.**

(a) Short Term Temporary appointments are used to substitute for employees on leave, to meet temporary increases in work, unanticipated staff shortages, or to obtain short term services until a permanent appointment can be made. Short Term Temporary appointments may not exceed 20 calendar weeks unless significant unforeseen circumstances arise. Any extension of a Short Term Temporary appointment must be approved by the Human Resources Director. Short Term Temporary employees are not eligible for health or life insurance, leave or holiday pay and may be separated from employment with no notice and without cause. ...

**7 PR 015. Normal Work Week.**

Five consecutive work days during the period starting with 12:00 am on Monday and ending at 11:59 pm the following Sunday is the normal work week for full-time employees. The department director may establish a different work week.

**8 PR 010. Frequency and Standards.**

(a) The Human Resources Director shall prescribe the form and frequency of performance evaluations.

(b) A performance evaluation for full time and part time employees must be completed at the end of the probationary period and at least once every 12 months thereafter.

(c) A performance evaluation for seasonal employees must be completed at the end of the probationary period and at the end of each work season thereafter.

(d) A performance evaluation for a Part-time limited employee must be completed at the end of the probationary period and thereafter at the discretion of the supervisor.

(e) A performance evaluation for Eaglecrest seasonal employees and Eaglecrest limited employees must be completed at the end of each work season, regardless of employment status, and at the end of the probationary period.

(f) Nothing in sections (a) through (e) precludes a supervisor from conducting performance evaluations on a more frequent basis.

(g) Supervisors shall establish standards of performance as a basis for evaluation that relate to the duties of the employee's position.

(h) The Human Resources Director shall provide training and written guidelines to promote uniformity of standards by different raters.

(h) A performance evaluation shall be completed for each permanent employee who accepts another CBJ position or separates from CBJ service. (*Res. No. 1835, 1996; 2223, 2003; 2370, 2006; 2459, 2009*)

**10 PR 015. Basis of Pay.**

(a) An employee is paid according to the pay range assigned to the position occupied by the employee.

(b) An employee paid on a salary basis who works less than full time shall be paid on a prorated basis.

(c) An employee paid on a salary basis who consistently works in excess of 45 hours per week shall be paid on an alternate schedule. (*Res. No. 1875, 1997; 2370, 2006*)

**10 PR 080. Merit Increase.**

(a) Steps B through M in the pay schedule recognize merit. Permanent and partially exempt employees are eligible for merit increases.

(b) A merit increase of 1 step in the pay range is given to a permanent or partially exempt employee who receives an overall performance rating of “acceptable” or better. Such increase is due when the employee establishes a merit anniversary date in accordance with 10 PR 075 and on the employee’s merit anniversary date thereafter according to the following schedule:

(1) Steps B through F: 1 year of service. One year of service is defined as 1,950 hours in pay status or twelve months of continuous service, whichever is greater.

(2) Steps F through M: 2 years of service. Two years of service is defined as 3,900 hours in pay status or 24 months of continuous service, whichever is greater.

(3) Employees who are appointed at Steps F through M must serve an additional one year of service defined as 1,950 hours in pay status or twelve months of continuous service, whichever is greater, after establishing a merit anniversary date prior to receiving a merit increase unless the provisions of 10PR080(c) are invoked.

(c) The City Manager may grant an additional merit increase or advance the merit anniversary date by twelve months to an employee who receives an overall performance rating of “outstanding”, and where other exceptional circumstances exist.

(d) A Department Director may grant a merit increase to a long term temporary project employee on the same basis as a partially exempt employee provided the employee’s performance is overall “acceptable” or better. (*Res. No. 1875, 1997; 2328, 2005; 2320, 2005; 2370, 2006; 2422(c), 2007*)

**10 PR 098. Acting in a Higher Range Pay.**

(a) Regular Compensation for Acting in a Higher Range

(1) When an employee is assigned to perform the duties of a higher classification under 5 PR 025, the employee shall be paid according to the pay range allocation of the higher level position. Step placement in the higher pay range shall be the same as if the employee were promoted to the higher classification.

(2) An employee who is acting in a higher range is not eligible for the higher job class rate of pay when on leave. Leave time shall not reduce the overall duration of the acting in a higher range appointment.

(b) Overtime Compensation for Acting in a Higher Range Appointment. An hourly employee appointed to a higher level job class in a salaried position remains eligible for overtime pay.

(c) Overtime Compensation for a salaried employee working in an Hourly position. A salaried employee who works out of class in an hourly position and who works the majority of his or her work day performing the duties that are normally compensated at an hourly rate of pay, shall be eligible for overtime compensation for hours exceeding the thresholds defined in 10 PR 120(a)-(c) (Overtime Defined). (*Res. No. 2342, 2005; 2370, 2006; 2422(c), 2007*)

**10 PR 135. Maximum Compensatory Time.**

(a) An employee's compensatory time balance may not exceed 100 hours on the first day of any pay period. All excess hours are to be paid as wages.

(b) No compensatory time other than that earned during pay periods starting between November 21 through December 31 may remain credited to the account of an employee after the first day of the first pay period starting in January.

(c) Compensatory time may not be taken in the same pay period that it is earned. The Department Director can authorize such use under extenuating circumstances. (*Res. No. 1875, 1997; 2069, 2001; 2370, 2006*)

**11 PR 065. Leave Without Pay.**

(a) An employee may be granted leave without pay provided the leave does not cause hardships to the CBJ. Except as provided in 11 PR 067, 11 PR 115 and 13 PR 020, an employee may not take leave without pay if the employee has accrued compensatory, personal or annual leave available for use. ...

**15 PR 020. General Grievance Procedure.**

... (c) Limitations.

- (1) No employee may use this section to grieve a dismissal, demotion, or suspension of more than 10 working days.
- (2) Only permanent employees may use this section to grieve a suspension 10 working days or less.
- (3) Temporary employees may not use this section.
- (4) The grievance procedure may not be used to determine the appropriate classification of a position. (*Res. No. 2055, 2000; 2370, 2006; 2422(c), 2007*)

**15 PR 025. Dismissal, Demotion, or Suspension over 10 Working Days.**

- (a) An employee with permanent status who is dismissed, demoted, or suspended for more than 10 working days in alleged violation of these Rules, may pursue a grievance concerning any of these actions as follows: ...

**15 PR 030. Appeals to Personnel Board.**

An employee with permanent status may appeal a decision of the City Manager to the Personnel Board if the employee's appeal concerns a dismissal, demotion, or suspension over 10 working days. ...

**Rule 19 – Eaglecrest Pay Provisions**

**19 PR 040. Promoted Employee.**

A promoted employee shall be placed at a step in the new pay range at least equal to the hourly rate of pay in the previous range but shall not be placed in the new pay range at a step higher than his or her current step.

**19 PR 085. Merit Increase.**

- (a) A merit increase of 1 step in the pay range shall be given to an employee who is at step D or above and receives an overall performance rating of "acceptable plus".
- (b) A merit increase of 2 steps in the pay range shall be given to an employee who is at step D or above and receives an overall performance rating of "outstanding".

(c) The Eaglecrest General Manager may grant an additional merit increase to an employee who is at step D or above and receives an overall performance rating of “outstanding”, and where other exceptional circumstances exist.

(d) Notwithstanding subsections (a) – (c) above, the decision to grant merit increases during any fiscal year is at the sole discretion of the Eaglecrest General Manager. (*Res. No. 2422(c), 2007*)

**19 PR 120. Maximum Compensatory Time.**

(a) An employee’s compensatory time balance may not exceed 100 hours on the first day of any pay period. All excess hours are to be paid as wages.

(b) No compensatory time other than that earned during pay periods starting between November 21 through December 31 may remain credited to the account of an employee after the first day of the first pay period starting in January.

(c) Compensatory time shall not be used in the pay period it is earned. The Eaglecrest General Manager may grant an exception to this rule under extenuating circumstances.

**RULE 20  
DEFINITIONS**

(12) “Domestic partners” means persons co-habiting in an intimate relationship with the intent to reside together indefinitely where each person is the other’s sole domestic partner and both parties are responsible for the common welfare of the other.