



HUMAN RESOURCES – RISK MANAGEMENT DIVISION

155 S. Seward St., Room 106
Phone: (907)586-5250 Fax: (907)586-5392
e-mail: Mila_Cosgrove@ci.juneau.ak.us

MEMORANDUM

Date: June 17, 2013

To: All CBJ Supervisors
All Department HR contacts

Distributed Electronically

From: Mila Cosgrove
Human Resources – Risk Management Director

Re: Personnel Rules Changes – Effective June 4, 2013

The Assembly recently approved changes to the Personnel Rules.

The majority of the changes take effect on July 1, 2013, and involve changes to the pay schedule and placement on the schedule for those employees in longevity steps.

The current pay scale will increase by 1% on July 1, 2013. The pay scale will be further adjusted by 2% on the first day of the first pay period on or after July 1, 2014, and by another 2% on the first day of the first pay period on or after July 1, 2015.

2 PR 010. Announcements

Housekeeping change to specifically state that vacancies that are filled with the transfer of a current employee do not need to be publicly noticed. It also clarifies that an employee can only transfer to a position that has the same status type as the position from which they are transferring from.

7 PR 025. City and Borough Holidays

Includes Long Term Temporary employees in the list of status types eligible for Holiday Pay. This is a housekeeping change to bring this provision in line with 5 PR 015(b).

Various rules within Article 10

Steps on the salary schedule will now have a numeric indicator (1-13) instead of an alpha indicator (A-P).

10 PR 080 – Merit Increase

The percentage increments between old steps F – P and new steps 6 - 13 have been changed from 2.2% to 4.4%. As a result, language has been added to allow for the implementation of the changes. The employee will be moved from their current step to the new step that most closely matches their current rate of pay without going under. When the rate of pay is an exact match, no changes to the employee's merit anniversary date will be made. If the new step placement is at a rate of pay that exceeds the employee's current rate of pay it will be approximately a 2.2% increase. When that occurs, the employee's MAD will be extended by 12 months.

Former Step	New Step	Effect on Merit Anniversary Date Advancement
F	6	No change
J	7	Increase by 26 pay periods
K	7	No Change
L	8	Increase by 26 pay periods
M	8	No Change
N	9	Increase by 26 pay periods
O	9	No Change
P	10	Increase by 26 pay periods

12 PR 005. Resignation

Language was clarified to include "partially exempt" employees in subsection (b)(1). This is a housekeeping change.

14 PR 035. Layoff Rights

Language was added to allow employees in layoff status to receive notification of job openings via e-mail.

18 PR 027. Health Benefits and Employee Wellness

Employer contribution rates:

FY 14 remains unchanged (\$1260 per month, per full time eligible employee)

FY 15: Up to 10% above FY14 rates. Capped at \$1386 per month, per full time eligible employee.

FY16: Up to 7.5% above FY15 rates. Capped at \$1490 per month, per full time eligible employee.

Also, Healthy Rewards amount was increased from \$25.00 per pay period to \$50.00 per pay period.

18 PR 035. Tool Allowance

Tool allowances for Automotive Mechanics increased from \$1,000 a year to \$1,100 a year.

Tool allowances for Building Maintenance Mechanics increased from \$500.00 a year to \$550 a year.

19 PR 075. Proficiency Steps.

Housekeeping change to clarify that Ski Instructors who are probationary can go beyond "D" step if it is their certifications that push them over that step.

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