Presented by: The Manager
Introduced: 07/08/96
Drafted by: J.R.C.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1823

A Resolution Amending the Personnel Rules to Provide for Extensions of Probationary Periods and to Change the Procedures Applicable to a Decision to Deny Permanent Status to a Probationary Employee.

WHEREAS, pursuant to CBJ 44.05.060 and Resolution Number 1510 the Assembly adopted the City and Borough of Juneau Personnel Rules effective July 21, 1991, and

WHEREAS, the Personnel Rules currently do not provide for extensions to probationary periods, and

WHEREAS, the Personnel Rules currently require that if a probationary employee is denied permanent status, the employee's supervisor must provide a reason therefor and hold a predisciplinary conference, and

WHEREAS, the purposes of the probationary period would be better served by allowing for extensions and by allowing for denial of permanent status without procedural requirements better suited for permanent employees;

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

Section 1. Amendment of Personnel Rule. Rule 6 of the City and Borough of Juneau Personnel Rules is amended to read:

6 PR 005. PURPOSE. The probationary period is a part of the examination process for employees in the classified service. The probationary period is used for orienting and training the employee, closely observing and evaluating the employee's performance, and separating an employee who fails to satisfactorily complete the probationary period, as decided by the department director based on any lawful judgment, whether or not objective.

6 PR 010. DURATION. (a) The probationary period for full time employees is:

(1) Twenty-six weeks for employees assigned to pay ranges less than 14 or the equivalent as shown on the general pay schedule,

(2) One year for all other employees.

(b) For less than full time employees the equivalent of the 26 weeks probationary period is 937.5 hours of work provided it does not occur in less than 26 weeks and the equivalent of the 12 month probationary period is 1,875 hours of work provided it does not occur in less than 12 months.

(c) An employee on layoff status recalled to the same classification is subject to a probationary period only to the extent of completing an incomplete probationary period.

(d) The probationary period will be increased by one day for each full day of leave without pay or unauthorized leave taken.

(e) With the approval of the Manager, the probationary period may be extended one or more times provided that the original probationary period plus extensions may not exceed double the original probationary period.

6 PR 015. CHANGE IN CLASSIFICATION. An employee who changes classifications prior to the completion of the probationary period shall start a new probationary period in the new position.

6 PR 020. SEPARATION DURING PROBATIONARY PERIOD. A probationary employee who does not satisfactorily complete a probationary period may be separated at the direction of the department director. The department director shall notify the employee in writing of the separation. A probationary employee does not have the right to appeal a separation.

6 PR 025. PRIOR PERMANENT STATUS. (a) An employee with permanent status who becomes probationary because of a promotion or change in classification and fails to complete the new probationary period will be separated.

(b) Following separation the employee is placed on layoff status for that classification where the employee held permanent status.

6 PR 030. PERMANENT APPOINTMENT. A probationary appointment becomes permanent on the employee's first day of work following completion of the probationary period unless the department director takes action to separate or reassign the employee.

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

Adopted this 8th day of July, 1996.

Mayor

Attest:

Clerk