Presented by: The Manager
Introduced: 10/21/96
Drafted by: J.R.C.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1835

A Resolution Amending the Personnel Rules to Change the Procedures Applicable to a Decision to Deny Permanent Status to a Probationary Employee, to Establish a Policy of Allowing Leave with Pay for the Purpose of Attending Parent-Teacher Conferences, and Designating the Officers and Agencies to Hear the Appeal of Grievances Filed by Law Department Employees.

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, pursuant to Resolution 1823, the Assembly amended the Personnel Rules to provide that an employee may be denied permanent status upon written notice of a department head, and without right of appeal, and

WHEREAS, through a drafting oversight, Resolution 1823 left in place certain provisions inconsistent with the Assembly's clear intent of allowing for separation of probationary employees without the procedural requirements which are better suited for permanent employees, and

WHEREAS, the Assembly Human Resources Committee has recommended adoption of a personnel rule allowing paid leave for the purpose of attending a parent-teacher conference, and

WHEREAS, the Manager and Attorney have requested amendment of the Personnel Rules to formalize the longstanding custom and practice regarding discipline of Law Department employees as within the jurisdiction of the City and Borough Attorney;

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

Section 1. Amendment of Personnel Rule. 8 PR 010 (d) of the City and Borough of Juneau Personnel Rules is amended to read:

(d) A performance evaluation for a probationary employee must be completed at the completion of the probationary period and at such other times determined to be appropriate by the department director.

Section 2. Amendment of Personnel Rule. Rule 11 of the City and Borough of Juneau Personnel Rules is amended by the addition of a new subsection reading:

11 PR 130. Parent-Teacher Conference Leave. A parent or guardian of a student enrolled in a school or a licensed day care facility within the city and borough may apply for a maximum of 1.5 hours leave to attend a conference with that child's teacher. Such leave will be without loss of pay, and may be granted no more than twice in a single school year to the same employee for conferences regarding the same child. A supervisor may grant parent-teacher conference leave only in advance upon presentation by the employee of written verification of the date and time of the conference and a written finding by the supervisor that the leave can be accommodated without imposing added cost or inefficiencies in the work place. Supervisors shall make every reasonable effort to accommodate parent-teacher conference leave.

Section 3. Amendment of Personnel Rule. 13 PR 010 of the City and Borough of Juneau Personnel Rules is amended to read:

13 PR 010. PREDISCIPLINARY CONFERENCE. (a) A permanent employee subject to a suspension, step reduction, demotion or dismissal must be afforded the opportunity for a conference before the disciplinary action is effective.

Section 4. Amendment of Personnel Rule. 13 PR 035(a) of the City and Borough of Juneau Personnel Rules is amended to read:

13 PR 035. DISMISSAL. (a) A department director may for cause dismiss a permanent employee. A probationary employee may be dismissed without cause.

Section 5. Amendment of Personnel Rule. The definitions of the City and Borough of Juneau Personnel Rules are amended at definition (22) as follows:

(22) "Manager" means the Manager or acting manager of the CBJ as provided by CBJ Chapter 03.05, provided that in cases involving employees supervised by the Attorney, "Attorney" shall be substituted for "Manager" in the following rules: 6 PR 010(e), 11 PR 065(e), 14 PR 015(a), 14 PR 025(c), 14 PR 030(a), 15 PR 010, 15 PR 020, 15 PR 025, 15 PR 030, 17 PR 020, 19 PR 005(11),

Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 21st day of October, 1996.

Mayor

Attest:

Clerk