

Presented by: The Manager
Introduced: 11/02/2009
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2500

A Resolution Adopting Revisions to the Personnel Rules.

WHEREAS, the City and Borough of Juneau 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

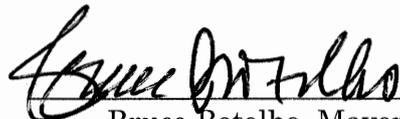
WHEREAS, the Human Resources Division has reviewed and revised the Personnel Rules to provide clarification and general housekeeping, and to include new policies and procedures.

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 November 2, 2009.

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

Adopted this 2nd day of November, 2009.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

2 PR 010. Announcements.

(a) Recruitment for permanent full time, permanent part time, permanent seasonal, Eaglecrest seasonal, benefited Eaglecrest limited, and long term temporary vacancies must be publicly announced prior to appointment. Part-time limited, non-benefited Eaglecrest limited, short term temporary, preferential appointments made in accordance with 4 PR 006 – 009 and nonpreferential appointments in made accordance with 4 PR 010 – 011 are not subject to public announcement.

(1) Announcements must be in writing and must include: the title of the position, the department, the division, position status, type of appointment, the pay range or rate, minimum qualifications, typical duties, the dates applications will be accepted, and the place and manner of filing applications. The Human Resource Director may add any additional information believed advisable.

(2) All announcements must be posted for not less than five days, excluding Saturdays, Sundays and those holidays listed in these Rules.

(3) The Human Resource Director may authorize the use of an applicant pool to fill more than one vacancy provided that the additional appointment from the applicant pool occurs within 60 days of the original announcement closing. The additional position to be filled must be in the same job classification and the duties performed shall be reasonably similar to the original vacancy announced. (*Res. No. 2210, 2003; 2370, 2006; 2422(c), 2007*)

4 PR 021. Veteran's Preference.

(a) When an applicant is a veteran who has been honorably discharged from military service, the department director will give a preference in ranking to the applicant by:

(1) Utilizing a point scoring system to provide for relative ranking of applicants in the screening process, and

(2) Increasing the score of an applicant eligible to claim a veteran's preference by 10% of the available score.

(b) If an applicant is eligible for more than one preference, no more than 10% may be added to the applicant's score. (*Res. No. 2370, 2006; 2422(c), 2007*)

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. 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.

(b) Long Term Temporary appointments may be used to cover periods of military leave exceeding 20 calendar weeks in accordance with 11 PR 090, to provide for knowledge transfer where an incumbent of a permanent position would benefit from on-the-job training, or to perform work that is project based when the need for the position will not extend beyond the completion of the project. Long Term Temporary appointments may not exceed 50 calendar weeks unless authorized in advance by the Human Resource Director.

Long term temporary employees are eligible for health and life insurance, holiday pay and leave. Long term temporary employees may be separated from employment with no notice and without cause.

(c) Where eligible lists exist for a classification, short term and long term temporary appointments must be made from such lists. Offers will be made to individuals on the list in descending order of eligibility. The acceptance or refusal by an applicant of a temporary appointment will not affect the applicant's standing on the eligible list. Where no eligible list exists, the Human Resource Director may authorize the temporary appointment of a qualified applicant.

(d) Internship temporary appointments are used to create positions within a department for the purpose of high school, college or vocational school training programs. Internship temporary appointments may not exceed 50 calendar weeks. Such positions must be established in accordance with 9 PR 015.

Internship 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. (*Res. No. 2370, 2006; 2422(c), 2007*)

11 PR 016. Annual Leave Accrual and Use for Employees of the Eaglecrest Ski Area.

- (a) Annual leave is provided for all permanent full time and Eaglecrest Seasonal positions. Annual leave may be granted at any time business permits with the prior approval of the employee's supervisor.
- (b) Annual leave accrues at the following rate for employees working 40 hours per week.
 - (1) 4.62 hours per biweekly pay period for employees with less than two years of service.
 - (2) 6.46 hours per biweekly pay period for employees with at least two but less than five years of service.
 - (3) 7.47 hours per biweekly pay period for employees with at least five years but less than ten years of service.
 - (4) 9.04 hours per biweekly pay period for employees with more than ten years of service.
- (c) There shall be no annual leave accrual for any pay period in which an employee has an unauthorized absence.
- (d) An employee eligible for leave accrual shall not accrue leave until the completion of ninety calendar days of service. Upon completion of the 90 day period, the employee shall be credited annual leave retroactive to his or her date of appointment.
- (e) Changes in the rate of accrual shall take effect at the beginning of the pay period immediately following the pay period in which the employee attains the length of service in (a) 1 – 4.
- (f) An employee of the CBJ who is appointed to an Eaglecrest Ski Area position eligible for annual leave accrual shall have his or her personal leave converted to annual leave and the time the employee served in a leave eligible position with the CBJ will be credited toward determining the appropriate rate of annual leave accrual at Eaglecrest. (2370, 2006)

11 PR 017. Sick Leave Accrual and Use for Employees of the Eaglecrest Ski Area.

- (a) Sick leave is provided for all permanent full time and Eaglecrest Seasonal positions. Sick leave accrues at the rate of 4.62 hours for each biweekly pay period.
- (b) Sick leave accrued, but not used, shall accumulate until termination of employment in a position eligible for leave accrual at which point it shall be automatically cancelled without pay. If the employee is appointed to a position within CBJ service that is eligible to accrue personal leave, the sick leave shall be converted to medical leave and banked in accordance with 11 PR 055.

(c) Accrued sick leave may be used by an employee for the following reasons:

(1) The employee is sick or disabled to the extent that the employee cannot perform regular duties;

(2) The employee's presence on the job would jeopardize the health or safety of fellow employees;
or

(3) To care for the employee's child, spouse, domestic partner, or parent who is ill or injured if such illness or injury requires the employee's presence.

(d) Sick leave may also be used for Family Medical Leave purposes consistent with the provisions of 11 PR 067.

(e) The Eaglecrest General Manager may require an employee to provide a statement from a health care provider or other acceptable proof that the conditions of this section have been satisfied before authorizing use of sick leave.

(f) An employee is required to promptly advise the supervisor or department director of his or her absence and the reason for his or her absence when requesting the use of unscheduled leave.

(Res. No. 2370, 2006)

RULE 19

EAGLECREST SKI AREA PAY

19 PR 080. Merit Anniversary Date.

The merit anniversary date is the first day of the pay period that begins on or after July 1st. *(Res. No. 2422(c), 2007)*

19 PR 086. Step Increase for Instructor Certifications.

Certified Instructors of the Snow Sports School shall be eligible to earn a step increase for obtaining additional PSIA/AASI certifications outside of the employee's primary discipline. Step increases shall be limited to one step for each additional snow sport discipline. Certified Instructors shall also be eligible to earn a step increase for obtaining PSIA/AASI accreditation. No more than two step increases can be earned as a result of accreditation. The earned step increase will go into effect the first day of the pay period following approval by the Snow Sports Director.

RULE 20
DEFINITIONS

(26) “**Manager**” means the Manager or acting Manager of the CBJ as provided by CBJ 03.05, provided that in cases involving employees supervised by the Attorney, “Attorney” shall be substituted for “City Manager” in the following rules: 6 PR 010(d), 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, 20 PR 005(11), 20 PR 005(17), 20 PR 005(29). (*Res. No. 1875, 1997*)