



MEMORANDUM

Date: September 8, 2023

To: City and Borough of Juneau Assembly

Thru: Duncan Rorie Watt
City Manager

From: Dallas Hargrave
Human Resources & Risk Management Director

Re: Changes to the CBJ Personnel Rules to Implement Paid Parental Leave

Over the last year, the City and Borough of Juneau (CBJ) has experienced unprecedented recruitment and retention issues. We are not alone. Employers across the city, state, and nation are facing similar challenges with a “tight” labor market that generally has more open jobs than applicants willing to take the jobs. Recently, the CBJ has implemented a sign-on bonus program, a new online recruitment system, an employer contribution to a dependent care flexible spending account and an employer matching contribution to the 457 deferred compensation plan in an effort to improve recruitment and retention of employees. Additionally, the Assembly Finance Committee was presented with a paid parental leave benefit proposal at the May 10, 2023 meeting where funding for a paid parental leave program to be implemented in fiscal year 2024 was approved by the committee. The estimated program costs of \$170,000 in FY2024 were eventually approved by the whole Assembly when the FY2024 budget was considered and passed. At the Finance Committee, the City Manager committed to bringing further details of the paid parental leave program forward to the Assembly for consideration in future meetings. On August 21, 2023, the Human Resources Committee considered the draft changes to the CBJ Personnel Rules and a motion was made to pass the proposed changes to the CBJ Personnel Rules out of the Committee to be considered by the whole Assembly with a resolution on the consent agenda of an Assembly meeting.

Review of Information Previously Presented

In the packet of the May 10, 2023 Finance Committee meeting information regarding the benefits of paid parental leave, the status of paid parental leave at the national and state level, an employee usage estimate to estimate costs, and the basic outline of a proposed CBJ paid parental leave program were presented. In the packet of the August 21, 2023 Human Resources Committee meeting information regarding other leave packages from other municipalities was presented. The purpose of this memorandum is not to restate what has been presented, but to provide additional detail and a program proposal through drafted changes to the Personnel Rules.

Paid Parental Leave Policy

The CBJ paid parental leave policy has been drafted as a change to the CBJ Personnel Rules and is attached to this memorandum. Personnel Rule 11, Leave, has been modified to include

a new section on paid parental leave, 11 PR 135. Below is a summary of the terms of the proposed personnel rule changes.

Leave Entitlement: Eligible employees are entitled to six (6) weeks of paid parental leave following the birth, adoption, or foster placement of a child. The paid parental leave benefit will be reduced on a pro-rated basis for an employee in a part-time benefitted position.

Eligibility: All full-time and part-time employees who have completed at least 12 months of continuous service with the CBJ are eligible for paid parental leave benefits.

Leave Usage: Paid parental leave can be taken concurrent with FMLA/AFLA within six (6) months after the qualifying event (birth, adoption, or foster placement). The leave must be taken over one continuous period, not intermittently.

Compensation: During the paid parental leave period, employees will receive 100% of their regular base wages or salary. Employees shall continue to accrue personal leave and maintain benefits during paid parental leave. Paid parental leave has no cash value and will terminate if not used.

Two CBJ Parents: If two parents are CBJ employees who may be eligible for paid parental leave based on the same qualifying event, only one parent will receive the leave benefit.