

Presented by: The Manager
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RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3029

A Resolution Amending the City and Borough of Juneau Personnel Rules.

WHEREAS, the Assembly has adopted personnel rules in accordance with CBJC 44.05.050; and

WHEREAS, the personnel rules apply to non-represented employees of the City and Borough of Juneau and to represented employees when the collective bargaining agreement does not apply; and

WHEREAS, the personnel rules occasionally should be updated to reflect modern human resources practices or to address recruitment and retention needs; and

WHEREAS, the United States is unique among wealthy nations in its lack of a national paid parental leave program, and other municipalities in Alaska have implemented paid parental leave policies; and

WHEREAS, paid parental leave is good for the health of infants and parents, and has been shown to increase employee retention and morale; and

WHEREAS, the Assembly has approved funding for a paid parental leave program in the fiscal year 2024 budget; and

WHEREAS, the personnel rules are being amended to apply a paid parental leave program to represented and unrepresented CBJ employees who qualify under the terms of the rules as a method to improve employee recruitment and retention.

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

Section 1. The Assembly of the City and Borough of Juneau approves and hereby modifies the Personnel Rules to reflect the language below.

11 PR 135. Paid Parental Leave.

- (a) The CBJ shall provide up to six (6) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in

- 44 connection with adoption, foster care, or legal guardianship. The purpose of paid
45 parental leave is to enable the employee to care for and bond with a newborn or a newly
46 adopted or newly placed child.
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- 48 (b) Eligibility for paid paternal leave shall be the same as the eligibility criteria articulated
49 in CBJ Family/Medical Leave Administrative Policy 19-01, or the successor policy(ies).
50 Paid parental leave will run concurrently with FMLA/AFLA leave use.
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- 52 (c) Six (6) weeks of paid parental leave is provided in addition to accrued personal leave.
53 Personal leave will continue to accrue during the period of paid parental leave, and an
54 employee may not use personal leave concurrently with paid parental leave.
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- 56 (d) Employees must work in a benefitted position to be eligible for paid parental leave. The
57 paid parental leave benefit will be reduced on a pro-rated basis for an employee in a
58 part time benefitted position.
59
- 60 (e) Eligible employees will receive a maximum of six (6) weeks of paid parental leave per
61 birth, adoption, or placement of a child/children. The fact that a multiple birth,
62 adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not
63 increase the six-week total amount of paid parental leave granted for that event.
64 Additionally, in no case will an employee receive more than six (6) weeks of paid
65 parental leave in a rolling, 12-month period, regardless of whether more than one birth,
66 adoption, or foster care placement event occurs within that 12-month timeframe. If both
67 parents and/or legal guardians are CBJ employees who meet the eligibility criteria, one
68 employee shall be identified as the designated employee to take parental leave by the
69 employees and only that designated employee shall be eligible for paid parental leave
70 under this rule. If the impacted employees are unable to agree on the designated
71 employee, then the paid parental leave shall be split evenly between the two eligible
72 employees.
73
- 74 (f) Each week of paid parental leave is compensated at the employee's regular, straight-
75 time weekly pay or equivalent weekly salary and will be paid on the biweekly pay
76 schedule.
77
- 78 (g) Employees must take paid parental leave in one continuous period of leave for the
79 employee's entire work schedule. Intermittent paid parental leave is not permitted.
80 Approved paid parental leave may be taken at any time during the six-month period
81 immediately following the qualifying event and may not be used or extended beyond
82 this six-month timeframe. Paid parental leave has no cash value and unused paid
83 parental leave will be forfeited at the end of the six-month timeframe. Upon termination
84 of employment with the CBJ, the employee will not be paid for any unused paid
85 parental leave for which the employee was eligible.
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- 87 (h) An employee shall request paid parental leave on a CBJ-provided form.
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