



Department of Human Resources / Risk Management
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MEMORANDUM

Date: June 6, 2023

To: City and Borough of Juneau Assembly

Thru: Duncan Rorie Watt
City Manager

From: Dallas Hargrave
Human Resources & Risk Management Director

Re: Request to amend Bartlett Regional Hospital Personnel Rules related to the onboarding of new employees currently working at Wildflower Court.

On May 18, 2023, the Bartlett Regional Hospital (BRH) Governance Committee considered the attached draft changes to the BRH personnel rules and approved by motion the attached changes to the BRH Personnel Rules, forwarding them to the whole Board for consideration and approval. On May 23, 2023, the BRH Board of Directors unanimously approved the attached draft changes to the BRH personnel rules and forwarded the amendments to the Assembly for adoption by resolution.

The Assembly is being asked to approve changes to the BRH Personnel Rules so that the CEO will have the authority to hire the incoming employees from Wildflower Court (WFC) at a similar rate of pay and comparable leave balance.

CBJ Ordinance 40.10.020 – Duties and responsibilities of administrator provides:

The hospital administrator is responsible for the overall supervision of the affairs of the hospital. The authority and duties of the hospital administrator shall include the following:...

(5) To select, employ, control and discharge all hospital employees and such other employees as the assembly by ordinance hereafter places under the supervision of the hospital subject to the provisions of any City and Borough personnel ordinance except that the hospital administrator may issue personnel rules as required to adapt the personnel plan to allow for continuous operation of the hospital; all personnel rules issued by the hospital administrator are subject to the approval of the hospital board of directors and adoption by the assembly by resolution;

With the upcoming transition date of Wildflower Court operations to BRH, there are three personnel items that need to be addressed with the draft changes to the BRH Personnel Rules:

1. The draft changes would give WFC employees preferential hiring without open recruitments for the new BRH positions associated with the WFC transition.

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2. The draft changes would allow the hospital to pay new BRH employees who are transitioning to BRH in the Wildflower Court transition that has previously been approved by the Board of Directors to be paid at a rate of pay similar to that earned at Wildflower Court.
3. The draft changes would also allow the CEO to start new BRH employees coming to the hospital in the Wildflower Court transition to have the choice of starting employment at BRH with a personal leave balance of equivalent value to their ending leave balance when employment is terminated at WFC.

I recommend that the Assembly approve the draft changes to the BRH Personnel Rules so that the BRH Personnel Rules can be applied to those new employees currently working at Wildflower Court. By approving the draft changes to the BRH Personnel Rules, all the hospital will have the authority to move forward with the previously board-approved transition process for the future employment of current Wildflower Court employees. The costs associated with the transition of Wildflower Court have previously been approved the both the Board and the Assembly.
