



Department of Human Resources / Risk Management
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MEMORANDUM

Date: August 19, 2022
To: Human Resources Committee
Thru: Duncan Rorie Watt
City Manager
From: Dallas Hargrave
Human Resources & Risk Management Director
Re: Request to implement changes to Personnel Rules

With the recent implementation of the three-year collective bargaining agreements for the employees represented by the Public Safety Employees Association (PSEA) and the Marine Engineers Beneficial Association (MEBA), along with recent changes to State of Alaska pay policies related to attorneys, we are presenting the following changes to the City and Borough of Juneau Personnel Rules. The relevant Personnel rules are attached with the additions and subtractions noted. We have provided a brief summary of the proposed changes below.

4 PR 015. Eligible Lists

On a limited basis, the City and Borough of Juneau uses an eligibility list process to fill positions. Once an eligibility list is established, there are a limited number of situations under which a department director may remove a name from the eligibility list. This proposed change allows a director to remove a current employee from the eligibility list if their performance becomes less than fully acceptable or they engage in misconduct prior to the appointment to a position.

11 PR 055. Banked Medical Leave

There are a small number of current employees who still have a Banked Medical Leave balance. This leave bank was formed with the CBJ converted to personal leave. Over the years, through attrition, the number of employees to which this provision applies has decreased significantly. The proposed changes increase the flexibility under which the Banked Medical Leave can be used in an effort to sooner eliminate this rule.

18 PR 007. Attorney Pay Premium.

This additional Personnel Rule relating to pay for attorneys is being proposed in response to a recent State of Alaska action to increase attorney pay for state employees by 15%. In order to remain competitive as a public employer in Juneau for attorneys, we are proposing that the CBJ also increase pay for our employed attorneys. After a comparison of the CBJ attorney salaries to what the State of Alaska attorney salaries will be after the 15% increase, we believe that the percent increases for each pay step will allow the CBJ to keep our pay competitive with the Juneau public sector attorney market. If this change is implemented, we estimate that the total

increase in salaries for the current employed attorneys will be \$75,000 with an average increase of \$15,000 of annual salary for attorneys. Note that this new proposed personnel rule does not apply to the City Attorney because that position is completely exempt from the personnel rules.

18 PR 027. Health Benefits and Employee Wellness

This proposed change is being implemented concurrent with similar new language in the MEBA contract to make clear that a part time employee can use personal leave to pay the prorated portion of the employer health insurance contribution.

18 PR 035. Tool Allowance

This proposed change is a “housekeeping” change that clarifies the language of the rule and provides that the Emergency Program Manager is eligible for a \$1500 a year allowance if required to use his/her personal snow machine to perform work duties related to the avalanche program.

18 PR 065. Police Certification Pay

This proposed new personnel rule will provide the intermediate and advanced police certification pay that was recently approved for bargaining unit employees at the Juneau Police Department to the non-represented command staff. This language is being proposed to enhance recruitment and retention of leadership at JPD. We estimate this will increase total salaries for command staff at JPD by approximately \$24,000 per year, with an average salary increase of \$4,700 for command staff.

Conclusion and Request for Action:

We recommend that the Human Resources Committee approve these changes to the personnel rules and forward to the Assembly the draft changes so that a resolution incorporating these changes can be placed on the consent agenda of the August 29, 2022 Assembly meeting.