



## City of Valdez Employee Personal Regulations Recommended Changes for 2026

The following changes in the existing Personnel Regulations are recommended:

Section	Change	Comments
6.6.03 Promoted Employees	<p>During the first 90 days of the introductory period following a promotion, an employee may be returned to their previous position (or an equivalent position) if available—upon the request of either the employee or the Department Head, and with review and approval by the City Manager. Such reassignment must be for non-disciplinary reasons. The employee will return to their prior pay range and step. Any scheduled step increases the employee would have received had they not accepted the promotion may be considered during the reassignment process.</p>	Adding this paragraph to clarify existing practices when an employee is promoted but for a non-disciplinary reason is returned to prior position.
6.7 Performance Evaluation	<p><del>The following rating categories shall be indicated for each performance criteria set forth on the performance evaluation form:....</del></p> <p>Performance rating categories will be detailed on a scale to include Exceeds Expectations (highest rating) to Needs Improvement (lowest rating. The rating scale and definitions will be included in the performance review system. An overall rating of Needs Improvement may require a Performance Improvement Plan (PIP) or progressive counseling as described in section 6.15.</p>	Removal of detailed rating scale redundancy. The details and definitions are already included in the Performance Management system. Will allow for refinement of the rating scale as we refine and improve our performance management process.
6.9 Timekeeping	<p>Holiday, Personal Leave (PTO) and Compensatory Time hours shall count as "hours worked". <b>However, PTO and Compensatory Time hours shall not be used to intentionally move an employee overtime. PTO and Compensatory time will be paid at straight time.</b></p> <p>-----</p> <p>For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C.</p>	<p>Clarifying that PTO or Compensatory time can not be taken for the sole purpose of receiving overtime for hours not worked.</p> <p>-----</p> <p>Clarifying how work overtime is calculated and identifying emergency services variations in Appendix C</p>

6.10 Work Schedules	<p><u>Workday:</u> A typical office hours full time work schedule for hourly employees is 7.5 hours (8.5 hours per day 8:30 a.m. to 5 p.m. with a one-hour non-paid bona fide meal period to be taken mid-schedule). Departmental needs may require nonstandard schedules as determined by the Department Director. For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C</p>	Clarifying how work schedules are calculated and identifying emergency services variations in Appendix C
6.10.01 Work Week	<p>For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C</p>	Clarifying how work schedules are calculated and identifying emergency services variations in Appendix C
6.10.02 Work Schedules Variation	<p>For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C</p>	Correcting section name and clarifying how work schedules are calculated and identifying emergency services variations in Appendix C
6.12 Overtime	<p>For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C.</p>	Clarifying how work overtime is calculated and identifying emergency services variations in Appendix C
6.12.01 Call out Pay		Adding paragraph number for better reference and clarification
6.12.02 On-Call Pay		Adding paragraph number for better reference and clarification
6.13 Compensatory Time	<p>For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C.</p>	Clarifying Compensatory Time is calculated for emergency services and referencing variations in Appendix C
7.1.01 The PTO Accrual Rate	<p>[Rounding PTO Accrual rates to two decimals] ----- For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C.</p>	<p>Rounding to two decimals rather than four for clarity and easier calculations ----- Clarifying accrual rates for emergency services and referencing variations in Appendix C</p>

<p><b>7.1.03 Request and Use of PTO / Compensatory Time</b></p>	<p>When used for vacation purposes, <del>No</del> more than 150 consecutive hours of PTO and/or Compensatory Time will be taken without the City Manager's approval. <b>Employees whose leave request will result in less than 75 hours (80 hours for 40-hour workweek Employees) PTO or Compensatory Time must have director review and approval.</b></p> <p>-----</p> <p>For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C.</p>	<p>Clarifying that Department Directors must approve time off if it will result in a decrease in minimum balance below this threshold.</p> <p>-----</p> <p>Clarifying PTO rates and request process for emergency services and referencing variations in Appendix C</p>
<p><b>7.2 Administrative Leave</b></p>	<p>Administrative leave shall be applied only to an employee's regularly scheduled work hours and shall not be used to create or increase overtime eligibility. Administrative leave approved for a specific date or dates may be used only on the designated date(s). Employees who are not scheduled to work on the designated date(s) are not eligible to receive administrative leave for that time.</p>	<p>Clarification of how and when City Manager approved Administrative leave can be used</p>
<p><b>7.2.02 Volunteer Leave</b></p>	<p>... the City will grant up to <del>8 hours</del> one regular scheduled work period annually, Jan. 1 through Dec. 31 to each Regular Full-Time City Employee to be used as Volunteer Leave... Volunteer Leave will also be granted to Regular Part-Time Employees on a prorated basis...</p>	<p>Changing refence to hours granted to an employee "regular scheduled work period" for constancy regardless of normal hours scheduled.</p>
<p><b>7.3 Holidays</b></p>	<p><del>For Police and Fire Employees who work non-traditional schedules refer to the Department policy. For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C.</del></p> <p>-----</p> <p>A holiday occurring during <del>approved</del> PTO shall not be counted as a day of such leave and shall be paid <del>holiday pay</del>.</p>	<p>Clarifying how holidays will be calculated for emergency services and referencing variations in Appendix C</p> <p>-----</p> <p>Clarifying how holiday and PTO time will work if holiday falls on a personal day off.</p>
<p><b>7.4 Bereavement Leave</b></p>	<p>The City will provide three <del>days of</del> paid consecutive workdays (equivalent to the employee's normal work period) of bereavement leave.</p>	<p>Changing refence to work "days" granted to an employees to "work period" for constancy regardless of normal hours scheduled. Also clarifying the Bereavement will be consecutive work periods</p>

7.5 Military Leave	For extended military leave of over <del>75 hours</del> the equivalent of one pay period	Changing refence to hours “equivalent of one pay period” for constancy regardless of normal hours scheduled.
7.6 Family Medical Leave	<p>Multiple changes:</p> <p>C) The 18-week and 12-week periods run concurrently. Use of <b>Paid Medical Administrative Leave, Maternity Leave, Parental Leave</b>, accrued PTO and Compensatory Time will run concurrently with FMLA/AFLA.</p> <p>D) Employees requesting Family Medical Leave will first exhaust City Paid <b>FMLA Medical Administrative Leave, Maternal and Parental Leave</b> if applicable,</p> <p>-----</p> <p>Requesting Leave; Returning from Leave; and Benefits and Health Insurance Coverage.</p>	<p>Adding Maternal Leave and Parental Leave (See next section for verbiage)</p> <p>-----</p> <p>Re-arranges the following sections: Requesting Leave, Returning from Leave, and Benefits and Health Insurance Coverage. No change to the current verbiage</p>
7.6.01 <del>Paid-FMLA</del> <b>Medical Administrative Leave</b>	<p>In addition to the FMLA benefits provided by law, the City will pay Employees up to a total of 75 hours (80 hours for salary Employees) per <b>calendar year</b> rolling 12 month-period (according to the rolling backward method) at the Employee’s regular rate of pay during an FMLA qualifying event. Available Paid <b>FMLA Medical Administrative Leave</b> will be applied at the start of approved FMLA/AFLA Leave, after which <b>Maternity Leave and Parental leave will be applied if applicable, then PTO and Compensatory Time or leave without pay will be applied for the duration of the FMLA qualifying event.</b> This provides Employees with an additional financial safety net during an FMLA qualifying event. <b>For emergency service employees (Fire and Law Enforcement) with non-standard schedules please reference Appendix C.</b></p>	<p>Change of title from Paid FMLA to Paid Medical Administrative Leave – For clarity and differentiation for FMLA vs. Paid Leave</p> <p>-----</p> <p>Changing from a calendar year to the rolling look back year used for all other FMLA/AFLA guidelines</p> <p>-----</p> <p>Clarifying process for emergency services and referencing variations in Appendix C</p>
7.6.02 Paid Maternal Leave	The City of Valdez will provide up to four (4) weeks of paid Maternal Leave per rolling 12 month-period (according to the rolling backward method) to the mother following the birth of a child (multi births will be treated as a single event). This policy will run concurrently with Family and Medical Leave Act (FMLA) and Alaska Family Leave Act (AFLA) leave, as applicable. Maternal Leave will begin at the date of birth.	New section providing 4 weeks paid leave for the mother giving birth to a child

7.6.03 Paid Parental Leave	The City of Valdez will provide up to two (2) weeks of paid Parental Leave per rolling 12 month-period (according to the rolling backward method) to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care (multi births or placements will be treated as a single event). The purpose of paid Parental Leave is to enable an employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) and Alaska Family Leave Act (AFLA) leave, as applicable. Paid Parental Leave may be used any time within 12 months after the qualifying event.	New section providing 2 weeks paid leave for the bonding as a result of birth, adoption, or foster placement
7.6.04 FMLA Military Leave		Change of numbering due to new sections
7.6.05 Infectious Disease Control Policy		Change of numbering due to new sections
8.4 Educational Assistance and Training	<p>This program is subject to annual appropriation. Therefore, <del>requests for educational assistance must be made by Aug. 31 to include related</del> the expenditures <del>must be included</del> in draft departmental budgets submitted for the following fiscal year.</p> <p>Regular Full-Time Employees who have completed 18 months of continuous service with the City are eligible to receive educational reimbursement in accordance with the City Educational Assistance policy.</p> <p>Reimbursement will be limited to no more than <del>\$2,500</del> <del>\$5,250</del> per fiscal year per individual Employee based on the following criteria...</p>	Change of threshold due to IRS changes
Appendix B - Definitions	<p><b>“Work Period Days”</b> is defined as normal <del>hours</del> scheduled for the position (excluding Overtime hours).</p> <p><b>“Working Days, Nonstandard”</b> Department Directors of departments that required <del>24/7 coverage or have multiple or non standard shifts may establish nonstandard working days for the purpose of scheduling and coverage.</del></p>	Changing for verbiage that implies a standard 5 day work week and 7.5 (8) hour day to “Work Period” in order to better represent all schedules regardless of actual schedule assignment
Appendix C: Emergency Services Exception and Alternatives	See Attached Document	Specific variations and exceptions called out to capture actual application of the regulations to non-standard work schedules



## **APPENDIX C: Emergency Services Exceptions and Alternatives**

Emergency Services employees shall be governed by and remain subject to all City Personnel Regulations. Any authorized exceptions, modifications, or alternative provisions applicable to Emergency Services are expressly set forth in this Appendix. Specific procedural and operational requirements are addressed in the applicable departmental policies and procedures.

### **6.9 Time Keeping:**

For essential services that require continuous (24/7) coverage or minimum staffing, overtime will be calculated on all hours worked outside the employee's regularly scheduled shift, irrespective of any use of PTO or compensatory time.

### **6.10 Work Schedules:**

#### **Fire Department Schedules**

- The fire department currently operates under a modified Kelly Shift schedule with a sleep time waiver. Shifts consist of 24.5 hours, and a tour of duty consists of three shifts within a nine (9) day period.

#### **Police Department Schedules**

- Police: 84 hours in pay period – 12-hour days 7 days per week with one week on and one week off each pay period.
  - Some special assignments, such as School Resource officer, may have a modified schedule.
  - Shift brief for Senior Officer on shift: the Ranking or Senior Officer staying late to conduct a shift briefing will add 5 minutes OT worked to their timecard per day and add 10 minutes OT for the day of shift briefing / Week in Review.
- Public Safety: 75 hours in a pay period – 6 days at 10.7 hours and 1 day at 10.8 hours working 7 days per week with one week on and one week off each pay period.
- Animal Control: 75 hours in a pay period – Standard work schedule (37.5 hours per week)

### **6.12 Overtime:**

In accordance with FLSA rules:

#### **Fire Department**

Overtime for non-exempt fire department employees will be calculated on any hours worked outside the employee's regularly scheduled shift.

#### **Police Department**

Overtime for non-exempt law enforcement officers will be anything over the assigned work period in the pay period

- For police anything over 84 hours in a pay period
- For Public Safety and Animal Control anything over 75 hours in a pay period

### **6.13 Compensatory Time:**

Hourly employee, if authorized by the Department Chief, can choose to receive Compensatory Time in lieu of overtime payment based on the assigned work period as listed above.

#### **7.1.01 The PTO accrual rate**

**Accrual rate for work schedule: Fire Departments (Calculated at 80 hours per pay period)**

- A) 7.38 hours for each bi-weekly pay period for Employees with less than two (2) years of service).

- B) 8.31 hours for each bi-weekly pay period for Employees with more than two (2) years but less than five (5) years of service).
- C) 9.23 hours for each bi-weekly pay period for Employees with more than five (5) but less than ten (10) years of service).
- D) 12.00 hours for each bi-weekly pay period for Employees with more than ten (10) years of service

**Accrual rate for work schedule: Police Officers (Calculated at 84 hours per Pay Period)**

- A) 7.75 hours for each bi-weekly pay period for Employees with less than two (2) years of service).
- B) 8.72 hours for each bi-weekly pay period for Employees with more than two (2) years but less than five (5) years of service).
- C) 9.69 hours for each bi-weekly pay period for Employees with more than five (5) but less than ten (10) years of service).
- D) 12.6 hours for each bi-weekly pay period for Employees with more than ten (10) years of service

**7.1.03 Request and use of PTO/Compensation Time**

**Fire Department Leave request expectations**

It is the intent of the department to provide for a fair and structured leave procedure. Considering factors for granting leave will be staffing needs, mandatory training, and fire deployments

**Priority Leave** The City requires each employee to use a minimum 75/112.5 hours of leave per year. Therefore, each employee will have access to 75 hours of priority leave within each calendar year. Priority leave will be applied for in advance of upcoming calendar year.

**Additional leave requests** will be applied for by quarters.

- 1<sup>st</sup> Quarter – 1/1 through 3/31 leave request due by 12/15
- 2<sup>nd</sup> Quarter – 4/1 through 6/30 leave request due by 3/15
- 3<sup>rd</sup> Quarter – 7/1 through 9/30 leave request due by 6/15
- 4<sup>th</sup> Quarter – 10/1 through 12/31 leave request due by 9/15

**Law Enforcement Leave Request Expectations**

It is the intention of the department to provide its employees with a fair and structured leave procedure. This procedure emphasizes pre-planning and communication with fellow employees for vacations and other time off.

**Priority Leave** The City of Valdez requires each employee to use a minimum of 75/112.5 hours of leave per year depending on their accrual rate. The Valdez Police Department recognizes this requirement. Therefore, each Officer will have access to 84 hours of priority leave within each calendar year.

**All leave requests** Must be made in the department's scheduling software at least one month before the start of a new quarter. Due dates for each quarter during a calendar year are as follows:

- 1<sup>st</sup> Quarter: December 1<sup>st</sup>
- 2<sup>nd</sup> Quarter: March 1<sup>st</sup>
- 3<sup>rd</sup> Quarter: June 1<sup>st</sup>
- 4<sup>th</sup> Quarter: September 1<sup>st</sup>

**Longevity Leave Allowance Program** Police Officers who meet the following service milestones with the Valdez Police Department are eligible for the Longevity Leave Allowance as follows:

- 10 and 15 Year Anniversary Sworn Officers are eligible to take up to 3 consecutive weeks of accrued leave (up to 252 hours).
- 20, 25 and 30 Year Anniversary Sworn Officers are eligible to take up to 4 consecutive weeks of accrued leave (up to 336 hours).

### **7.3 Holidays:**

For Fire and Police department employees the half day holiday will be calculated as half of the scheduled work period (excluding overtime).

Employees, at the Department Chief's approval, can utilize the holiday any day within 30 days before or after the holiday. However, holidays must be used in the year they occur so, for December 24 and 25 the holidays must be used by December 31 and for January 1, the holiday cannot be taken in the prior year. Hourly employees may choose to receive Compensatory Time equivalent to regular pay with Chief approval.

For the sake of timekeeping for Police and Fire employees that need to be scheduled on a 24-hour cycle, the holiday will begin at the corresponding start time of the employees' work period.

Employees who work the holiday will receive holiday pay as such: Time and one half for the hours actually worked and straight time for Holiday pay; equaling a total of up to 2.5 times regular pay for the work period.

#### **7.6.01 Paid Medical Administrative Leave:**

For Paid Medical Administrative leave the equivalent of a pay period will be calculated as such:

- Non-Exempt Emergency Service Fire Department Employees: 80 hours
- Police officers: 84 hours
- Public Safety and Animal Control: 75 hours