

Personnel Regulations Change Recommendations and Summaries

April 2025

Periodic review of the Personnel Regulations and City policies is essential to maintain compliance with current laws, regulations, and best practices. Feedback from employees and recommendations for change is encouraged and reviewed as part of all policy reviews.

Based on employee feedback, ERT review, and ongoing internal policy reviews the following changes are recommended:

1. Section 7.3 - Holiday

- Adding Juneteenth (June 19)

Juneteenth was named a Federal Holiday on June 17, 2021, and a State of Alaska Holiday on June 27, 2024. This date has also been recognized by the City via proclamations since June 2021.

Adding this holiday increases the total Employee holidays to 13.5. This is consistent with the number of holidays offered by other municipalities and boroughs based on the most recent AML Salary and Benefit Survey (The reported median = 12 with 54% of organizations offering between 12-13.5).

2. Section 7.6 - Family Medical Leave (FML)

- Removal of paragraph requiring spouses to share leave hours under FMLA and AFLA

In response to employee feedback to this section we reviewed the section with legal and senior leadership. The review showed that, while the shared leave is legally allowed under both FMLA and AFLA the overlap was confusing and, in some cases, ambiguous.

It was also determined that removing the shared leave section would have a minimal impact to City operation and department services. Removing this shared requirement will help to improve employee morale, retention, and recruitment. This will make the leave fairer and more consistent regardless of marital status.

Section 9.2 Business Travel

- Simplifying and updating this section as it references the City Business Travel Policy.

The City Business Travel Policy gives more detail of the approval process. And includes examples including the one in this section (this removes the duplication).

Employee Personnel Regulations Excerpts with updates:

7.3 Holidays

The City will grant holiday time off to eligible Employees. Eligible Employee classifications are Regular Full-Time, Regular Part-Time, and Regular Seasonal Employees. The following days will be recognized as a holiday with pay:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Seward's Day (last Monday in March)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Alaska Day (Oct. 18)
- Veterans' Day (Nov. 11)
- Thanksgiving and the day after Thanksgiving (Fourth Thursday and Friday of November)
- Christmas Eve-day ½ day and Christmas Day (Dec. 24 and 25)*
- The City Manager may on occasion designate additional day(s) as holidays. This may include any day designated by public proclamation by the President of the United States or the Governor of the State of Alaska, as a special day of observance.

7.6 Family Medical Leave

The City complies with both the Alaska Family Leave Act (AFLA AS 39.20.500 – 38.20.550) and the Family Medical Leave Act of 1993 (FMLA Public Law 103-3). Notwithstanding the provisions set

forth below, Employees shall be entitled to leave as mandated by State or Federal law. Eligible Employees may request FMLA up to a maximum of 12 weeks within any 12-month period concurrently and for 18 weeks for up to a 24-month period according to State regulations...

~~.... Married Employee couples may be restricted to a combined total of 18 work weeks of leave within a 12-month period for childbirth, adoption, or placement of a foster child; or 18 work weeks of leave within a 24-month period to care for a child, spouse, or parent (in-law, step, or who stood in loco parentis) with a serious health condition. If additional time is needed a written request of not more than 14 calendar days should be submitted to the City Manager for approval.~~

9.2 Business Travel

Employee travel for official business outside the Valdez area must be properly authorized ~~by the City Manager~~ in advance in accordance with the City Business Travel and Expense policy. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Employee travel may be authorized for official City purposes ~~by the City Manager in accordance to the City Business Travel Policy~~. The City will not compensate Employees for any non-essential costs. ~~For example, if a training session ends on a Wednesday and the Employee does not return to work until the following Monday, the Employee will not be compensated for time (other than necessary travel time) or the extra costs incurred on Thursday and Friday.~~