

## **Personnel Regulations Change Recommendations and Summaries**

### **January 2025**

Periodic review of the Personnel Regulations is essential to maintain compliance with current laws, regulations, and best practices. The following changes are recommended:

#### **1. Section 4.3 - Work-Related Incidents and Injuries**

- Updated to align with 2025 State compliance standards by reducing the reporting requirement from 30 days to 15 days.

#### **2. Section 6.6 - Pay Range and Wage Adjustment**

- Removed the salary hold at the end of the pay range to enhance long-term employee retention. This change allows the 1.5% merit-based lump-sum payment to be issued annually on the employee's anniversary date after reaching the "M" step.

#### **3. Section 6.6.10 - Employee Recognition Program**

- Replaced references to the "Employee Efficiency Program" with the updated "Employee Recognition Program."

#### **4. Section 6.10.03 - Flexible or Alternate Schedules**

- Introduced a Flexible and Alternate Schedule policy to provide employees with greater work-life balance options.

#### **5. Section 7.6 - Family Medical Leave (FML)**

- Modified Sections D and E to:
  - Begin "Paid FML" at the start of an approved leave event instead of after exhausting other leave types.
  - Increase the extension for spouse-shared leave from 5 calendar days to 14.

#### **6. Appendix B - Definitions**

- Added a definition for "insubordination" for clarity and consistency.

#### **7. Numbering System Update**

- Improved clarity in subsection numbering by introducing decimals. For example:
  - Current: 6.101 and 6.1001
  - Updated: 6.1.01 and 6.10.01.

- This change is particularly beneficial for sections with more than nine (9) subsections.

## 8. Minor Edits

- Corrected grammatical and spelling errors without altering the policy's meaning or intent.

These updates reflect our commitment to clarity, compliance, and continuous improvement in personnel policies.

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### Employee Personnel Regulations Excerpts with updates:

#### 4.3 Work Related Incidents or Injuries and Workers' Compensation Insurance

The City provides a comprehensive Workers' Compensation Insurance program at no cost to employees. Employees who sustain work-related injuries or illness are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws -pertaining to

occupational disabilities. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses will notify their immediate Supervisor ~~or available supervisor on shift and the~~ Department Head in accordance with the City Workplace Safety: Incident and Accident Policy and Procedures. ~~Director~~ . ~~The Employee will complete a Workers' Compensation claim form. The Supervisor is responsible for ensuring the Department Head is notified. If the Employee is unable to complete the form due to incapacitation of other extenuating circumstance the notified Supervisor will complete the form.~~ No matter how minor an on-the-job injury may appear, it is important for it to be reported immediately. This will enable an eligible Employee to qualify for coverage as quickly as possible. The ~~incident or illness claim form~~ shall be ~~submitted reported~~ to the Human Resources office within ~~24~~ 8 hours. For serious injury resulting in medical treatment (other than minor first aid), hospital admittance, death, or dismemberment, immediate notice to Human Resources is required. ~~All reports must be submitted no later than 15 days from the date of injury or when the employee thinks an illness is work related to avoid potential denial of benefits.~~

#### 6.6 Pay Range and Wage Adjustment

The pay rates in the City wage schedules shall be interpreted and applied as provided below. The rates shall constitute gross pay.

Appendix A: "Biweekly Pay Schedule" will be updated each year as part of the Annual

Budget approval process and will reflect any changes to pay ranges, scales, etc. as approved by the City Council. The City Council, in its discretion, may adjust the wage schedule to reflect an annual cost of living adjustment (COLA).

The minimum rate of each range shall be the normal entering rate, Step "A". However, the City Manager will have the sole discretion for designating a higher step depending on education, experience, or if it is in the best interest of the City. All Employees shall be frozen at the final longevity step in their appointed range. However, ~~after the approved waiting period (see appendix A),~~ these Employees are eligible to receive an annual lump sum merit award of 1.5% of annual base salary as long as they satisfy all requirements of their annual performance evaluations as detailed in the Performance Evaluation section (6.7).

#### ~~6.6.10 Employee Efficiency Incentive Program~~ Employee Recognition Program

The City will have an ~~incentive~~ Employee Recognition program. ~~The City recognizes, honors, and celebrates the hard work, dedication, and achievements of the employees who contribute to the City's success. This program fosters a positive work environment by recognizing outstanding service, employee milestones, professional achievements, and contributions to the City. By valuing and celebrating the efforts of its employees, the City aims to boost morale, enhance employee engagement, and retain a motivated workforce while encouraging and empowering employees to work to the fullest extent of their capabilities. Employees are the City's most valuable asset and play a critical role in attaining the City's mission, goals, and objectives.~~

~~Recognition can take many forms and all employees are encouraged to recognize co-workers and fellow employees for exceptional performance or significant contributions through the Employee Recognition Program.~~

~~for the purpose of promoting the development of innovative ideas that lead to better quality service through increased effectiveness and efficiency of operations. All City Employees are eligible to receive awards under the program. Exceptions are as follows:~~

- ~~1. City Manager, Assistant City Manager, City Clerk, and Department Directors.~~
- ~~2. Any Employee or work group conducting research and/or development or assigned to a job requiring the solution of a specific problem where the suggestion submitted is found by to be within the scope of the assignment is not eligible to receive an award.~~

~~Awards are made for adopted ideas and proposals yielding positive results, either tangible or intangible. The amount of the award will be based on a schedule approved by the City Manager or designee. Human Resources will provide guidelines for the incentive procedure.~~

### 6.10.03 Flexible or Alternate Schedules

Regular full-time and part-time employees may qualify for flexible or alternative schedules based on FLSA rules and requirements and in accordance with these Regulations. This policy will not apply to employees in Emergency Services who fall under specific FLSA exemption and exception.

The Flexible and Alternate Schedule policy is implemented to provide employees with increased flexibility in managing their work hours while ensuring operational efficiency and maintaining a healthy work-life balance. Employees are eligible to participate in the Flexible Schedule program, subject to the approval of their respective supervisors and department heads and City Manager. The eligibility criteria include job responsibilities and departmental requirements.

The terms of a flexible or alternate workweek arrangement may be arranged between the employee and their supervisor with approval of the department head and City Manager.

While employees and supervisors or department heads have the freedom to develop arrangements tailored to employee and departmental needs, basic requirements are as follows:

- No arrangement will be approved under which employees are scheduled to work more than 12 hours per day on a regular basis.
- Any schedule, when considered with other staffing constraints, must ensure sufficient staffing to meet the City's operating requirements.
- No schedule will be approved that has the potential to unduly increase the City's liability for overtime pay.

For specific details and to request/approve a flexible schedule refer to the Flexible Alternative Schedule Policy and Procedures.

### 7.6 Family Medical Leave

The City complies with both the Alaska Family Leave Act (AFLAAS 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.

D. Employees requesting Family Medical Leave will first exhaust **City paid FMLA** then their accrued PTO and Compensatory Time before **approval of** Leave Without Pay. However, at

the Employee's request, and with City Manager approval, the Department Director may choose to permit the Employee to keep a maximum of hours that would add up to the Employee's normal workweek (e.g., 37.5, 40) of accrued PTO.

E. Employees who have exhausted their Family Medical Leave may request Leave Without Pay under the relevant provisions within the Personnel Regulations.

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 calendar year at the Employee's regular rate of pay ~~after the Employee has used all available PTO and Compensatory Time~~ during an FMLA qualifying event. ~~Paid FMLA will be applied at the start of approved FMLA Leave after which PTO and Compensatory Time or leave without pay will be applies for the duration of the FMLA qualifying event.~~ This provides Employees with an additional financial safety net during an FMLA qualifying event.

Being a military care giver for an injured service member who is a spouse, son, daughter, parent or next of kin, qualifies for up to 26 weeks of leave in any single 12-month period per injury occurrence [FMLA 825.126]. An active-duty Employee may take up to 12 weeks of unpaid FMLA leave for any qualifying exigency (as defined by regulation) related to a spouse, son, daughter or

parent's active duty or notification of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

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 ~~for their own serious health condition or~~ to care for a child, spouse, or parent (in-law, step, or who stood in loco parentis) with a serious health condition. ~~If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than five calendar days.~~ If additional time is needed a written request of not more than 14 calendar days should be submitted to the City Manager for approval.

## APPENDIX B - Definitions

**“Insubordination”** is the willful refusal to obey lawful and reasonable orders from a person in a position of authority, often within a workplace or organizational context. It typically involves defiance, disrespect, or failure to follow instructions given by a supervisor, manager, or employer.

- **Examples of Insubordination:**
  - Refusing to carry out tasks assigned by a manager without a valid reason.
  - Using disrespectful or abusive language toward a supervisor.
  - Publicly challenging or undermining the authority of a superior.
  - Ignoring workplace policies or safety procedures after being instructed to

follow them.

- What is not insubordination:
  - Expressing concerns or suggesting alternative solutions in good faith.
  - Refusing to perform a task that is illegal, unsafe, or outside the scope of one's job responsibilities.
  - Miscommunication or misunderstandings about instructions