

INTRODUCTORY STATEMENT

These Personnel Regulations ("Regulations") provide information about working conditions, Employee benefits, and policies affecting employment. Please read, understand, and comply with all provisions of these Regulations. These Regulations describe many of your responsibilities as an Employee and outline programs developed by the City of Valdez ("City") to benefit Employees. One of the City's objectives is to provide a work environment that is conducive to both personal and professional growth. The City reserves the right to revise, supplement, or rescind these Regulations as necessary. Employees will be notified of such changes to the Regulations as they occur. Per Valdez Municipal Code ("VMC") 2.08.040, the City Manager shall have the power, subject to council approval, to make or amend rules and regulations relating to hiring and discharge, working conditions, hours and terms of employment, retirement and insurance plans, classification, compensation, leave and the like of all of the employees of the City.

EMPLOYEE ACKNOWLEDGEMENT FORM

These Regulations describe important information about my employment with the City and my responsibilities as a City Employee. I understand that I should consult Human Resources regarding any questions not answered in these Regulations.

I acknowledge that revisions to these Regulations may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing Regulations.

I have received these Regulations, and I understand that it is my responsibility to read and comply with these Regulations and any revisions thereto.

EMPLOYEE'S SIGNATURE: _____

EMPLOYEE'S NAME (printed): _____

DATE: _____

Table of Contents

SECTION 1	GENERAL PROVISIONS.....	7
1.1	Purpose and Authority	7
1.101	Governing Body:.....	7
1.102	City Administration:	7
1.2	Revision and Amendment.....	7
1.3	Application of Regulations	8
SECTION 2	ETHICS AND CONDUCT	9
2.1	Ethics and Conduct Generally	9
2.2	Business Conflicts of Interest	9
2.3	Employment of Relatives and Domestic Partners	10
2.4	Outside Employment	11
SECTION 3	EQUAL OPPORTUNITY AND ANTI-HARASSMENT.....	11
3.1	Equal Employment Opportunity and Anti-Discrimination	11
3.2	Americans with Disability Act (ADA) and Reasonable Accommodation.....	12
3.3	Diversity and Inclusion	13
3.4	Anti-Harassment Policy.....	13
3.401	General Anti-Harassment Policy.	13
3.402	Anti-Sexual-Harassment Policy.	14
3.5	Equal Opportunity, Discrimination, and Harassment Employee Complaint Procedures	14
SECTION 4	WORKPLACE SAFETY	15
4.1	Workplace Violence Prevention.....	15
4.101	Horseplay, fighting, and other conduct that puts others in danger.	16
4.102	Threatening, Intimidation, Coercion.....	16
4.103	Reporting Workplace Violence	16
4.2	Commitment to Safety.....	16
4.3	Work Related Incidents or Injuries and Workers' Compensation Insurance.....	17
4.4	Security Provisions	18
4.5	Smoking, Tobacco, and Vaping in the Work Place.....	18
4.6	Controlled Substance and Alcohol Policy.....	19
4.601	Drug and alcohol-free work environment.	19
4.602	Use and possession of lawful prescribed or over the counter (OTC) medications.....	19
4.603	Compliance Expectations.....	19
4.604	Treatment Referral and Reasonable Accommodations under ADA/ADAA:	20

4.605 Consequences of a Positive Test or Performance of a Prohibited Act:	21
4.606 Record Retention and Reporting.	21
4.7 Emergency Closings	21
SECTION 5 EMPLOYMENT PROCEDURE	22
5.1 Hiring Authority.....	22
5.2 Recruitment and Selection.....	22
5.201 Departmental and Internal Promotion:	23
5.202 External Recruitments:.....	23
5.203 Re-employment of previous Employees	24
5.3 Employment Applications and Interviewing.....	24
5.301 Applications.....	24
5.302 Interviewing and Screening	24
5.4 Hiring Decision and Offers	25
5.401 Acceptances and Rejections.....	25
5.402 Proof of Employability.....	25
5.403 Employment Background Checks.....	25
5.404 Physical Examinations / Pre-Employment Controlled Substance and Alcohol Testing	25
5.405 Record Retention.....	26
5.5 Social Security Number	26
5.6 Personal Information Reporting	26
5.7 Immigration Law Compliance	26
SECTION 6 EMPLOYMENT RELATIONS.....	26
6.1 Job and Position Descriptions	27
6.101 Job Descriptions:	27
6.102 Position Descriptions	27
6.2 Orientation and Onboarding New Employees	27
6.3 Salary Administration and Compensation	28
6.4 Employment Classification.....	29
6.401 Fair Labor Standards Act (FLSA)	29
6.402 Employee Status.....	30
6.5 Introductory Period.....	31
6.6 Pay Range and Wage Adjustment	32
6.601 Merit Increase:.....	32

6.602 Transfer:	33
6.603 Promoted Employees:	33
6.604 Reclassification:	33
6.605 Demotion:	33
6.606 Reinstatement or Rehire:	33
6.607 Temporary Assignment to higher classification:	34
6.608 Rate for Temporary Supervision:	34
6.609 Employee Efficiency Incentive Program:	34
6.7 Performance Evaluation:	34
6.8 Access and Retention of Personnel and Medical Records:	36
6.801 Personnel and Medical Files	37
6.802 Access to Personnel Records:	37
6.803 Verification of Employment Requests for Current or past Employees:	38
6.9 Timekeeping:	38
6.10 Work Schedules	39
6.11 Paycheck Information	39
6.12 Overtime	40
6.13 Compensatory Time	41
6.14 Authorized Professional Time	42
6.15 Coaching and Progressive Counseling	42
6.1501 Employee Conduct and Work Rules:	42
6.1502 Coaching:	43
6.1503 Progressive Counseling:	43
6.1504 Termination for Cause:	44
6.1505 Other Potential Action:	44
6.1506 Employee Response and Documentation:	44
6.16 Problem Resolution:	45
6.17 Employment Termination	45
SECTION 7 TIME OFF AND LEAVES OF ABSENCE	46
7.1 Paid Time Off (PTO) (Personal Leave)	46
7.101 The PTO accrual rate	46
7.102 PTO Accrual computation for Rehires:	47
7.103 Request and Use of PTO:	47

7.104 Leave Cash Out:.....	47
7.105 Minimum Leave Use	48
7.106 PTO Carry-Over:	48
7.107 PTO Compassionate Leave Donations:	48
7.108 PTO Payout:.....	49
7.2 Administrative Leave	49
7.201 Jury Duty/Court Service:	49
7.202 Volunteer Leave:	49
7.203 In-house Interviews:	50
7.204 Parent-Teacher Conference Flextime:	50
7.3 Holidays.....	50
7.4 Bereavement Leave	51
7.5 Military Leave.....	52
7.6 Family Medical Leave	52
7.601 Infectious Disease Control Policy	55
7.7 Time Off to Vote.....	56
7.8 Religious Observance	57
7.9 Leave Without Pay	57
7.10 Unauthorized absences.....	58
SECTION 8 EMPLOYEE BENEFITS	58
8.1 Health Insurance	58
8.2 Retirement Benefits	58
8.3 Short-Term Disability and other Voluntary Benefits.....	59
8.4 Educational Assistance and Training.....	59
8.5 Employee Assistance Program (EAP)	60
8.6 Annual Clothing Allowance	61
Section 9 WORKPLACE GUIDELINES.....	61
9.1 Dress and Grooming	61
9.2 Business Travel.....	61
9.3 Loss of Driver's License	62
9.4 Use of City Equipment and Vehicles	63
9.5 Private Vehicle Use	63
9.6 Data and Cyber Security and Acceptable Use and Social Networking:.....	64

9.601 Electronic and Digital Equipment, Internet and Information Access:	64
9.602 Social Networking:	65
SECTION 10 FORMAL COMPLAINT AND GRIEVANCE PROCEDURE	66
10.1 Citizen Complaints Regarding City Employees.....	66
10.2 Formal Complaint Procedures	66
10.3 Whistleblower Protection - Retaliation Prohibited	67
10.4 Grievance Procedure.....	68
10.5 Arbitration.....	69
10.6 Recordkeeping	69
APPENDIX A – Pay Schedule	70
APPENDIX B - Definitions.....	72

Personnel Regulations for the City of Valdez

SECTION 1 GENERAL PROVISIONS

1.1 Purpose and Authority

The purpose of these Regulations is to establish a personnel system, which will recruit, select, develop and maintain an effective and responsible workforce for the City. These Regulations have been reviewed with City Employees by way of the Employee Relations Team (ERT), approved by the City of Valdez Council, and are administered by the City Manager.

1.101 Governing Body:

The City Council is the governing body and will approve personnel regulations, including the position classification plan and pay plan. The governing body will adopt or provide for rules and regulations, resolutions or ordinances concerning personnel policies and other measures that promote the hiring and retention of capable, diligent, and honest Employees, to be administered by the City Manager.

1.102 City Administration:

The City Manager will be responsible for the preparation and maintenance of the position classification plan and the pay plan, and will perform such other duties in connection with a modern personnel program as are required. Personnel matters come before the City's Administration through Human Resources and the City Manager. The City Manager may perform any or all of these duties and responsibilities or assign them to City Employees.

1.2 Revision and Amendment

To retain necessary flexibility in the administration of policies and procedures, the City reserves the right to change, revise, or eliminate any of the policies and/or benefits described in these Regulations.

These Regulations supersede all existing policies and practices. These Regulations will be periodically reviewed and updated as necessary. Per VMC 2.08.040, the City Manager shall have the power, subject to council approval, to make or amend rules and regulations relating to hiring and discharge, working conditions, hours and terms of employment, retirement and insurance plans, classification, compensation, leave and the like of all of the employees of the City. If information contained in these Regulations is found to be internally inconsistent, conflicts with City, State, or Federal law, or minor adjustments/changes are required, the City Manager shall have the authority to make such administrative revisions.

The most current Personnel Policies and Regulations will remain in one location on the City's file share server, or other appropriate technology location that Employees can access. Human Resources will make approved changes to this document, and save it to the file share server or technology location. An e-mail or other notification will then be sent to all City Employees

regarding the changes to the document. This process will replicate with all approved changes to the Personnel Regulations.

1.3 Application of Regulations

These Regulations will apply, unless otherwise noted herein, to all Employees, subject to the authority of the City Manager. The City Manager will establish lines of authority and areas of responsibility as provided in the Valdez Municipal Code (“VMC” or “City Code”) and as shown on an organizational chart, to the extent necessary, to assure compliance with these regulations. City Employees are protected from arbitrary discharge.

The City Manager will supervise the application of these Regulations. Nothing contained herein is intended to usurp, contravene, or otherwise diminish the City Manager’s authority as set forth in the City Charter and City Code but rather serve as regulations to be administered in accordance with that authority. The City Manager has authority to:

- A. Determine the levels and standards of service to be offered by the City;
- B. Retain full and exclusive authority for the management of City operations;
- C. Determine the standards of selection for employment;
- D. Direct City Employees;
- E. Subject to City Council approval where required, make or amend personnel rules and regulations relating to hiring and discharge, working conditions, hours and terms of employment, retirement and insurance plans, compensation, and leave;
- F. Take disciplinary action;
- G. Relieve Employees from duty because of lack of work or for other legitimate reasons;
- H. Maintain the efficiency and economy of governmental operations;
- I. Determine the methods, means, and Employees by which government operations are to be conducted;
- J. Create, change, and abolish offices, departments, or agencies and to assign additional functions or duties to offices, departments, or agencies and to transfer functions, or duties from such office, department, or agency to another and to distribute the work of departments or divisions thereof;
- K. Adopt and amend a classification plan and allocate and reallocate Employees to positions within the plan;
- L. Take all necessary actions to carry out the City’s mission in emergencies; and
- M. Exercise complete control and discretion over the City’s organization and the technology utilized to perform the City’s work.

The City Manager will place into effect these Regulations and all City Council approved amendments.

All Employees, in any capacity, of the City are required to become familiar with and abide by these Regulations. Any situation or question about employment that is not in these Regulations should be directed to Human Resources or to the City Manager.

SECTION 2 ETHICS AND CONDUCT

2.1 Ethics and Conduct Generally

Employees owe a duty to the City to act in a way that will merit the continued trust and confidence of the public. The successful operation and reputation of the City is built upon the principles of fair dealing and ethical conduct of our Employees. Integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a regard for the highest standards of conduct and personal integrity.

All City Employees are required to familiarize themselves with the Code of Ethics set forth in Chapter 2.24 of the City Code and at all times conduct themselves in accordance with its provisions.

Compliance with this policy of ethics and conduct is the responsibility of every City Employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including termination of employment.

The City will comply with all applicable laws and regulations and expects all City employees including the City Manager, Assistant City Managers, City Clerk, Department Directors, and Supervisors to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will be the guide with respect to lines of acceptable conduct.

If a situation arises where it is difficult to determine the proper course of action, Employees should discuss the matter openly with their immediate supervisor or department director and, if necessary, with Human Resources or the City Manager.

2.2 Business Conflicts of Interest

The City expects all Employees to conduct themselves and City business in a manner that reflects the highest standards of ethical conduct, and in accordance with all Federal, State, and City laws and regulations. This includes avoiding actual and potential conflicts of interests. An actual or potential conflict of interest occurs when an Employee is in a position to influence a decision that may result in a personal gain for that Employee or for a relative as a result of the City's business dealings.

The City recognizes and respects the individual Employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the City.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the Employee should

discuss this with their Supervisor and Human Resources for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate an actual or potential conflict of interest exists:

1. Simultaneous employment by another firm that is a supplier to the City.
2. Carrying on City business with a firm in which the Employee, or a close relative of the Employee, has a substantial ownership or interest.
3. Holding substantial interest in, or participating in the management of, a firm that the City provides services, materials, equipment, or supplies to or from which the City procures services, materials, equipment, or supplies.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which the City procures services, materials, equipment, or supplies.
5. Accepting gratuities or substantial gifts or excessive entertainment from an outside organization or agency (see VMC 2.24.030(G)).
6. Misusing privileged information or revealing confidential data outside appropriately prescribed laws and guidelines.
7. Using one's position in the City or knowledge of its affairs for personal gains.
8. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of City business.

2.3 Employment of Relatives and Domestic Partners

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and Employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

An Employee of the City may be hired only if they will not be working directly for or supervising a relative. No appointments or work transfers will be made that would place an Employee in a direct supervisory relationship with a related person. A direct supervisory relationship is one in which one Employee approves, directs or reviews the work of another Employee.

The City reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority.

For purposes of this Regulation, related person means a spouse; parents; step-parents; brothers, sisters and their spouses; step-brothers, step-sisters and their spouses; children and their spouses; fathers-in-law; mothers-in-law; sisters-in-law; brothers-in-law; grandparents and their spouses; grandchildren and their spouses or children; stepchildren and their spouses; grand-

stepchildren and their children; aunts; uncles; nieces; nephews; and unrelated Employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other). This policy applies to all Employees without regard to the gender or sexual orientation of the individuals involved.

If a relative relationship is established after employment or if two or more Employees become related persons and the circumstance described above applies, the Department Director will make every attempt to change the reporting relationship to an unrelated Supervisor in the Department. If no such opportunity exists, the individuals concerned will be given the opportunity to decide who is to be transferred to another available position or to resign. If the affected Employees do not voluntarily resolve the situation within 90 days, the Employee with the longest tenure of employment with the city will be retained.

In other cases where a conflict or the potential for conflict arises because of the relationship between Employees, even if there is no direct line of authority or reporting involved, the Employees may be separated by reassignment or terminated from employment as set forth in this Section.

Employees are required to disclose possible conflicts so that the City may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest refer to Chapter 2.24 of the City Code or contact Human Resources for more information.

2.4 Outside Employment

An Employee may hold a job with another organization as long as the Employee satisfactorily performs job responsibilities with the City and so long as the outside employment does not violate the Conflict of Interest regulations herein stated or set forth in Chapter 2.24 of the City Code, which sets forth the City's Code of Ethics. Employees are prohibited from engaging in outside employment activities while on the job or using City time, supplies or equipment in the outside employment activities.

All Employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any outside work requirements.

If the City determines that an Employee's outside work interferes with performance or the ability to meet the requirements of the City, the Employee may be asked to terminate the outside employment if they wish to remain employed with the City. Outside employment will present a conflict of interest if it has an adverse impact on the City.

SECTION 3 EQUAL OPPORTUNITY AND ANTI-HARASSMENT

3.1 Equal Employment Opportunity and Anti-Discrimination

The City is an equal opportunity employer committed to providing equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended

by the Equal Opportunity Act of 1972. Under no circumstances will the City discriminate in employment opportunities or practices on the basis of sex, race, creed, color, ancestry, national origin, gender, sexual orientation, marital or domestic partnership status, religion, age, disability, gender identity, results of genetic testing, or service in the military or any other protected classes under relevant Federal, State and City laws.

To provide equal employment and advancement opportunities to all individuals, employment decisions and personnel administration at the City will be based on merit, qualifications, and abilities of the Employee or Applicant. Employees and Applicants will likewise be treated with proper regard for their privacy and Constitutional rights as citizens.

Any Employee or Applicant who feels they have been treated unfairly or who has questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Supervisor, Department Director, or Human Resources.

The City expressly prohibits any form of unlawful Employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other Employees to perform their expected job duties is prohibited.

3.2 Americans with Disability Act (ADA) and Reasonable Accommodation

The City is committed to complying fully with the Americans with Disabilities Act (ADA), the Americans with Disability Act as Amended (ADAAA), and State and City laws. The City does not discriminate based upon disability and ensures equal opportunity in employment decisions for all qualified persons regardless of disability.

To ensure equal employment opportunities to qualified individuals with a disability, The City will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the City business would result. All decisions with regard to reasonable accommodation shall be made by the City Manager. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Americans with Disabilities Act does not require the City to offer permanent “light duty,” relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees who may require a reasonable accommodation should contact Human Resources.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting City facilities. Any questions concerning proper assistance should be directed to the Human Resources Department

Human Resources is responsible for administering this policy.

3.3 Diversity and Inclusion

The City is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

The City's practices and policies, including but not limited to: recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment, are built on the premise of diversity, equity, and inclusion that encourages and expects:

- Respectful communication and cooperation between all Employees.
- Teamwork and Employee participation, permitting the representation of all groups and Employee perspectives.
- City and Employee contributions to the Valdez community to promote a greater understanding and respect for diversity, equity and inclusion.

All Employees have a responsibility to treat others with dignity and respect at all times. All Employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other City-sponsored and participative events. Employees shall participate in diversity and inclusion training to enhance their knowledge to fulfill this responsibility.

3.4 Anti-Harassment Policy

The City is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Actions, words, jokes, or comments based on an individual's sex, race, creed, color, ancestry, national origin, gender, sexual orientation, marital or domestic partnership status, religion, age, disability, gender identity, results of genetic testing, or service in the military or any other protected classes under relevant Federal, State and City laws.

3.401 General Anti-Harassment Policy.

Harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's sex, race, creed, color, ancestry, national origin, gender, sexual orientation, marital or domestic partnership status, religion, age, disability, gender identity, results of genetic testing, or service in the military or any other protected classes under relevant Federal, State and City laws.

Conduct that may constitute unlawful harassment includes, but is not limited to: epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts.

If an Employee is witness to or believes that the Employee has experienced harassment, the Employee must immediately notify their Supervisor, Department Director, or Human Resources. Supervisors are expected to immediately notify their Department Director or Human Resources of any complaints or notifications they receive.

3.402 Anti-Sexual-Harassment Policy.

It is the City's policy to prohibit sexual harassment. The City prohibits sexual harassment from occurring in the workplace or at any other location at which City sponsored activity takes place. Sexual Harassment of non-Employees by City Employees is also prohibited.

Sexual harassment (both overt and subtle) is a form of Employee misconduct that is strictly prohibited. The following is a partial list of sexual harassment examples:

- Unwelcome sexual advances (either verbal or physical);
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances, propositions, or innuendo;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Any such similar behavior via electronic medium such as email, text, social media, etc.;
- Physical conduct that includes touching, assaulting, or impeding or blocking movements;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

If an Employee is witness to or believes that the Employee has experienced sexual harassment, the Employee must immediately notify their Supervisor, Department Director, or Human Resources. See the Employee Complaint Procedures set forth in Sections 3.5 and 10.2.

3.5 Equal Opportunity, Discrimination, and Harassment Employee Complaint Procedures

Notifying the City of any problems related to equal employment opportunity, discrimination, harassment, or other violations of these Regulations is essential. The City cannot resolve such problems unless they are reported. Therefore, it is the responsibility of all Employees to report such problems so that the City may take measures necessary to correct them.

Employees who observe actions they believe to constitute a violation of equal employment opportunity policies, discrimination, harassment, sexual harassment, or other violation of these

Regulations should immediately report the matter using the Formal Complaint procedures outlined in Section 10.

Reporting of such incidents is encouraged when either an Employee feels that he or she is subject to such incidents or an Employee observes such incidents involving other Employees. Employees should report incidents in writing, but may make a verbal complaint at their discretion. If the Employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, the Employee may ask their Supervisor, Department Director, or Human Resources. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by the City Manager, Human Resources, or other person assigned by the City Manager who is not involved in the alleged harassment or wrongdoing.

No Employee will be penalized in any way for reporting a complaint in good faith. There will be no discrimination or retaliation against any individual who files a good faith equal opportunity, discrimination, or harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Disciplinary action, up to and including termination, will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly.

Actions taken internally to investigate and resolve equal opportunity, discrimination, or harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge.

SECTION 4 WORKPLACE SAFETY

4.1 Workplace Violence Prevention

The City will not tolerate workplace violence. This includes any violence or threats made on City property, at City events, or under other circumstances that may negatively affect the City's ability to conduct business.

Prohibited conduct includes but is not limited to:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive, hostile, or bullying behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging City property or property of another Employee; or
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Employees should bring their disputes or differences with other Employees to the attention of their Supervisors, Department Director, Human Resources, or the City Manager, before the situation escalates into potential violence.

4.101 Horseplay, fighting, and other conduct that puts others in danger.

All Employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others.

4.102 Threatening, Intimidation, Coercion.

Conduct that threatens, intimidates, or coerces another Employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, creed, color, ancestry, national origin, gender, sexual orientation, marital or domestic partnership status, religion, age, disability, gender identity, results of genetic testing, or service in the military or any other protected classes under relevant Federal, State and City laws.

4.103 Reporting Workplace Violence

All threats of or actual violence, both direct and indirect, should be reported as soon as possible to the Employee's immediate Supervisor and Human Resources. This includes threats by Employees, as well as threats by vendors, solicitors, or other members of the public.

Do not place yourself or others in peril. If the situation warrants, call 911 immediately.

When reporting a threat of violence, Employees should be as specific and detailed as possible. All suspicious individuals or activities should be reported as soon as possible to a Supervisor and Human Resources.

The City will promptly and thoroughly investigate all reports of threats of or actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend Employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of or actual violence or other conduct that is in violation of these regulations will be subject to prompt disciplinary action, up to and including termination of employment and may face legal charges. Disciplinary action, up to and including termination, will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly.

4.2 Commitment to Safety

The City is committed to providing a safe and healthy work environment. The City is equally committed to the safety of the public.

The City will provide information to Employees about workplace safety and health issues through regular internal communication channels. Employees will receive periodic workplace safety training.

Employees are responsible for obeying safety rules, exercising caution in all work activities, and using available safety devices including personal protective equipment. Employees must immediately report any unsafe condition, practice, procedure or act to the appropriate Supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

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 covering 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 Department Director, and complete a Workers' Compensation claim form. If the Employee is unable to complete the form due to incapacitation or 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 claim form shall be submitted to the Human Resources office within 24 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. Subject to section 4.6 of these Regulations, employees involved in a workplace injury or incident may be subject to controlled substance testing.

Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period of three days. Therefore, up to three days of Administrative Leave will be granted following an injury.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable and where permitted by State and Federal law.

The Employee may choose to take all or a portion of available PTO, or Comp. Time if desired, to retain all benefits not covered by Workers' Compensation Benefits. The Employee will not be required to return any Workers' Compensation pay to the City during this use of PTO or Comp. Time.

The Employee will be placed on Leave Without Pay when all PTO and Comp. Time has been exhausted or if the Employee chooses not to utilize such paid leave. While on Leave Without Pay, the Employee's Retirement Benefits and PTO accrual are suspended, but health insurance at the percentage the City normally pays will be continued for a maximum of six months. The Employee will be required to pay their percentage of the health insurance coverage. Any elective coverage must be paid by the Employee. Employees determined by Workers' Compensation to be partially or fully disabled should contact Human Resources for information about benefits including retirement benefits.

Neither the City nor the Workers' Compensation insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an Employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

Prior to an Employee returning to duty following a serious illness, injury, or after any significant medical procedure, Human Resources will require a physician's statement verifying fitness to return to work. In order to assist Employees in returning to work as soon as possible, light duty work options will be considered in all departments.

The Human Resource Department is responsible for administering this policy and will develop and maintain standard operating procedures for administration of the policy that adhere to current best practices and are in compliance with State and Federal laws including record keeping and reporting Training will be provided annually to all Employees on the procedures or when needed as changes occur.

4.4 Security Provisions

All City work environments should be free of illegal drugs, alcohol, explosives or other unauthorized hazardous or illegal materials. To this end, the City prohibits the possession, transfer, sale, or use of such materials on its premises. The City requires the cooperation of all Employees in administering this regulation. Desks and other storage devices may be provided for the convenience of Employees, but remain the sole property of the City. Accordingly, any authorized agent or representative of the City can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

4.5 Smoking, Tobacco, and Vaping in the Work Place

Smoking and the use of electronic nicotine-delivery-system products (also known as vaping,) and other tobacco product (such as chewing tobacco) is prohibited throughout the workplace. Smoking, vaping, and tobacco use is permitted in designated areas only, and not within 20-feet of the building or workspace. This policy applies equally to all Employees, customers, and visitors. Smoking, vaping and the use of other tobacco products is prohibited in any City vehicle or equipment.

4.6 Controlled Substance and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, the City is committed to providing a safe, healthy and productive work environment.

4.601 Drug and alcohol-free work environment.

It is the policy of the City to maintain a drug and alcohol-free work environment that is safe and productive for Employees and others having business with the City.

The following conduct is prohibited:

- A. The unlawful use, manufacture, possession, purchase, sale, distribution, or being under the influence of any controlled substance is prohibited while in any City workplace or while performing any work for the City is prohibited.
- B. Reporting to work or performing work for the City under the influence of alcohol, marijuana, or other controlled substances or consuming alcohol, marijuana, or other controlled substances while on duty or during work hours.
- C. Off-premises use of alcohol, marijuana, or other controlled substances, in violation of the compliance expectations under subsection 4.603 when these activities adversely affect job performance or job safety.

The City reserves the right to inspect all portions of its premises for alcohol, marijuana, or other contraband as directed by the City Manager and Human Resources.

Employees who are convicted of, plead guilty to, or are sentenced for a crime involving alcohol, marijuana, or other controlled substances after their date of hire are required to report the conviction, plea, or sentence to Human Resources within five days.

Human Resources is responsible for administering this policy. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. This applies to every type of Employee within the City. Such violations may also have legal consequences.

4.602 Use and possession of lawful prescribed or over the counter (OTC) medications.

This policy does not prohibit Employees from the lawful use and possession of prescribed or over the counter (OTC) medications. Employees must, however, consult with their physician regarding the medications effect on their fitness for duty and ability to work safely. Employees must promptly disclose any work restrictions to Human Resources. Employees reporting to work impaired may be in violation of this policy.

4.603 Compliance Expectations.

To ensure compliance with this policy, controlled substance testing may be conducted in the following situations:

- A. **Pre-employment:** Certain positions, as detailed by the applicable job description, require pre-employment controlled substance testing. Following a conditional offer of employment but prior to commencing work in one of these positions, the Applicant shall be required to undergo and pass a physical examination by a provider designated by the City.
- B. **For Cause:** Upon reasonable suspicion that the Employee is under the influence of alcohol, marijuana, or other controlled substances that could affect or has adversely affected the Employee's job performance or put the Employee's or others' safety at risk.
- C. **Post-Accident:** Employees may be subject to testing when the Employee causes or contributes to an accident that damages City owned vehicles, machinery, equipment or property or, while operating a City vehicle or equipment, they cause such damage to the property of others. Employees shall be tested when an accident results in an injury to themselves, another Employee, or citizen requiring offsite medical attention
- D. **Random:** As authorized or required by Federal or State law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to controlled substance testing as required under section 4.603 will be subject to discipline, up to and including termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable Federal, State and City law.

Prior to testing, Employees and Applicants will receive a copy of this Controlled Substance and Alcohol policy. Employees will acknowledge receipt of this policy and participation in any required training. Applicants will sign a testing consent form, which includes acknowledgment that the Applicant understand the controlled substance testing requirements.

The Federal Motor Carrier Safety Administration (FMCSA), along with the Department of Transportation (DOT), requires that the City and its Employees subject to the commercial driver's license (CDL) requirements follow specific alcohol and controlled substance testing regulations. FMCSA and DOT regulations include procedures for testing, frequency of tests, and substances tested for. For positions requiring a CDL, Federal thresholds will supersede State or City thresholds for positive tests. Any Employee subject to CDL requirements who tests positive or performs an act prohibited under this policy will be immediately removed from performing safety-sensitive functions. Safety-sensitive function has the meaning set forth in 49 CFR § 382.107.

4.604 Treatment Referral and Reasonable Accommodations under ADA/ADAA:

Employees, who voluntarily come forth, and not as a result of controlled substance testing (as set forth in 4.603) or corrective or disciplinary action, may bring their questions or concerns about substance dependency or abuse to their Supervisor, Department Director or Human Resources without fear of reprisal. Such Employees may be eligible to receive assistance or referral to appropriate resources.

Under ADA /ADAA in accordance with Section 3.2, the City will provide reasonable accommodation as appropriate. Such Employees may be allowed to use accrued PTO or Comp Time or be placed on unpaid leaves of absence (if no accrued time is available). They may also be referred to treatment providers or otherwise reasonably accommodated as required by law. Use of these

resources will be at the Employee's expense to the extent the services are not covered by the Employee's insurance benefit.

- A. Employees will be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously.
- B. Unless otherwise required by the Family Medical Leave Act or the ADA/ADAA, once a controlled substance test has been initiated under section 4.603, the Employee will have forfeited the opportunity to be granted a leave of absence for treatment and will face disciplinary action, up to and including termination.

4.605 Consequences of a Positive Test or Performance of a Prohibited Act:

A positive controlled substance test result will include: test results out of compliance with current accepted limits under State or Federal law (dependent on the substance and jurisdiction); refusal to test; and may also include diluted tests or out of temperature tests. Employees or Applicants testing positive (other than for refusal to test) will be notified by the testing facility and be given an opportunity to discuss or dispute the results with the Medical Review Officer (MRO) assigned by the testing facility.

If an Applicant refuses to take a required controlled substance test or tests positive for one or more controlled substance, the job will not be offered to the Applicant.

An Employee that refuses a controlled substance test required under section 4.603 or tests positive for one or more controlled substances, will face disciplinary action, up to and including termination.

If controlled substance test results for cause and post-accident tests are not immediately available, the Employee may be suspended and be placed on Leave Without Pay pending the results. Should the results prove to be negative, the Employee will receive back pay for the times/days of suspension.

Supervisory personnel who administer this policy in a manner inconsistent with the policy will be subject to disciplinary action.

4.606 Record Retention and Reporting.

All controlled substance testing records will be maintained by Human Resources in the Employee's medical file. Such records are considered confidential, access will be controlled and will be maintained according to the City approved retention schedule.

4.7 Emergency Closings

The City Manager has the discretion to declare an Emergency Closing for incidents affecting the life, health and safety of Employees or events that disrupt city operations. The City Manager

maintains the authority to authorize closing of some departments or the entire government in light of such incidents.

If an emergency occurs during nonworking hours, The City Public Information Officer will post notification of the closing on the City Website, and via local media (such as local radio station(s) social media boards etc. as available).

When operations are officially closed due to emergency conditions, the time off from scheduled work may be paid or unpaid as authorized by the City Manager. If the City Manager determines that the time off will be unpaid, Employees can use available PTO or accrued Comp Time during the emergency closure.

SECTION 5 EMPLOYMENT PROCEDURE

5.1 Hiring Authority

In accordance with the City Code, the positions of the City Manager and City Clerk are positions appointed by the City Council. These individuals serve at the pleasure of the City Council and these positions may be terminated At Will, with or without cause. These positions are contract Employees and they negotiate terms of employment directly with the City Council. The City Council will use the established contracts as a guide regarding the management of these positions and the City Council will act in a supervisory capacity for the City Manager and the City Clerk.

The Deputy City Clerk is a position appointed by the City Council with recommendation from the City Clerk. The Deputy City Clerk reports to the City Clerk and is a contract Employee and negotiates terms of employment directly with the City Council. This position cannot be arbitrarily discharged from employment. The City Council will use the established contract as a guide regarding the management of this position.

The City Manager will have hiring and supervisory authority over all other regular Employee positions and temporary Employees. Appointments will be recommended by the Department Director, and approved by the City Manager or Designee. In order to attract highly qualified individuals for key positions within the City, the City Manager will have the discretion for designating the entry step and other benefits for all positions depending on education, experience, and whether it is in the best interests of the City.

5.2 Recruitment and Selection

The City will develop and conduct an active recruitment program designed to meet current and projected organizational needs. Recruitment will be tailored to the various classes of positions to be filled and directed to sources likely to yield qualified Applicants. Each Department Director will do their best to anticipate all vacancies within the department, and notify Human Resources of departmental needs. The Department Director will consult Human Resources and the City Manager to determine if the position should be filled internally or externally as further outlined.

All recruitment and selection steps will be in compliance with the Equal Opportunity Employment Commission's (EEOC) guidelines. The City will make reasonable accommodations to known physical and mental limitations of all Applicants with disabilities, provided that the Applicant is otherwise qualified to safely perform the essential functions of his or her job and also provided the accommodation does not impose an unreasonable hardship on the City.

In an effort to recruit and retain qualified individuals the City will grant employment preference to internal Applicants, to Applicants who are residents of the City and surrounding area, or residents of the State of Alaska, where their qualifications are comparable to the most qualified non-resident Applicant.

City Employees must be able to respond promptly to a wide range of governmental and community needs. Therefore, the City may need to call Employees into work within a reasonable time period and may require certain Employees to reside within the Valdez City limits where their job description or responsibilities require; exceptions may be made with approval of department director.

5.201 Departmental and Internal Promotion:

The City may provide current Employees an opportunity to indicate their interest in open positions and opportunities to advance within the organization according to their skills and experience. The City recognizes the value to the organization of filling vacant positions with existing Employees to achieve the most efficient use of Employees while promoting Employee morale.

Promotions from within are encouraged for high quality Employees. The City may, therefore, provide career paths for promotion within a department without need to advertise or post the position (Departmental Promotion) or provide hiring preferences for promotional and vacant positions to existing Employees in other departments (Internal Promotion).

Open positions may be posted internally prior to being opened to the public. This internal advertising process is available to Regular Full-Time, Regular Part-Time, Regular Seasonal, and, Temporary Employees.

Temporary Employees who have gone through a competitive hiring process may be appointed to a Regular position through the Departmental Promotion process so long as the Employee meets the qualifications of the position, is in good standing with satisfactory performance, and the position is in the same department or same job classification as their current work assignment.

5.202 External Recruitments:

All Regular Full-Time, Regular Part-Time and Regular Seasonal positions not filled through a departmental promotion or internal promotion, will be advertised for at least two weeks. Openings will be posted on the City website, at City Hall, on the current recruitment site used by the State of Alaska, and other media outlets identified by Human Resources, in conjunction with

the hiring Supervisor and Department Director, in order to find and attract an adequate number of qualified Applicants and to create successful competition.

In the event of a Regular position vacancies, a Temporary Employee may be hired without notice or advertisement to fill a position during and until normal recruitment for that position can be completed at which time the temporary assignment will end.

5.203 Re-employment of previous Employees

Re-employment will be based on the same needs and qualifications required for the employment of any other qualified Applicant. Full or part time Regular Employees who leave the City in good standing and are re-employed by the city within 12 months may resume their previous employment status to include leave accrual rate and step assignment as of the last day of the previous employment. A former City Employee rehired after 12 months will be considered a new Employee. This resumption of benefits does not apply to service under the Public Employees' Retirement System (PERS) program.

5.3 Employment Applications and Interviewing

5.301 Applications

All Applicants must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law. The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the Applicant from further consideration for employment or, if the person has been hired, termination of employment.

5.302 Interviewing and Screening

Human Resources will work in conjunction with the hiring Supervisor and Department Director, prior to release of applications, to develop interview questions and standards of measurement and any other assessment tool that will be used to identify the most suitable Applicant for the position.

The screening process will consist of an oral interview and may also utilize other assessment tools appropriate and consistent with the essential functions of the position such as written assessment, video interviews, practical exams, etc.

Human Resources will ensure the interview process and all screening tools will be in compliance with the EEOC guidelines.

5.4 Hiring Decision and Offers

The final hiring decision will be made by the City Manager or designee after all references and other information has been verified. Every effort shall be made to offer reasonable accommodations to known physical and mental limitations of all Applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the City. The employment offer will be in writing and may be hand delivered or electronically transmitted to the Applicant outlining all terms and conditions of the offer. The letter shall also establish a deadline for acceptance.

5.401 Acceptances and Rejections

If a job offer extended to an Applicant is rejected, the City Manager or Designee may extend a job offer to another Applicant or re-open the position for additional applications. Once an Applicant accepts the employment offer, all other Applicants will be notified in writing that they were not accepted for the position.

5.402 Proof of Employability

After acceptance, but before starting employment, all new Employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.

5.403 Employment Background Checks

To ensure that individuals who join the City as Employees are well qualified and have a strong potential to be productive and successful, the City may complete background checks. Background checks may include employment references, criminal history, driving records, and other employment related checks of all Applicants as dictated by the requirements of the position for which they have received a conditional offer.

Background checks will be completed following a conditional offer but prior to commencement of work. The City may choose to utilize an employment screen service in completing the background process. If a decision not to hire or promote an Applicant is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the third party employment screening service if used.

5.404 Physical Examinations / Pre-Employment Controlled Substance and Alcohol Testing

Pursuant to the Americans with Disabilities Act, after an offer of employment is made and prior to commencing employment, the City Manager may require Applicants to pass a physical examination in order to ensure that they can perform the duties of their position without injury to themselves or others. The same post-offer physical examination must be performed on all Applicants for a particular position. The City Manager may require periodic physical examinations to determine the Employee's continued ability to perform the duties of the position. All physical

examinations must be performed by a physician chosen by the City at the expense of the City. All medical records of Employees and Applicants are confidential and are to be maintained by Human Resources separate from the Employee's official personnel file. Medical exams may include a controlled substance and alcohol test as set forth in Section 4 of these Regulations.

5.405 Record Retention

All applications, notes made during interviews and reference checks, job offers and other documents created during hiring process must be returned to Human Resources. Documents related to the successful Applicant will be placed in the Employee's official personnel file except medical records including physical examinations must be maintained in a separate file. All records and documents related to other Applicants must be retained for at least two years. Records and documents created during the hiring process are confidential and must be retained in a secure location.

5.5 Social Security Number

To protect Employees' personal information, the City prohibits the use of Employees' Social Security numbers as a unique identifier. Social Security numbers may be included in applications or enrollment processes; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number. The City will only use or release Social Security numbers as required by State or Federal law, and may use Social Security numbers only for internal verification or administrative purposes. As stated, the City will keep these numbers confidential for the protection of Employees and their personal information. Contact Human Resources for more information.

5.6 Personal Information Reporting

It is the responsibility of each Employee to promptly notify Human Resources of any changes in personal information. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal information has changed, contact Human Resources.

5.7 Immigration Law Compliance

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new Employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former Employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid. Employees may raise questions or complaints about immigration law compliance without fear of reprisal. Contact Human Resources for more information.

SECTION 6 EMPLOYMENT RELATIONS

6.1 Job and Position Descriptions

Human Resources will maintain accurate job and position descriptions for all jobs and positions within the City.

6.101 Job Descriptions:

Job Descriptions describe general duties and are used for classification purposes, to establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities per ADA/ADAA guidelines.

Job descriptions are general in nature and do not necessarily include every task or duty that might be assigned. Additional responsibilities not set forth in the job description may be assigned as necessary.

Human Resources will maintain the master file of job descriptions for all classifications, and furnish copies of job descriptions as required. Human Resources will work with Department Directors to prepare job descriptions when new job classifications are requested or created. Existing job descriptions will be reviewed and revised as needed to ensure that they are up to date.

6.102 Position Descriptions

Position descriptions are used to identify the specific requirements of each position within a department, orient new Employees to their position, and set standards for Employee performance evaluations.

If regular, ongoing duties are added to an Employee's position, the position description should be updated to reflect these changes. Significant changes may require a classification review especially when pay increases for that Employee are being requested. Position descriptions may be reviewed and rewritten periodically to reflect any changes in the position's duties and responsibilities.

6.2 Orientation and Onboarding New Employees

Preparing for and welcoming new Employees is a collaborative effort that includes Human Resources, the hiring department and other teams throughout the City organization. Orientation is intended to provide appropriate guidance and information during the first several days of employment to help ensure the new Employees success. Orientation will include a tour of the appropriate facilities to acquaint the new Employee with overall operations as they relate to the specific position and introductions to Supervisors and coworkers.

This orientation process is not a replacement for onboarding of Employees to their specific role and Department, which is a more detailed and longer process.

Human Resources will provide information regarding benefits and compensation, access to the Personnel Regulations, as well as access to the Employee handbook and other policies. Human

Resources will also provide and maintain all forms that need to be reviewed and signed by the new Employee upon hire including documentation required by Federal, State, and City law.

During onboarding, department directors and Supervisors will work to acquaint the new Employee with job duties, available resources, operational processes, and specific information pertaining to how the City operates. Coworkers within the department and within other departments will also work with new Employees to help them in understanding department and governmental policies, processes, personnel and so on. Employees and directors should contact Human Resources for more information regarding onboarding.

6.3 Salary Administration and Compensation

The salary administration program at the City is intended to achieve consistent pay practices comply with Federal, State, and City laws, advance the City's commitment to Equal Employment Opportunity, and offer competitive salaries within the City's labor market. A pay schedule shall be retained in the Human Resources Department.

Because recruiting and retaining talented Employees is critical to the City's success, the City is committed to paying to its Employees, wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated Employees in other cities, towns and boroughs across Alaska and, where necessary, in other organizations within or outside of the state.

Human Resources will review salaries and compensation regularly to ensure equity between positions and departments throughout the City. At the direction of the City Manager, Human Resources will review wages, salaries, and benefits of specific positions or job classifications by comparative studies within or outside of the organization to ensure compensation at rates that are fair and equitable. The City Manager, in accordance with PERS requirements, will have the ability to approve new or abolished position or job classifications.

Department requests for establishment of new positions or reclassification of existing positions will be submitted to Human Resources and will be accompanied by an appropriate job and position description and justification. All position reclassifications must be approved by the City Manager.

The classes of positions, as adopted and modified, will constitute the Compensation Plan and will include pay grades and pay ranges for each class. Pay Ranges are the span of wages that an Employee can earn through merit increases per their designation in the overall Compensation Plan. The pay grade is the specific wage in the range that the Employee will earn until a merit increase is gained.

Employees should bring pay-related questions or concerns to the attention of their immediate Supervisors, who are responsible for the fair administration of departmental pay practices. Human Resources is also available to answer specific questions about the Compensation Plan.

6.4 Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with the Fair Labor Standards Act (FLSA), and other State and Federal laws and regulations, the City designates its Employees as shown below. The City Manager may review or change Employee designation at any time upon written notification so long as such designation complies with the FLSA.

6.401 Fair Labor Standards Act (FLSA)

Under the Federal Fair Labor Standards Act, certain Employees in managerial, supervisory, administrative, computer or professional positions are exempt from the provisions of the Act. There are also Employees who may be exempt because their compensation exceeds \$100,000 per year depending upon their job duties. The City Manager shall notify all Exempt Employees of their status under the Act.

Exempt Employees are not eligible to receive overtime compensation (this includes Comp Time accrual for overtime) and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities.

All other Employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt Employees may be required to work overtime. Non-Exempt Employees are not permitted to work overtime unless the overtime is budgeted and approved by their Supervisor. Non-Exempt Employees working overtime without prior approval will be subject to disciplinary action.

The City does not make improper deductions from the salaries of exempt Employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

The FLSA limits the types of deductions that may be made from the pay of an exempt Employee.

A. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for Employee benefits when authorized by the Employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay;
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions; or
- Penalties imposed in good faith for infractions of safety rules of major significance.

- B. During the first week an exempt Employee begins work for the City or during the last week of employment, if the Employee works less than a full week, the Employee will only be paid for actual hours worked. In addition, an Employee may be paid only for hours worked during a period when the Employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

If an Employee classified as exempt believes that an improper deduction has been taken from his or her pay, the Employee should immediately report the deduction to Human Resources. The report will be promptly investigated and if it is found that an improper deduction has been made, the City will reimburse the Employee for the improper deduction.

6.402 Employee Status

REGULAR FULL-TIME EMPLOYEES are Employees that not in a temporary status and who are regularly scheduled to work the City's Full-Time schedule of 37.5 hours per week, a minimum of 40 hours per week for executive or salary Employees, or other schedules as approved by the City Manager. Regular Full-Time Employees are entitled to full benefits as provided by the City.

REGULAR PART-TIME EMPLOYEES are Employees that are not assigned to a temporary status and are regularly scheduled to work more than 15 hours per week but less than 37.5 hours a week. While they do receive all legally mandated benefits, they are eligible for benefits sponsored by the City, subject to the terms, conditions, and limitations of each benefit program.

REGULAR SEASONAL EMPLOYEES are Employees occupying positions on a seasonal basis that regularly require working less than a cumulative of 1,500 hours per year and are entitled to partial benefits as provided herein. Regular Seasonal Employees will be terminated or laid off between seasons and have guaranteed rehire rights, so long as the reason for termination is due to the end of the season and not for unsatisfactory performance or misconduct.

TEMPORARY EMPLOYEES are Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category will not exceed 1,559 hours in the look back period from November 1 to October 31. Employment beyond any initially stated period does not imply a change in employment status. Temporary Employees retain that status until they are notified of a change. While temporary Employees receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for the entirety of the City's other benefit programs and may be terminated without advanced notice and without cause. Department Directors will be responsible for differentiating between the need for temporary Employees, as opposed to regular Employees.

VOLUNTEER-FIRE-FIGHTERS are a unique designation and are entitled to stipends or volunteer retention incentive as allowed by the FLSA. Such retention incentives and stipends will be agreed upon prior to commencement of service or as part of ongoing retention initiatives approved through Human Resources by the Fire Chief and City Manager. Individuals may not volunteer in

the same department in which they are employed unless specified under the FLSA and with approval of the City Manager.

VOLUNTEERS are individuals who serve at the will of the City Manager or designee on a volunteer basis. Volunteers may be terminated without advance notice and without cause and are not entitled to any benefits unless otherwise provided for by law. Individuals may not volunteer in the same department in which they are employed unless specified under the FLSA and approved by the City Manager.

6.5 Introductory Period

All new and rehired Employees work on an introductory basis after their date of hire. Introductory Employee's performance will be evaluated to determine whether further employment in a specific position or with the City is appropriate. A probationary evaluation will be conducted at the end of the introductory period; refer to the Performance Evaluation section for procedures (6.7).

The introductory period is designed to give new Employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether they meet expectations in the position assignment. The City uses this period to evaluate Employee capabilities, work habits, and overall performance.

Upon satisfactory completion of the introductory period, Employees enter the Regular employment classification. Employees who satisfactorily complete the introductory period will be notified of their new employment classification through Human Resources.

In the event of a leave of absence The City Manager may extend the introductory period by the length of the absence. If the City determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the Employee's performance, the introductory period may be extended for a specified period not to exceed six months upon review of Human Resources and approval of the City Manager. Written notice of the decision to extend the introductory period stating the reasons for the extension will be given to the Employee.

Regular Full-Time, Regular Part-Time or Regular Seasonal Employee will be subject to an introductory period of Six-Months or One-Year following the date of appointment. Each Job Description will include the introductory period for all positions within that Job Classification. Introductory periods are based on job duties, level of responsibility, FLSA classification and other distinguishing characteristics of the job.

Exceptions or changes to introductory period length based on Job Classifications will be reviewed by Human Resources and the City Manager. Any exception will be clearly stated on the Job Description and the Employee will be duly notified at time of hire/rehire or position change.

During the introductory period, a new Employee may be terminated, without cause, at the discretion of the City Manager. A new Employee who is terminated within one week after the introductory period has run will not have recourse to the grievance procedure. A promoted Employee may be returned to their former position, or an equivalent position, during this same time frame and such action will not be subject to the grievance procedure.

During the introductory period, new Employees hired into Regular Full-Time, Regular Part-Time or Regular Seasonal positions are eligible for those benefits sponsored by the City, subject to the terms, conditions, and limitations of each benefit program. Employees should read the information for each specific benefits program for the details on eligibility requirements and contact Human Resources for further information.

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: “Bi Weekly 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).

6.601 Merit Increase:

Upon completion of an Employee’s annual performance evaluation with an overall rating of “Meets Expectations”, the Employee shall be eligible for a merit increase, if the Employee has also successfully completed the introductory period. Merit increases shall be based solely upon performance and merit, and must be recommended by the Employee’s Department Director and approved by the City Manager. Merit increases are ordinarily limited to a one step increment merit increase annually.

Any recommendation for a step increment merit increase exceeding one step requires properly documented evidence of extraordinary performance based upon specific and unusual accomplishments or additional value added to justify the request. Approval of such a merit increase is at the sole discretion of the City Manager.

The effective date of a merit increase shall be the first day of the pay period after the merit increase is approved by the City Manager. However, a merit increase will not be effective until the Employee has served at least one year in the position.

Off cycle increases outside of the annual merit may be granted for exemplary service, completion of required training, or other reasons negotiated at hire or new assignment. Off cycle increase must be approved by the Department Director and the City Manager.

6.602 Transfer:

In case of a non-disciplinary lateral transfer (movement of an Employee from one classification or department to another), the pay rate and anniversary date of the Employee will remain the same. Transferred Employees will serve a transfer probationary period of 30 days. All leave and benefits will continue during the probationary period. An Employee dismissed for non-disciplinary reasons during the transfer probationary period may be returned to their previous position or other equivalent position if available upon review and approval by the City Manager.

6.603 Promoted Employees:

When promoted to a position in a higher range, Employees, at a minimum, will be placed at Step A of the new range or the equivalent of two pay steps higher than their current salary, whichever is greater. The City Manager will have the sole discretion for designating a different step increase depending on education, experience, or if it is in the best interest of the City.

Upon promotion, an Employee will serve a new introductory period (refer to 6.5 – Introductory periods) and that will establish a new anniversary date. In all cases of promotion, evaluations will be provided at six (6) or twelve (12) months depending on the new Job Classification at the conclusion of the introductory period. However, any merit increase will not be effective until the Employee has served one year in the new position. Existing longevity will be applied.

6.604 Reclassification:

When an Employee's current position is reclassified to a lower paying position, the Employee will maintain their higher rate of pay from the previous job. The reclassification date will become the Employee's anniversary date and a new introductory period will be served. Existing longevity will be applied.

6.605 Demotion:

An Employee demoted for disciplinary reasons may be placed at Step A of the new range that the Employee is assigned to, unless a different step is designated by the City Manager. The demotion date will become the Employee's anniversary, and a new introductory period will be served. Existing longevity will be applied.

6.606 Reinstatement or Rehire:

Employees whose employment with the City ended in good standing may be reappointed, at the City's convenience, to the same position or one having the same classification within one year of

the date of the Employee's separation. For Employees reinstated or rehired within one year of date of separation, the pay rate will be the rate in the salary range that most closely corresponds to the rate paid at the time of separation. Qualifications and any new skills acquired may be considered as a basis for paying the Employee a higher rate upon reinstatement or rehire. The date of reinstatement or rehire will become the anniversary date and will retain their prior longevity for leave accrual purposes. A new introductory period will also apply for reinstated or rehired Employees. Employees reinstated or rehired after separation greater than one year will be subject to the same regulations and expectations of a new hire to the position.

6.607 Temporary Assignment to higher classification:

When an Employee is temporarily assigned to a higher classified position, while assigned, the Employee will receive the entrance pay rate of the higher class or one step above the Employee's present rate, whichever is higher, subject to the approval of the Department Director and the City Manager. The City Manager will have sole discretion for designating a higher pay rate than provided herein depending on the Employee's education, experience, or if it is in the best interest of the City.

6.608 Rate for Temporary Supervision:

Employees required to temporarily supervise one or more persons in positions of the same or lower pay range as the Employee's current position classification, without change to classification, for a period exceeding 28 calendar days will be paid at the corresponding step rate on the next higher pay range. The higher pay rate will commence only after 28 calendar days of the assignment.

6.609 Employee Efficiency Incentive Program

The City will have an incentive 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 his/her 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.

6.7 Performance Evaluation

Periodic evaluations are critical to create a formal record of an Employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In

addition to day-to-day feedback to the Employee, a performance evaluation must be conducted for all Employees at least annually. The completed evaluation will become a part of an Employee's permanent record.

Each Department Director, with assistance of the Human Resources, shall develop standards of performance and expectations to be used as a basis for quarterly and annual evaluations and shall reference competencies to include: quality and quantity of work, the manner in which service is rendered, and such other characteristics as will measure the value of the Employee to the City. Employees will be informed of such standards and expectations at time of hire, transfer or promotion to new position, annually during each year's performance evaluation, and when expectations for the position change. The performance evaluation criteria for each position shall be included on an evaluation form to be completed during the performance evaluations.

All Regular Employees shall receive a performance evaluation at least annually to be completed by the immediate Supervisor and approved by the Department Director. Completed performance evaluation forms will be submitted to Human Resources along with the Department Director's recommendation for a Merit Increase (see section 6.601).

Employees must receive a "Meets Expectations" or better to be eligible for a merit increase. Department Directors who wish to make an exception for any other rating must submit justification to the City Manager for review; only the City Manager may approve an exception.

In addition to the annual performance review, Supervisors are to conduct, at a minimum, quarterly feedback sessions with each Employee. The intent of this process is to provide Employees with additional guidance and direction, improve tracking of Employee progress, and provide early corrective recommendations to resolve any performance issues.

The following rating categories shall be indicated for each performance criteria set forth on the performance evaluation form:

- A. Exceeds Expectations: Markedly performs above expectation:
 - Work is consistently performed at levels above the standards set for the position
 - Exceeds quality and productivity requirements
 - Knowledge and skill set exceeds requirements
 - Will cross job boundaries to support customers
 - Exemplary availability & commitment
 - Seeks additional responsibility Consistently strives to improve services
- B. Meets Expectations: Fully Meets Expectations:
 - Work is performed consistent with established standards
 - May work slightly above or below standards from time to time
 - Possesses good level of knowledge or skill to satisfactorily perform job tasks
 - Productivity and availability meet operational needs of department

- Supports quality service through good communication
 - Acts with integrity
 - Responsible & accountable for the quality of their work
 - Can trust daily decisions made by the Employee
- C. Does Not Meet Expectations: Fails to meet expectations on a consistent basis:
- Generally performs at or near the standards established for the position
 - On occasion makes more than an average number of mistakes
 - May occasionally demonstrate skill or knowledge deficits
 - Usually accepts responsibility when requested
- D. Needs Improvement: Constantly performs below expectations:
- Unacceptable work
 - Quality of work output Inadequate knowledge and/or skill set
 - Disrespectful or inflexible
 - Needs close supervision
 - Little or lack of Communication
 - Does not meet the operational needs of the department
 - Lack of integrity Insubordination

An overall rating of Needs Improvement may require a Performance Improvement Plan (PIP) or progressive counseling as describe in section 6.15.

Human Resources will include the Performance Evaluation in the Employee's official personnel file. As a part of the evaluation, the Employees may include additional comments and and/or relevant documentation in regard to any section of the evaluation. Performance evaluations will be maintained in the Employee's files, and a copy will be provided to the Employee upon completion of the evaluation.

The Department Director of any Supervisor who does not complete a performance evaluation by the due date will be notified by Human Resources. Appropriate action may be taken by the Department Director or City Manager against any Supervisor failing to complete annual evaluations in a timely manner. This will be reflected in the Supervisor's annual performance review. Continued failure to complete evaluations in a timely manner may result in progressive discipline, up to and including termination.

6.8 Access and Retention of Personnel and Medical Records

The City maintains personnel records on each Employee. Human Resources will maintain the central records and work history of all City Employees. All personnel records will be made available to the Employee upon request and the Employee will have the right to include a written response to all entries. Personnel records may consist of hard copy documents or electronic documents in a secured HRIS system or a combination of both.

6.801 Personnel and Medical Files

There will be only one set of personnel records which are maintained by Human Resources. This set of records is comprised of two files maintained for each Employee: 1) A primary personnel file and 2) A medical file.

Personnel File: The personnel file will include each Employee's original application for employment, offer letter, and employment memorandum with appropriate Employee tax forms. Personnel files will contain these forms, properly executed, before employment begins. The personnel file will also include final reports of other employment investigations, letters of recommendation, reports of work performance, PERS forms, Leave Without Pay forms, reports of the Employee's progress and disciplinary action affecting them, training documentation, and such other records as may be significant regarding employment and continued service to the City and in accordance to State and City records retention schedule.

Medical Files: The medical files will contain post-offer physical exam reports, fitness of duty reports, injury reports, drug/alcohol testing results, voluntary medical history, medical insurance claim forms, ADA/ADAA requests and supporting documentation, FMLA documentation and any other health or medical documentation related to an Employee's employment with the City. All medical documents will be maintained in a confidential Medical file in Human Resources; in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable Federal, State, and City laws and regulations.

Records Retention Schedule: All documents will remain in the Employee's Personnel File and Medical File in accordance to State and City records retention schedule policy. Terminated Employee files will be archived and retained in accordance to State and City records retention schedule policy.

6.802 Access to Personnel Records:

Personnel records will remain secured by the Human Resources at all times. Personnel records are protected from disclosure under Alaska Law and City Code provisions regarding access public records.

- A. Access to the information is restricted and limited to the Employee and Supervisors with a legitimate business need to access contents.
 - 1) Supervisors can review the files of only those Employees under their supervision or under consideration for transfer or promotion into a position under their supervision.
 - 2) With reasonable advance notice of at least two workdays, Employees may review their own personnel files in the Human Resources offices and in the presence of a Human Resources Employee. Human Resources will record the time, date, and name of any Employee inspecting a personnel file.

- B. Access to medical files is limited to the Employee, City Manager, Human Resources, government/legal agencies conducting an investigation relevant to medical issues, first aid emergency personnel as needed to render first aid, and information needed to process Workers' Compensation or other insurance claims. However, upon the filing of a grievance or any employment related claim or litigation, the City's legal counsel will have unhampered access to the personnel and medical files without having to obtain authorization from the Employee involved.
- C. Personnel and medical files and contents are the property of the City and will be retained by the City upon termination or cessation of employment in accordance to State and City records retention schedule.
- D. The City may require an Employee or former Employee who requests copies of material in their personnel file to pay the reasonable cost of duplication.

6.803 Verification of Employment Requests for Current or past Employees:

If employment verifications are requested by prospective employers of present or past City Employees, the Human Resources office will respond to those employment verifications. Responses to such inquiries will confirm only the dates of employment, wage rates, and position(s) held.

A written authorization and release will be signed by the individual who is the subject before information will be released. No other department or Employee in the City will be permitted to provide responses to reference checks or employment inquiries and all such requests should be forwarded to Human Resources.

6.9 Timekeeping

Accurately recording time worked is the responsibility of every hourly Employee. State and Federal laws require the City to keep an accurate record of time worked to calculate Employee pay and benefits.

Time worked is all the time actually spent on the job performing assigned duties. Hourly timesheets will include start time, end time, bona fide meal periods, the beginning and ending time of any split shift, departures from work for personal reasons and leave time taken. Salary Employee timesheets are required to record any leave taken. All Employees must complete their own time records. (Bona fide meal periods do not include coffee breaks or time for snacks. The Employee must be completely relieved from duty for the purposes of eating regular meals.)

All Timesheets shall be submitted to the Finance Department no later than 1:00 PM on the Monday (or the first workday) following the end of the two-week payroll period.

Allowing another person to complete an individual's time record will be considered falsification of official records and be subject to discipline, up to and including termination. A Supervisor may

alter time records, but the records must be approved by the Employee in advance or as soon as possible thereafter if the Employee is unavailable.

Employees must acknowledge their timesheet to certify the accuracy of all time recorded. The Supervisor will review and then acknowledge the timesheet before submitting it for payroll processing. If corrections or modifications are made to the timesheet, both the Employee and the Supervisor must verify the accuracy of the changes. Where electronic timekeeping is approved, electronic signatures will be used.

Holiday, personal leave (PTO) and comp. time hours shall count as “hours worked”.

6.10 Work Schedules

Work Day: Typical office hours are 8:30 a.m. to 5 p.m. with a one-hour meal period. Departmental needs may require nonstandard schedules as determined by the Department Director.

Work Week. The standard workweek for hourly Employees consists of 37.5 hours of work, and is generally expected to be eight hours per day. Exempt Employees are expected to work a minimum of 40 hours per week. The City’s workweek is 12:00 AM Monday to the following 11:59 p.m. on Sunday.

Work schedules for Employees vary throughout the organization. Supervisors will advise Employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Telecommuting is a potential work alternative that City Employees may participate in when it benefits both the City and the Employee. Telecommuting is not a formal, universal Employee benefit, but an alternative method of meeting the needs of the City. Since telecommuting is a privilege, the City has the right to refuse to make telecommuting available to an Employee and to limit or terminate a telecommuting arrangement at any time.

Telecommuting hours must be approved by a Supervisor and the Department Director. If the telecommuting will be ongoing for more than two weeks, approval from the City Manager will be needed. To ensure remote access and capability are secure and available requests will be routed through the Information Technology Department.

6.11 Paycheck Information

All Employees are paid on a bi-weekly basis. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, Employees will receive pay on the workday preceding the regularly scheduled payday.

An Employee has the option to receive their paychecks at the Employee’s departmental office

and paychecks will be distributed by the Employee's Department Director or designee. Employees may have pay directly deposited into their bank accounts if they provide advance written authorization. Employees can contact Human Resources to receive and submit the Direct Deposit form. Employees will receive an itemized statement of wages when the City makes direct deposits.

The City does not provide pay advances on unearned wages to Employees.

The City takes all reasonable steps to ensure that Employees receive the correct amount of pay in each paycheck and that Employees are paid on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the Employee should promptly bring the discrepancy to the attention of the Department Director or Supervisor and Human Resources so that corrections can be made as quickly as possible.

State and Federal law requires the City to make certain deductions from every Employee's compensation. Among these are applicable Federal withholding taxes, Medicare taxes, and PERS. Eligible Employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in additional programs.

6.12 Overtime

When operating requirements or other needs cannot be met during regular working hours, hourly Employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the prior authorization of the Department Director except in emergencies that preclude such prior approval. The Department Director or Supervisor will review the record and certify overtime approved for payment during the next work period. Unauthorized overtime may be subject to corrective action.

Hourly Employees will receive overtime pay for all hours worked in excess of 37.5 hours in one workweek. Overtime hours will be paid at the rate of 1.5 times the appropriate rate of pay. Employees who work a non-standard workweek approved by the City Manager will be entitled to overtime pay for all hours worked in excess of their regularly scheduled work hours. An Employee, if authorized by the Department Director, can choose to receive Comp. Time in lieu of overtime payment.

Hourly Employees should report to work no more than ten minutes prior to their scheduled starting time and not stay more than ten minutes after their scheduled stop time without expressed, prior authorization from their Supervisor.

Call Out Pay. Supervisors will provide at least 24 hours' notice to Employees regarding additional hours that an Employee is needed to work. If less than 24 hours of notice is given, the extra work is a call out. Employees who are called back to work without 24 hours' notice will be paid the overtime rate for a minimum of two hours. An Employee will be paid at this overtime rate for all

hours worked as the result of a call out. Call out pay is available only to Regular Full-Time, Regular Part-Time and Regular Seasonal Employees.

On-Call Pay. Certain departments are required to periodically have Employees able and available to respond during off hours. When a Department Director places an Employee on-call, the Employee is required to be available by phone contact within 30 minutes and be physically able to respond to the work site within one hour. While in an on-call status, the Employee is free to pursue personal interests, but must refrain from consumption of alcohol or other activities that would impair job performance should the Employee be required to respond to work during the on-call period. The decision to place an Employee on an on-call status must be made to cover a reasonable time period based on events such as weather, emergencies, program coverage, etc. An Employee called to work will be compensated for a minimum of two hours of overtime or for the time actually worked.

Departments that are mandated by a State or Federal agency to have Employees on-call, 24 hours a day, year-round, may establish a work schedule to assign on-call shifts and may compensate Employees for working those shifts with compensatory time, as approved by the City Manager.

6.13 Compensatory Time

The City, has established Compensatory Time Off (Comp. Time) in lieu of payment for any hours worked beyond a 37.5 hour work week for hourly Employees due to budgetary restraints. Comp. Time will be calculated at 1.5 hours for every additional hour worked. Employees who wish to receive compensatory time in lieu of paid overtime compensation may do so with the approval of the Employee's Supervisor. Exempt Employees do not accrue overtime and so shall not be entitled to compensatory time.

Comp time shall be accrued time off earned in lieu of monetary compensation for overtime hours worked. The calculation used is the same as for monetary overtime. (1.5x regular rate converted to hours). For example, if an Employee works 1 hour extra, it is entered and accrued as 1.5 hours of Comp Time Earned.

The maximum accrual of Comp Time allowed shall be 100 hours for all Employees working for the city on or before December 31, 2008. The maximum accrual of Comp time for Employees hired on or after January 1, 2009 will be 75 hours.

The City Manager reserves the authority to require overtime payment in lieu of comp time. Any comp time accrued over the 100/75 hour limit will be automatically converted to pay and paid out in the pay period following the limit being exceeded. Exceptions must be requested in advance and be approved in writing by the City Manager.

The City Manager may elect to convert accumulated Comp time to pay at the rate earned by the Employee at the time the Employee receives such payment.

An Employee's request to use accrued compensatory time shall be approved if the use of the compensatory time does not unduly disrupt the operations of the department as determined by the Department Director. Comp time may be used in the pay period following the one in which it was accrued and upon approval.

An Employee shall be compensated for all comp time that he/she has accumulated upon termination of employment. Compensation shall be at the rate the Employee is being paid at the time of termination.

6.14 Authorized Professional Time

Administrative officers may on occasion be granted administrative leave by the City Manager and are allotted 8 hours per month of Authorized Professional Time (APT). APT has no cash value and must be used in the month it is accrued or it is lost.

6.15 Coaching and Progressive Counseling

The City is committed to overall success of its Employees. The coaching and progressive counseling policy and procedures are designed to support a culture of performance improvement and Employee success as well as preventing the recurrence of inappropriate performance or behavior.

6.1501 Employee Conduct and Work Rules

The City expects Employees to follow rules of conduct that will protect the interests and safety of all Employees and the City. The City does not violate the law and does not tolerate those who do. If an Employee believes that anyone in or associated with the City has requested or directed them to do anything that violates the law, or has prohibited the Employee from doing anything that the law requires to be done, the Employee must report this immediately to a Supervisor and Human Resources.

Employee responsibilities include but are not limited to the following:

- Maintenance of expected service standards: quality, quantity, and priorities.
- Responsible use of working time
- Cooperation with supervision and other Employees.
- Observance of safety and health rules.
- Proper use and maintenance of City equipment and materials.
- Respect for other Employees and their property.
- Acceptable personal appearance and dress.
- Protection of confidential information.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of just cause infractions of rules of conduct that may result in corrective action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.

- Falsification of public records including timekeeping records
- Working under the influence of alcohol, marijuana, or other illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or controlled substances in the workplace, while on duty, or while operating City owned vehicles or equipment
- Fighting, threatening violence, and bullying in the workplace
- Disruptive activity in the workplace
- Inability to perform the assigned job
- Conviction of any felony or a misdemeanor involving moral turpitude
- Sexual or other harassment.
- Excessive absenteeism or any absence without notice.
- Unauthorized disclosure of confidential City information.
- Violation of any City or department policies.

6.1502 Coaching:

Successful Coaching may occur ad hoc or be a planned coaching. Coaching may be oral with a formal written documentation. Supervisors should work closely with Human Resources to develop a coaching plan best suited for each Employee's needs. In the event the Employee is not responding successfully to the coaching plan Progressive Counseling may be appropriate.

6.1503 Progressive Counseling:

The Human Resources Director will advise Department Directors and Supervisors in the handling of all disciplinary matters to include documentation of verbal and written counseling. The City Manager will approve all final written counseling, suspensions, and terminations prior to the completion of the action. By using coaching and progressive counseling, the City expects that most Employees can be developed for success and problems can be corrected at the lowest level possible to the benefit of both the Employee and the City

Progressive Counseling means that, with respect to most counseling needs, the following steps will normally be followed. However, dependent on the nature and severity of the behavior it may be necessary to skip or repeat steps or move directly to termination. Prior to skipping or repeating steps the Supervisor or Department Director should consult with Human Resources. Human Resources will provide training and coaching for Supervisors on the Progressive Counseling process.

Progressive Counseling steps will consist at a minimum of the following steps (steps may be repeated or skipped as appropriate and with Human Resource consultation):

- A. **Documented Verbal Counsel**
- B. **Written Counsel**
- C. **Final Written Warning**
- D. **Suspension With or Without Pay may be appropriate in conjunction with a Final Written Warning**
- E. **Recommendation for Termination for Cause**

6.1504 Termination for Cause:

Where appropriate, the City will make every effort to exercise the progressive nature of this policy by first providing coaching, counseling and issuing a final written warning, before proceeding to recommendation to terminate employment. Any recommendation to terminate an Employee must be reviewed by Human Resources and approved by the City Manager. The City Manager reserves the right to terminate, with proper evidence and documentation, at any point in accordance with the severity of the issue.

Generally, two weeks' notice of dismissal will be given to the Employee containing an explanation of the City's evidence justifying the move to termination and affording the Employee the opportunity to present their position or defense. Depending upon the nature and reason for the termination it may necessary to place the Employee on Administrative Leave for all or a portion of the notice period. In cases of a serious nature or where the potential of harm to people or property warrants, termination will be effective immediately upon notification.

6.1505 Other Potential Action:

Other sanctions may be imposed as warranted by the City Manager for particular situations or to address particular problem areas. For example, an Employee may be transferred to a different section or department for just cause. A transfer may or may not include a demotion. For just cause, an Employee may be demoted in position status and/or pay status. An Employee demoted for disciplinary reasons will be placed in Step A of the lower range unless otherwise determined by the City Manager.

Behavior that is illegal may result in immediate termination. Such behavior will be reported to the City Police Department or other law enforcement agencies. Similarly, theft, substance abuse, intoxication, fighting, and other acts of violence at work are grounds for immediate termination.

6.1506 Employee Response and Documentation:

Employees will have the opportunity to present information to dispute information management has used to issue progressive counseling. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the Employee's performance or conduct issues while allowing for an equitable solution. Except in cases of termination, as listed above, the Employee will have three business days after each Progressive Counseling step to present such information.

The Employee will be provided copies of all progressive counseling documentation, including all Performance Improvement Plans (PIP), at the time of counseling and acknowledgment. The Supervisor will determine the frequency of periodic reviews of the Employee's progress in correcting the cause of the original counseling. All such documents will be placed in the Employee's personnel file.

6.16 Problem Resolution

Supervisors, Department Directors, management and Employees are expected to treat each other with mutual respect. Employees are encouraged to find resolutions to issues at the lowest level whenever possible. If a satisfactory resolution is not found or possible, Employees should follow the chain of command in reporting such issues, while continuing to seek resolutions to the matter.

Issues that require consideration beyond the lowest level should follow the City's chain of command in reporting to Supervisors and Department Directors to hopefully address concerns within the department. Issues high in severity should be brought to Human Resources and the City Manager. If necessary, Human Resources may conduct an investigation or the City Manager may choose to complete an investigation. Final decision about any such issues will come from the City Manager. Contact Human Resources for more information.

6.17 Employment Termination

Termination of employment is a part of personnel activity within any organization, and many of the reasons for termination are routine. The following are examples of some of the most common circumstances under which employment is terminated:

- A) No Call – No Show: Three consecutive days without reporting to work or contacting the appropriate official will be considered job abandonment and subject to termination, at the discretion of the City Manager.
- B) Resignation: The voluntary employment termination initiated by an Employee.
- C) Termination for Cause: The involuntary employment termination initiated by the City.
- D) Layoff: The involuntary employment termination initiated by the City for financial or workload reasons. Two weeks written notice will be provided. Terminations under this section are not subject to grievance review.
- E) Retirement: The voluntary employment termination initiated by the Employee meeting age, length of service, and any other criteria for retirement from the City.

To be considered as leaving in good standing, an Employee resigning from their position will have a history of satisfactory performance evaluations; not be subject to any recent disciplinary actions; and give at least two weeks written notice to their Department Director, who will forward the notice to Human Resources for acceptance. Department Directors are required to give at least four weeks written notice to the City Manager. The resignation notice requirement may be waived by the Department Director or City Manager where adequate provision for the Employee's departure can be made in less time or where more immediate departure is in the best interest of the City. Failure to provide this adequate notice may result in ineligibility for rehire with the City.

Human Resources will schedule exit interviews at the time of employment termination except in cases of Termination for Cause. The exit interview will afford an opportunity to discuss such issues as Employee benefits, conversion privileges, repayment of outstanding debts to the City,

or return of City-owned property. Suggestions, complaints, and questions can also be voiced during exit interviews.

Employees will receive their final pay in accordance with applicable State law.

Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the Employee's expense if the Employee so chooses. The Employee will be notified in writing regarding the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Employees must return all the City property, materials or written information immediately upon request or upon termination of employment. Where permitted by applicable laws, the City may withdraw from the Employee's final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

The last day worked will be considered the date of termination except in cases of Military or Medical leave where, due to circumstances beyond the Employees control, they are not able to return from an approved leave; in which case date of notification will be considered the termination date. Terminal or Terminus Leave cannot be approved in advance.

SECTION 7 TIME OFF AND LEAVES OF ABSENCE

7.1 Paid Time Off (PTO) (Personal Leave)

The City believes that Employees should have opportunities to enjoy time away from work to help balance their lives. The City has established this Paid Time Off (PTO) policy to meet these needs. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves to cover personal leave, illness, appointments, emergencies and other needs that require time off from work.

7.101 The PTO accrual rate

PTO accrual rate is based hourly Employees or exempt classification for the purpose of prorating part-time hourly employees a 37.5 work week is used. One twenty-sixth of the annual accrual of personal leave will be credited to Full-Time Employees at the end of each pay period.

The amount of PTO Employees receives each year increases with the length of their employment as shown in the following schedule):

- A) 6.9231 hours (7.384 hours for exempt) for each bi-weekly pay period for Employees with less than two (2) years of service);
- B) 7.7885 hours (8.3077 hours for exempt) for each bi-weekly pay period for Employees with more than two (2) years but less than five (5) years of service);
- C) 8.6539 hours (9.2308 hours for exempt) for each bi-weekly pay period for Employees with more than five (5) but less than ten (10) years of service);

- D) 11.25 hours (12.00 hours for exempt) for each bi-weekly pay period for Employees with more than ten (10) years of service

Employees shall accrue leave from date of hire, but use of leave is discouraged for the first ninety (90) calendar days of service after appointment.

Temporary and limited part-time and limited seasonal Employees shall not accrue leave credit.

No PTO will accrue during periods of Leave Without Pay, suspension without pay, or after the termination date.

7.102 PTO Accrual computation for Rehires:

To compute the rate of personal leave for rehired Employees, prior service as a regular Employee will be included, provided that such prior service was not terminated by a dismissal for cause and was served within the immediately preceding 12 months.

7.103 Request and Use of PTO

To take PTO, Employees should request advance approval from their Supervisors. Requests will be reviewed based on a number of factors, including department needs and staffing requirements. Supervisors have the right to deny PTO requests to maintain department and staffing needs.

Exempt Employees shall request and use leave based on an eight-hour work day.

PTO is paid at the Employee's base pay rate at the time the PTO is utilized. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Temporary and limited part-time and limited seasonal Employees will not accrue leave credit.

When used for vacation purposes, no more than 150 consecutive hours of PTO and/or Comp. Time will be taken without the City Manager's approval.

PTO may not be taken before it is earned. Any absence not authorized and approved in accordance with these regulations will be treated as Leave Without Pay, and may be grounds for corrective action, up to and including termination.

7.104 Leave Cash Out:

An Employee may request payment for PTO leave and Comp time accrued by making a written request to the City Manager. Leave Cash Out forms are available through Human Resources. Such requests are subject to City Manager approval and availability of funds. Any payment made under this provision is limited to the amount of accumulated leave in the Employee's PTO leave account in excess of 75 hours.

7.105 Minimum Leave Use

During the period beginning with the first day of the first pay period in January and ending with the last day of the pay period occurring fifty-two weeks later, the minimum number of hours of personal leave that must be taken annually is as follows:

1. Personnel with less than ten years of service are required to take at least 75 hours of personal leave (80 hours for 40-hour workweek Employees).
2. Personnel with ten or more years of service are required to take at least 112.5 hours of personal leave (120 hours for 40-hour workweek Employees).
3. Regular part-time personnel are required to take personal leave in a proportionate number of hours in relation to the number of hours worked, as compared to the hours worked by Full-Time personnel.

An Employee is exempt from the minimum use requirement if compliance would reduce the Employee's personal leave balance to 75 hours or less (80 hours for Exempt employees).

It shall be the responsibility of the Employee to plan for and take the minimum number of hours of personal leave or comp time required by this section. It shall be the responsibility of the Department Director to ensure that each Employee has the availability to schedule his/her minimum hours of personal leave annually.

Minimum leave that is not used is deducted from the Employee's leave balance on the day immediately preceding the first day of the first pay period in January. An Employee may not receive any credit or compensation for deducted leave.

7.106 PTO Carry-Over:

The maximum accrued PTO carry-over may not exceed 800 hours for Employees hired before Dec. 31, 2008, and 600 hours for those hired on or after Jan. 1, 2009, on the first day of the first pay period in January except with the written authorization of the City Manager. Without City Manager approval, any balance of PTO in excess of 800/600 hours on the date specified will be automatically cashed out and paid to the Employee by the second pay period of the New Year.

7.107 PTO Compassionate Leave Donations:

Individuals, with approval of their Department Director and Human Resources, may request PTO or Comp Time donations from other Employees to be deposited into their leave account for a significant personal emergency or event. The person requesting PTO must fill out a Leave Donation Form. Donated PTO will not count toward minimum PTO use requirements for the donating Employee. The value of the donated PTO time will be computed at an hour-for-hour rate. The maximum total number of hours that can be donated to any one Employee will not cause the receiving Employee to exceed the 800/600 hour limit.

- A) Any donated PTO not used within the time period requested will be refunded to the Employee(s) making the original donation, unless an extension is requested and approved by the City Manager.

- B) In cases of hardship associated with the original emergency or event, the gaining Employee may submit a written request to have a portion of the donated PTO cashed out. Approval of such emergency cash outs will be at the sole discretion of the City Manager.

7.108 PTO Payout:

If the City terminates employment, the Employee will receive within three business days of the separation, a final paycheck with a PTO and Comp Time payment. If any Employee voluntarily resigns from the City, they will receive the final paycheck at the conclusion of the payroll period following the last day of work. The last day worked will be considered the date of termination (See Appendix B).

In the event of death of an Employee, any remaining balance of a PTO or Comp Time account will be paid to beneficiaries as designated in the Employee's beneficiary statement.

7.2 Administrative Leave

The City Manager has the sole discretion to authorize Administrative Leave to any Employee when it is determined to be in the best interest of the City for any need outside the below described authorized reasons. While on Paid Administrative Leave, all pay and benefits continue to accrue. When authorized in advance, Paid Administrative Leave will not be chargeable to personal leave. Authorized Administrative Leave will be granted by the Department Director for the following reasons (all other requests must be approved by the City Manager):

7.201 Jury Duty/Court Service:

Jury Duty will be treated as Administrative Leave, without loss of longevity, leave, or pay. Service in court by Employees subpoenaed or called as witnesses on matters of concern to the City or relating to a City function will be treated the same as Jury Duty. To be entitled to Jury Duty leave, the Employee will provide the City with written proof of the requirement of their presence for the hours claimed. Witness service for purposes other than those described above will be covered by PTO, or Leave Without Pay if PTO is exhausted.

Employees, where it is a direct function of their position to act in an official capacity, will be paid for hours worked while in court service except when serving Jury Duty in which case they will be paid according to the Jury Duty leave as described above.

7.202 Volunteer Leave:

To support the many worthwhile non-profit and educational organizations and events in the community, the City will grant up to 8 hours annually, Jan. 1 through Dec. 31 to each Regular Full-Time City Employee to be used as Volunteer Leave. Volunteer Leave will be treated as Administrative Leave, without loss of longevity, leave, or pay. Volunteer Leave will also be granted to Regular Part-Time Employees on a prorated basis (for example, a Regular Part-Time Employee working 75 percent of the time would be granted up to six hours annually). Prior to taking Volunteer Leave, the Employee's Supervisor must approve the absence, and the

organization for which the Volunteer Leave will be used must be approved by the City Manager as a qualified organization.

7.203 In-house Interviews:

When an Employee interviews for a position open within the City, the time spent interviewing will be paid as Administrative Leave by the Employee's current department. Employees will not be required to use PTO, Comp. Time, Leave Without Pay, or any other accrued time for the time required for the interview.

7.204 Parent-Teacher Conference Flextime:

A parent or guardian of a student enrolled in a school or a licensed day care facility within the City may apply for a maximum of 1.5 hours Flextime to attend a conference with that child's teacher. Such Flextime may be granted no more than twice in a single school year to the same Employee for conferences regarding the same child. A Supervisor may grant parent-teacher conference Flextime only in advance with written verification of the date and time of the conference and a written finding by the Supervisor that the Flextime can be accommodated without imposing added cost or inefficiencies in the work place. Supervisors will make every reasonable effort to accommodate Flextime for parent-teacher conferences.

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)
- 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.

The City will grant paid holiday time immediately after a person is assigned to an eligible employment classification. Holiday pay will be calculated based on the Employee's current pay rate

(as of the date of the holiday) times the number of hours the Employee would otherwise have worked on that day.

To be eligible for holiday pay, Employees must work or be in pay status the last scheduled work day immediately preceding and the first scheduled work day immediately following the holiday. Regular Full-Time Employees will be paid their standard workday hours at their current rate of pay for each holiday. Regular Part-Time and Regular Seasonal Employees will be paid proportionately based on hours in comparison to a Full-Time Employee. A holiday occurring during personal leave shall not be counted as a day of such leave and shall be paid.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If Christmas falls on Saturday or Sunday, the holiday will be observed on Monday. If Christmas Eve falls on a Saturday or Sunday, the holiday will be observed on the preceding Friday. Employees who work a non-standard work schedule will observe the actual holiday.

If a holiday falls on an Employee's day off, the Employee will be entitled to take their first scheduled work day or another work day during that pay period as a holiday as authorized by the Department Director. If unable to take a day off, the Employee will receive regular pay for that holiday. Employees who work a non-standard work schedule, at Department Director's approval, can utilize the holiday any day during the month or choose to receive Comp. Time equivalent to regular pay.

Hourly Employees who are required to work on a holiday will receive overtime compensation at 1.5 of the hourly rate for the holiday worked in addition to holiday pay (based upon Employees standard work day), for an overall pay rate of 2.5 times the Employee's normal hourly rate. Employees may elect to receive either overtime payment or Comp. Time, but not both. Temporary and Seasonal Employees are not eligible for holiday pay.

Hourly Employees who volunteer to work on a holiday will be given an additional day off with pay during the pay period in which the holiday falls in lieu of overtime pay for the holiday. If the Employee is unable to take an additional day off, the Employee will receive overtime compensation, or Comp. Time if authorized by the Department Director.

For the sake of timekeeping for departments such as Police and Fire that need to be scheduled on a 24-hour cycle, the holiday will begin at the corresponding start time for each department.

7.4 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their Supervisor immediately. At the discretion of the Department Director, documentation identifying the deceased and relation to the Employee may be requested.

The City will provide three days of paid bereavement leave.

The City defines the term immediate family as the Employee's parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law; as well as such relations of the Employee's spouse or domestic partner. The immediate family will also be considered to include step relations and legal-guardianship relationships.

7.5 Military Leave

A military leave of absence will be granted to eligible Employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

30-day advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Short-term military leave is used for Employees ordered to training or active duty with a reserve or auxiliary component of the Armed Forces. The Employee is entitled to a paid absence of not more than 75 hours for military leave during a calendar year. Compensation paid for this period will be the difference between the regular salary received from the City and the remuneration received from the Armed Forces (other than travel and subsistence allowance). If PTO leave is used in lieu of military leave, the Employee's regular salary will be paid without deduction for Armed Forces' remuneration. Employees on active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time.

For extended military leave of over 75 hours, the leave will be unpaid. However, the Employee may elect to use PTO leave to cover all or part of the Military Leave. Continuation of health insurance benefits is available as required by USERRA, based on leave length and subject to the terms, conditions and limitations of the applicable plans for which the Employee is otherwise eligible.

Employees on longer Military Leave must apply for reinstatement in accordance with all applicable State and Federal laws. Employees returning from Military Leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination. All Employees who enter military service may accumulate a total absence of 5 years and still retain employment rights. Contact Human Resources for more information.

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.

Family Medical Leave will be provided to the extent that these Federal and State statutes apply to municipalities. The City's FMLA policy is as follows:

- A) To be eligible for Federal FMLA leave, an Employee must have worked for the City for at least 12 months (consecutive or non-consecutive) and worked at least 1,250 hours during the 12 months preceding the leave. The 12month period for FMLA is calculated according to the rolling backward method. Under this method, an Employee will not be eligible for Family Medical Leave if the Employee has taken 12 weeks of Family Medical Leave in the 12 months immediately preceding each day of leave requested.
- B) Eligibility for AFLA leave requires an Employee to have worked for the City for at least 35 hours a week for six consecutive months or 17.5 hours a week for 12 consecutive months immediately preceding the leave. The rolling backward method applies as well. Under this method, an Employee will not be eligible for AFLA leave if the Employee has taken 18 weeks of AFLA leave in the 24 calendar months (or 12 months, as appropriate) immediately preceding each day of leave requested.
- C) The 18 and 12 week periods run concurrently. Use of accrued PTO and Comp. Time will run concurrently with FMLA/AFLA.
- D) Employees requesting Family Medical Leave will first exhaust their accrued PTO and Comp Time before using City paid FMLA leave or 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, 72) 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 Comp Time during an 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 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.

Eligible Employees should make requests for Family Medical Leave at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. FMLA Requests must be submitted to Human Resources.

- A) Employees requesting Family Medical Leave related to their own serious health condition or the serious health condition of a child, spouse, or parent, may be required to submit a health care provider's statement verifying the need for Family Medical Leave for their own condition or to provide care.
- B) The statement will include beginning and expected ending dates, and the estimated time required.
- C) Any changes in this information should be promptly reported to Human Resources.
- D) Employees returning from Family Medical Leave must submit a health care provider's verification of their fitness to return to work. (See Human Resources for appropriate forms and documentation.)

An Employee on Family Medical Leave may be replaced by a temporary or substitute Employee depending on the needs of the department, and the duration of the leave. To ensure proper scheduling, an Employee on Family Medical Leave is requested to provide the City with at least two weeks' advance notice of the date the Employee intends to return to work. If a person on Family Medical Leave wants to return to work earlier than what was originally arranged the request will be reviewed with Human Resources and the Department Director for approval, regarding if this earlier return date will be granted with respect for temporary or substitute Employees.

When Family Medical Leave ends, the Employee will be reinstated to the same position, if it is available, or to an equivalent position for which the Employee is qualified. If an Employee fails to report to work at the end of the approved leave period, the City will assume that job has been abandoned, and the Employee will be subject to termination at the discretion of the City Manager.

Benefit accruals, such as PTO leave, or holiday benefits, will be suspended during unpaid leave and will resume upon return to active employment. Health insurance coverage for an Employee during the 18 weeks of Family Medical Leave will be maintained on the same basis as health

insurance coverage is available to an Employee who is actively at work. The Employee will be required to remit their portion of the health insurance cost while on FMLA/AFLA Leave Without Pay. Employees receiving health insurance benefits during time they are on Leave Without Pay, who then voluntarily separate from employment, may be required to repay some or all of the insurance costs paid by the City.

Pregnant Employees may request a temporary change in duty assignment or transfer or other reasonable accommodation. Human Resources review all such requests per ADA/ADAA guidelines and will determine if the request can be met.

For up to one year after the child's birth, any Employee who is breastfeeding their child will be provided reasonable break times to express breast milk for the baby. The City has designated a room for this purpose in City Hall in accordance to State and Federal law. Employees not working in City Hall should contact Human Resource if another location is needed. Breaks of more than 20 minutes in length will be unpaid, and the Employee should indicate this break period on the time record.

7.601 Infectious Disease Control Policy

The City will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of City during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that Employees are safe within the workplace. The City is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

The City leadership team will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control. All Employees are to cooperate in taking steps to reduce the transmission of infectious disease in the workplace.

Unless otherwise notified, the City's normal attendance and leave policies will remain in place. Employees who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, Employees might want to arrange for alternative sources of child care should schools close and/or speak with Supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

During an infectious disease outbreak all nonessential travel may be limited or restricted at the decision of the City Manager. Employees who travel as an essential part of their job should consult with their Department Director on appropriate actions.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to the Department Director for consideration.

Staying Home When Ill

PTO and other benefits to compensate Employees are provided for times when Employees are unable to work due to illness. During an infectious disease outbreak, it is critical that Employees do not report to work while ill and/or experiencing symptoms identified by Federal, State, or City medical experts. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill may be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If an Employee is out sick or shows symptoms of being ill, it may become necessary to request information from the Employee's health care provider. In general, medical information may be requested to confirm the Employee's need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for the Employee to return to work. As always, the City expects and appreciates Employee cooperation if and when medical information is sought.

Confidentiality of Medical Information

It is the City's policy to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with Supervisors, Department Directors, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines and Other Mitigation Efforts for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the City may implement social distancing guidelines and other mitigation efforts to minimize the spread of the disease among Employees.

7.7 Time Off to Vote

The City encourages Employees to participate in elections. Generally, Employees are able to find time to vote either before or after their regular work schedule. Alaska Statute 15.15.100 states that if a qualified voter who does not have sufficient time outside regular working hours to vote in a State election may, without loss of pay, take work time off to enable voting.

If any Employee has two consecutive hours to vote, either between the opening of the polls and the beginning of the Employee's regular working shift, or between the end of the regular working shift and the closing of the polls, the Employee will be considered to have sufficient time outside working hours to vote.

If Employees are unable to vote in an election during their nonworking hours, the City will grant up to a half hour of paid time off to vote. Employees should request time off to vote from their Supervisor at least two working days prior to election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

7.8 Religious Observance

Employees who need time off to observe religious practices or holidays not already scheduled by the City should speak with their Supervisor. Depending upon business needs, the Employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another Employee, or take PTO time, or take off unpaid days. The City will seek to reasonably accommodate individuals' religious observances.

7.9 Leave Without Pay

When an Employee is absent from work and does not have PTO or Comp Time, they may request Leave Without Pay in writing to their Supervisor, which is subject to the approval of the City Manager before it is taken. Each request will be considered in light of the circumstances involved and the interest of the City. An hourly Employee will only be paid for normal scheduled hours. An Employee must exhaust all earned PTO and Comp Time before Leave Without Pay will be considered except in the event the Employee is receiving Workers' Compensation or unless approved by the City Manager.

While on Leave Without Pay, the Employee's retirement benefits and annual leave accrual are suspended.

An Employee drawing Worker's Compensation benefits may choose to request Leave Without Pay or use PTO and Comp. Time to retain all benefits. Medical insurance coverage will be granted at the percentage the City normally pays for a maximum of six months. The Employee is responsible for payment of their percentage of medical insurance coverage. Any elective coverage must be paid by the Employee.

Employees should refer to the PERS handbook regarding PERS regulations for Leave Without Pay. An Employee's anniversary date will be adjusted to reflect actual days missed when Leave Without Pay exceeds 30 calendar days in any year.

No more than 60 working days per year of Leave Without Pay for personal reasons will ordinarily be granted unless the City expects to benefit by the Employee's acquisition of advanced or specialized training during their absence.

7.10 Unauthorized absences

Any absence not authorized and approved in accordance with these regulations shall be treated as Leave Without Pay, and may be grounds for corrective action, up to and including termination

SECTION 8 EMPLOYEE BENEFITS

8.1 Health Insurance

The City will provide a health insurance plan for all Regular Full-Time, Regular Part-Time, and Regular Seasonal Employees who elect to enroll. No health insurance plan will be provided for temporary Employees or volunteers. The City's health insurance plan provides all eligible Employees access to medical, pharmaceutical, dental, hearing and vision care insurance benefits. The City will contribute to the health insurance for eligible Employees as approved annually by the City Council. Eligible Employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

Regular Part-Time Employees who elect to enroll in the City's plan will have a percentage of health insurance paid by the City based on the number of hours worked in relation to Full-Time hours.

An Employee on Leave Without Pay may continue health insurance coverage at the Employee's own expense, except as provided under Workers Compensation or FMLA leave.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an Employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Under COBRA, the Employee or beneficiary pays the full cost of coverage at tiered rates plus an administration fee. The health insurance carrier provides each eligible Employee with a written notice describing these rights and obligations when the Employee qualifies for COBRA coverage under the City's health insurance plan.

Employees will be responsible to notify Human Resources of any changes such as marriage, the birth of a child, death, or a divorce, that will affect health insurance within thirty (30) days of the qualifying event.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible Employees.

Contact Human Resources for more information.

8.2 Retirement Benefits

Regular Full-Time, Regular Part-Time and Regular Seasonal Employees are required to participate in the State of Alaska Public Employees Retirement System (PERS). The City will contribute an amount as determined by the State's Retirement Actuaries. Regular Employees are required to

participate effective their first day of employment with the City. Upon termination, Employees may withdraw all voluntary and mandatory contributions with interest, as authorized by PERS.

Deferred Compensation Plans: Regular Full-Time, Regular Part-Time and Regular Seasonal Employees do not participate in the Federal Social Security Administration program. Instead, the City has established a matching deferred compensation program. The above Employees may tax defer up to the available legal limits of their income each year in a 457B plan. The City will match employee deferred contributions into a separate 401-A plan an amount up to current Social Security limits. The Employee must defer an amount as specified in the 401A plan.

Decisions to change plan administrators or offer a choice of more than one plan rests with the City Manager and is subject to approval by the City Council. Employees are urged to provide input about Retirement Benefits to Human Resources and through the Employee Relations Team.

8.3 Short-Term Disability and other Voluntary Benefits

Short-term disability is offered to Full-Time and benefit eligible Part-Time Employees. Short-Term Disability is a voluntary benefit that can help offset lost wages in the event an Employee must miss time due to an illness or injury. Short-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by State and Federal law.

Other voluntary benefits may include Wellness Benefits, Hospital Plans, Critical Illness Plans, Accident Plans, etc. Benefits may vary, Human Resources will provide details of available plans at time of hire, eligibility date, and during open enrollment events.

8.4 Educational Assistance and Training

The City will provide an educational assistance program to encourage educational advancement so that Employees may maintain and improve job-related skills or enhance their ability to compete for jobs within the City. Participation in formal education assistance does not entitle the Employee to any advancement, a different job assignment, or pay increases, but may assist with performance and professional abilities.

In order to be eligible for educational assistance, individual courses or courses that are part of a degree, licensing, or certification program must be related to the Employee's current job duties or a foreseeable-future position in the City. The City Manager has the sole discretion to determine whether a course relates to an Employee's current job duties or a foreseeable-future position.

This program is subject to annual appropriation. Therefore, requests for educational assistance must be made by Aug. 31 to include related expenditures in draft departmental budgets submitted for the following fiscal year.

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.

Reimbursement will be limited to no more than \$2,500 per fiscal year per individual Employee based on the following criteria:

- Reimbursement is limited to 80 percent of tuition/fees for course work that is directly related to the Employee's current job classification with the City.
- Reimbursement is limited to 50 percent of tuition/fees for course work that is directly related to other job classifications with the City that will enhance the Employee's opportunity for advancement to those classifications.
- The City will not pay the cost of tuition that has been or will be paid for by other sources such as grants, scholarships, or other subsidies.

A commitment period will be required of all Employees receiving educational assistance from the City as follows:

- For coursework associated with an associate's degree, licensing or certification program, or professional skills upgrade; a 12 month commitment will take place and be served concurrently.
- For coursework associated with a bachelor's or master's Degree; an 18 month commitment will be incurred for each course/class, which will be served concurrently.
- All commitment dates start on the date City funds are reimbursed to the Employee.
- At the City's sole discretion, any commitment period may be waived by the City Manager if it is determined to be in the best interest of the City.
- Commitment periods are binding on the Employee only, and will not include a requirement by the City to maintain the employment of a participating Employee.

Whenever training is required by the City, all tuition costs will be paid by the City without a commitment period.

If an Employee voluntarily separates from City employment or is terminated for cause during a commitment period, the amount of the assistance will be treated as a loan and the Employee will be required to repay the City 100 percent of the educational assistance provided.

8.5 Employee Assistance Program (EAP)

The City will provide an Employee Assistance Program (EAP) designed to help Employees in dealing with issues that affect their lives and the quality of their job performance. The EAP is a confidential counseling and referral service that can help Employees successfully deal with life's challenges. The City Manager shall have power, subject to council approval, to make changes to the EAP plan. Human Resources will notify all Employees of any changes in EAP provider or coverage.

The City encourages Employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the City, nor is the City given any information on who chooses to use the services. For questions or additional information about this program, Employees may contact Human Resources.

8.6 Annual Clothing Allowance

The City allows departments to purchase clothing with a City or department logo for Employees annually. Each purchase of this nature needs to be approved by the Department Director before the purchase is made and will not exceed budgeted amount as set by the City Manager. The item must contain a City or department logo, and the clothing needs to be suitable for work, and not just for personal interests. Departments can source from the clothing vendor of their choice, as long as the logo is included.

Departments that require specialized or specific clothing or gear, for example inclement weather gear for those who frequently work outside, steel toe boots or other clothing, equipment, or gear for safety requirements, will coordinate their own clothing, uniform, boot or shoe plan through the annual budgeting process with the City Manager. For more information about the Clothing Allowance, contact the Finance Department.

Section 9 WORKPLACE GUIDELINES

9.1 Dress and Grooming

Dress, grooming, and personal cleanliness standards contribute to the morale of all Employees and affect the business image the City presents to residents and visitors. During business hours or when representing the City, Employees are expected to present a clean, neat, and professional appearance. Employees should dress and groom themselves according to the requirements of their position

Except in the normal and approved function of their duties, Employees should avoid wearing clothing with the City logo in alcohol establishments or the like to assist in maintaining a positive reputation for the City. Each Supervisor or Department Director is responsible for establishing a reasonable dress code appropriate to the job the Employee performs. Employees should consult their Supervisor with any questions regarding what constitutes appropriate appearance.

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 to 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. 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.

The City will pay for authorized expenses related to mandatory training as determined by the Department Director. Employees must be in need of the specific training to perform their job requirements.

Non-mandatory training serves as professional development and may not significantly improve the Employee's ability to perform job requirements. Attendance, outside of regular working hours, at specialized, follow-up or other non-mandatory training will not be compensable in regards to wages. But the City may pay for expenses such as registration, travel or per diem. If an Employee resigns from their position within one year of receiving the training, the City may require the Employee to reimburse the City for the training expenses incurred.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate Supervisor and Human Resources. Vehicles owned, leased, or rented by the City may not be used for personal use without prior approval from the Department Director.

Abuse of the Business Travel and Expense policy, including falsifying expense reports to reflect costs not incurred by the Employee, can be grounds for disciplinary action, up to and including termination of employment.

9.3 Loss of Driver's License

Employees whose job descriptions require maintenance of an Alaska Driver's License and a clean driving record are responsible for providing notification to their immediate Supervisor and Human Resources at any time that they are issued a citation which may lead to the loss or suspension of their driver's license, including the dates of any court hearings and restrictions or permissions on their citation or license. Employees subject to these provisions must immediately notify their Supervisor or Department Director and Human Resources upon revocation of a driver's license.

Operation of any City vehicle in the absence of the required license is strictly prohibited. Violation of this policy is grounds for immediate termination. Loss or suspension of driver's license for Employees covered by this policy may result in the individual being required to take Leave Without Pay or PTO for the period of license suspension, up to 90 days.

Loss of license may result in action ranging from temporary reassignment of duties to dismissal from City service, depending upon the specific circumstances in each case.

9.4 Use of City Equipment and Vehicles

City vehicles, equipment and facilities are to be used for official City business only. No personal use of city vehicles or equipment is allowed. Every Employee who operates equipment must have a current Alaska Driver's License. No City vehicles are to be used as "take home vehicles" (taking city vehicles home and using as a personal vehicle for non-city business), unless this is designated by the City Manager.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using the City's property, Employees are expected to exercise care, and follow all operating instructions, safety standards, and guidelines. Notify the Supervisor immediately if any equipment, machines, tools, or vehicles appear to be damaged, defective, or has need of repair.

Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to Employees or others. Supervisors can answer any questions about the Employee's responsibility for maintenance and care of equipment or vehicles used on the job.

In the event of an accident/incident resulting in any damage to a city-owned vehicle, equipment, or any city property, the driver/operator or a department representative must notify the Department Director and Human Resources immediately and must submit an Incident Report to the Department Director and Human Resources within 24 hours of the occurrence of the incident or as soon as practicable thereafter. The Employee may be directed to take a post-accident controlled substance test as provided in section 4.6 of these Regulations.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic violations, can result in disciplinary action, up to and including termination of employment. Unsafe use includes the improper use of a cellphone or other electronic device while operating city vehicles or equipment in violation of AS 28.35.161 or other state or federal law. City Employees should use hands free technology when communication via cellphone is required while operating City vehicles or equipment.

9.5 Private Vehicle Use

To provide public services in the most cost-efficient manner and to reduce the need for City owned vehicles, it may be desirable for some Employees to use their personal vehicles to conduct City business. The following policy has been established to reimburse Employees in this circumstance:

Employees who have a bona fide need, as determined by the City Manager, may elect to receive a vehicle allowance if the following terms and conditions are met:

- Routine use of a vehicle is required for the Employee's position.
- Employee will forfeit all routine use of City vehicles.

- Employee will maintain access to a Personally Owned Vehicle (POV) during required business hours.
- Employee agrees to maintain the minimum vehicle insurance that meets Alaska statutory requirements.
- Employee accepts this allowance as compensation in full for all costs associated with using their POV for official City business.
- A POV agreement is signed and on file by the Employee agreeing to these terms and conditions.

Incidental use of POV's for official business conducted for the convenience of the Employee will be done solely at the Employee's own risk and expense. If an Employee requiring the use of a vehicle does not want to enter into a POV agreement, a City vehicle will be made available for official purposes.

The vehicle allowance is intended to compensate Employees for routine vehicle use within the Valdez area. Additional travel reimbursement as outlined in the City Business Travel and Expense policy will apply for use of POVs for official City travel outside the Valdez area.

Personal vehicle insurance policies vary in their coverage for work-related use. All Employees using their personal vehicle for City business should verify that their insurance policy covers work-related use of their vehicle. Proof of insurance will be required. The City is not responsible for, and will not pay for damages or loss of the Employee's vehicle or its contents associated with its use for official City business. Collision/comprehensive insurance coverage should be purchased by Employees who desire to have such damages/loss covered. An Employee's insurance agent is the appropriate person to explain particular coverage and answer questions concerning the Alaska statutory limits.

9.6 Data and Cyber Security and Acceptable Use and Social Networking:

The Data and Cyber Security and Acceptable Use Policy specifies the use of information resources and information technology systems, electronic equipment, and the City Social Media policies.

Nothing in this policy is designed to interfere with, restrain, or prevent Employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act during Employee's non-working hours. Employees have the right to engage in or refrain from such activities

9.601 Electronic and Digital Equipment, Internet and Information Access:

The Department of Information Technology within the City is the administrator of the City's Data and Cyber Security and Acceptable Use Policy. Employees within the City should adhere to the standards within this policy. Compliance with this policy is mandatory for all officials, Employees and contractors of the City. This policy applies to all City information, computer systems, networks and data that are used for official City business regardless of its location. Failure to comply could result in corrective action, up to and including termination

All City Employees will review and acknowledge this policy at time of hire, when changes or updates occur to the policy, and periodically as part of the annual policy acknowledgments.

Contact the Information Technology Department or Human Resources for more information.

9.602 Social Networking:

The City Social Media Policy is detailed in the Data and Cyber Security and Acceptable Use policy and outlines specific rules and guidelines for personal social networking, as well as establishment, management, and archiving of official City social networking accounts.

The City takes no position on an Employee's decision to start or maintain a blog or participate in other social networking activities. The City respects the right of Employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against Employees who use these media for personal interests and affiliations or other lawful purposes. However, it is the right and duty of the City to protect itself from unauthorized disclosure of information. Blogging and other forms of social networking include, but are not limited to, Facebook, Twitter, Instagram, YouTube and other video sites, Snapchat, Pinterest, chat rooms, professional organization chat boards, personal blogs and other similar forms of online journals, diaries and newsletters not affiliated with the City.

Employees shall not comment, post, or otherwise disclose on their personal or other third party social networking sites information which they only know as a result of their employment with the City. Information which is readily available to the public through the City website, official City social media sites, or other City publications may be shared. Employees may not represent themselves as an official spokesperson for the City on social networking sites without prior authorization. Use of the City logo and other trademarks are only authorized for official use.

The City reserves the right to monitor content about City business and City Employees publicly posted on the Internet. Employees are cautioned they should have no expectation of privacy while using City technology, equipment or facilities for any purpose. Employees may not use blogs or social networking sites to harass, threaten, discriminate against or disparage others.

The City may take personnel and/or legal action where necessary against any Employee who engages in prohibited or unlawful conduct. Employees are personally responsible for their commentary on blogs and social networking sites, and can be held personally liable for commentary considered defamatory, obscene, proprietary or libelous by any offended party, including the City. Illegal activity on social networking sites should be reported to law enforcement.

Contact Human Resources for more information.

SECTION 10 FORMAL COMPLAINT AND GRIEVANCE PROCEDURE

10.1 Citizen Complaints Regarding City Employees

Citizen complaints, which are submitted in writing and signed by the complainant, about City Employees should be directed to the Employee's Department Director. Complaints about Department Directors should be directed to the City Manager or Human Resources. The Employee should be given an opportunity to respond to the charge. If warranted, an investigation may be conducted pursuant to this section.

10.2 Formal Complaint Procedures

Employee Complaint Procedure:

Many Employee concerns may be resolved informally without filing a complaint when an Employee and Supervisor take time to review the concern and discuss options to address the issue. Employees are encouraged to attempt to resolve minor employment related issues informally if appropriate.

All Employees have the right to formally file a complaint regarding any statement, act, or behavior by an Employee, Supervisor, Department Director, elected official or visitor that they believe to be improper.

This Complaint Procedure shall be used for all qualifying employment related matters except those actions that result in termination, demotion, or suspension without pay. Formal complaints should follow the Employee's chain of command (i.e. Supervisor, Department Director, Assistant City Manager, City Manager). Complaints may also be filed directly with the Human Resources Director where there is fear of reprisal or where the complaints chain of command is the subject of the complaint.

Reporting: Employees should report complaints in writing by utilizing the Employee Complaint Form, but will not be compelled to do so.

Identification/Screening: The Supervisor, Department Director, and Assistant City Manager will report all formal written or verbal complaints to the City Manager or Human Resources Director. If the complaint is against the City Manager reports will be submitted to the Human Resources Director. Upon receipt, the City Manager or Human Resources Director will determine if the complaint was made pursuant to the Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. The City Manager or Human Resources Director may choose to act as the investigator or to appoint an investigator.

A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten working days after receiving the complaint, the investigator, which may be the City Manager, Human Resources Director, or appointed investigator, will interview the Employee. If the Employee is reluctant to

sign a written complaint, the investigator will prepare written notes of the date, time and place of the complaint and the specific allegations. These notes will be read back to the Employee who will be asked to affirm, preferably in writing, the information's accuracy.

Investigation: The investigator will seek the advice of the Human Resources Director and City Attorney when planning the investigation. The investigation may be conducted internally, by a qualified third-party, or by the Valdez Police Department if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other Employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint, any witnesses, and the alleged wrongdoer.

Response Plan – No Corrective Action Required: The City Manager will discuss the conclusions of the investigation with the Human Resources Director and the City Attorney and render a decision within fifteen working days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining Employee should be notified in writing.

If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant will be notified of the seriousness of filing a false complaint and appropriate disciplinary action will be taken.

Response Plan – Corrective Action Required: If the investigation reveals that the complaint is justified and substantiated, the City Manager will formulate with the advice of the Human Resources Director and City Attorney a corrective action plan as well as possible disciplinary action. The complaining Employee will be notified, in writing that it appears that the complaint was justified and an appropriate response plan has been formulated. The response plan should provide for appropriate remedial action to prevent a recurrence of the wrongful act or behavior. If the substantiated complaint is regarding the City Manager, the Human Resources Director will report the outcome of the investigation to the City Clerk and the City Attorney to determine the appropriate corrective action will be taken.

Any officer or Employee who, during or after the investigation process, is found to have engaged in inappropriate behavior or retaliation against any participant in the investigation will be subject to corrective action, up to and including termination.

10.3 Whistleblower Protection - Retaliation Prohibited

The City encourages Employees to raise serious concerns internally so the City can address and correct inappropriate conduct and actions. It is contrary to the values of the City to retaliate against any Employee or volunteer who, in good faith, reports an ethics violation or a violation of these Regulations.

Retaliation against individuals who raise issues of equal employment opportunity, discrimination, harassment or other violations of these Regulations and other City policies, or Federal, State, and City laws is prohibited. No retaliation, reprisal, or other adverse action will be taken against anyone who files a good faith report or participates in any subsequent investigation.

Retaliation means adverse conduct taken against an individual because the Employee reported an actual or perceived violation of these Regulations, opposed practices prohibited by these Regulations, or participated in the reporting of and investigation process described above. Adverse conduct includes but is not limited to:

- Shunning and/or avoiding an individual who reports harassment, discrimination or retaliation;
- Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation;
- Denying employment benefits because an individual reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

If an Employee feels they have been subjected to or observed any such retaliation, the Employee should contact Human Resources.

10.4 Grievance Procedure

This grievance procedure applies to dismissal, demotion, or suspension without pay of a regular status Employee, and to any action which denies an Employee the right to receive money or any other property protected under the State or Federal law. Temporary Employees and volunteers, are not entitled to use this grievance procedure. Nothing in this grievance procedure shall preclude the resolution of a grievance by mutual agreement of the parties. The Employee and the City are encouraged to consider mediation as a potential means of facilitating resolution of the grievance.

Only Employees filing a grievance pertaining to a disciplinary matter that involves dismissal, demotion, or suspension without pay, may initiate the grievance process set forth below:

1. Within five working days of receipt of written notification of a disciplinary action involving dismissal, demotion, or suspension without pay, the Employee must file a written grievance with the City Manager setting forth the reasons for the grievance and stating the relief sought. If the Employee fails to file a written grievance within that period, the grievance will be considered waived and will not be considered further.
2. The City Manager will respond to a timely filed grievance within 15 working days of personal receipt of the grievance. The City Manager's response must be in writing and include the City Manager's findings and conclusions. The City Manager has authority to uphold the prior action, enforce a different form of discipline or enforce no discipline at all. The City Manager, in his or her discretion, may designate a Grievance Review Officer

(GRO) to investigate and make a recommendation regarding the grievance within 15 working days of the City Manager's personal receipt of the grievance. If the City Manager is the subject of the grievance, a GRO must be assigned by Human Resources. The GRO must be a third-party professional with experience in employment law and grievance procedures. After receiving the recommendation of the GRO, the City Manager, or if the City Manager is the subject of the grievance, Human Resources, shall respond to the grievance within five working days. A copy of the GRO report will be made available to the Employee upon request.

3. If the Employee fails to meet the time limits set out in this grievance procedure, the grievance shall be considered waived and will not be considered further.
4. If the City fails to meet the time limits set out in this grievance procedure, the Employee may advance the grievance to the next step in the procedure.
5. The parties may agree to extend the time limits at any step of this procedure. Any agreement to extend the time limits must be in writing signed by both parties.

The decision of the City Manager or the GRO, when applicable, will be final.

10.5 Arbitration

The Employee, within five working days of receiving the City Manager's decision, or alternatively, the GRO's decision, may file with the City Manager a request to submit the grievance to binding arbitration. Binding arbitration shall only occur upon mutual consent of the parties and on terms mutually agreed upon in writing.

10.6 Recordkeeping

Complaint and grievance investigation documentation are confidential documents and are not part of the Employee's personnel file (except for the final disciplinary document) and therefore are not subject to review by the Employee except in accordance with statute or subpoena. Human Resources will confidentially and securely maintain records of the complaint or grievance in accordance with the City retention schedule.

APPENDIX A – Pay Schedule

Bi-Weekly Pay Schedule

As of January 1st, 2021

Steps RANGE	2021 Step A	2021 Step B	2021 Step C	2021 Step D	2021 Step E	2021 Step F	2021 Step J	2021 Step K	2021 Step L	2021 Step M
6	32,478.23	33,375.03	34,411.65	35,308.85	36,345.47	37,382.09	38,559.11	39,736.13	40,885.46	42,146.13
	1,249.16	1,283.66	1,323.53	1,358.03	1,397.90	1,437.77	1,483.04	1,528.31	1,572.52	1,621.01
	16.66	17.12	17.65	18.11	18.64	19.17	19.77	20.38	20.97	21.61
7	34,411.65	35,308.85	36,345.47	37,382.09	38,559.11	39,736.13	40,885.46	42,146.13	43,547.40	44,752.31
	1,323.53	1,358.03	1,397.90	1,437.77	1,483.04	1,528.31	1,572.52	1,621.01	1,674.90	1,721.24
	17.65	18.11	18.64	19.17	19.77	20.38	20.97	21.61	22.33	22.95
8	36,345.47	37,382.09	38,559.11	39,736.13	40,885.46	42,146.13	43,547.40	44,752.31	46,125.50	47,526.38
	1,397.90	1,437.77	1,483.04	1,528.31	1,572.52	1,621.01	1,674.90	1,721.24	1,774.06	1,827.94
	18.64	19.17	19.77	20.38	20.97	21.61	22.33	22.95	23.65	24.37
9	38,559.11	39,736.13	40,885.46	42,146.13	43,547.40	44,752.31	46,125.50	47,526.38	49,124.21	50,636.63
	1,483.04	1,528.31	1,572.52	1,621.01	1,674.90	1,721.24	1,774.06	1,827.94	1,889.39	1,947.56
	19.77	20.38	20.97	21.61	22.33	22.95	23.65	24.37	25.19	25.97
10	40,885.46	42,146.13	43,547.40	44,752.31	46,125.50	47,526.38	49,124.21	50,636.63	52,402.55	54,196.16
	1,572.52	1,621.01	1,674.90	1,721.24	1,774.06	1,827.94	1,889.39	1,947.56	2,015.48	2,084.47
	20.97	21.61	22.33	22.95	23.65	24.37	25.19	25.97	26.87	27.79
11	43,547.40	44,752.31	46,125.50	47,526.38	49,124.21	50,636.63	52,402.55	54,196.16	56,073.81	58,118.97
	1,674.90	1,721.24	1,774.06	1,827.94	1,889.39	1,947.56	2,015.48	2,084.47	2,156.69	2,235.35
	22.33	22.95	23.65	24.37	25.19	25.97	26.87	27.79	28.76	29.80
12	46,125.50	47,526.38	49,124.21	50,636.63	52,402.55	54,196.16	56,073.81	58,119.36	60,192.60	62,462.21
	1,774.06	1,827.94	1,889.39	1,947.56	2,015.48	2,084.47	2,156.69	2,235.36	2,315.10	2,402.39
	23.65	24.37	25.19	25.97	26.87	27.79	28.76	29.80	30.87	32.03
13	49,124.21	50,636.63	52,402.55	54,196.16	56,073.81	58,119.36	60,192.60	62,462.21	64,508.34	66,861.80
	1,889.39	1,947.56	2,015.48	2,084.47	2,156.69	2,235.36	2,315.10	2,402.39	2,481.09	2,571.61
	25.19	25.97	26.87	27.79	28.76	29.80	30.87	32.03	33.08	34.29
14	52,402.55	54,196.16	56,073.81	58,119.36	60,192.60	62,462.21	64,508.34	66,861.80	69,356.43	71,850.48
	2,015.48	2,084.47	2,156.69	2,235.36	2,315.10	2,402.39	2,481.09	2,571.61	2,667.56	2,763.48
	26.87	27.79	28.76	29.80	30.87	32.03	33.08	34.29	35.57	36.85
15	56,073.81	58,119.36	60,192.60	62,462.21	64,508.34	66,861.80	69,356.43	71,850.29	74,260.10	76,866.08
	2,156.69	2,235.36	2,315.10	2,402.39	2,481.09	2,571.61	2,667.56	2,763.47	2,856.16	2,956.39
	28.76	29.80	30.87	32.03	33.08	34.29	35.57	36.85	38.08	39.42

Bi-Weekly Pay Schedule

As of January 1st, 2021

Steps RANGE	2021 Step A	2021 Step B	2021 Step C	2021 Step D	2021 Step E	2021 Step F	2021 Step J	2021 Step K	2021 Step L	2021 Step M
16	60,192.60	62,462.21	64,508.34	66,861.80	69,356.43	71,850.29	74,260.10	76,866.47	79,388.79	82,330.37
	2,315.10	2,402.39	2,481.09	2,571.61	2,667.56	2,763.47	2,856.16	2,956.40	3,053.42	3,166.55
	30.87	32.03	33.08	34.29	35.57	36.85	38.08	39.42	40.71	42.22
17	64,508.34	66,861.80	69,356.43	71,850.29	74,260.10	76,866.47	79,388.79	82,330.37	84,909.05	88,046.99
	2,481.09	2,571.61	2,667.56	2,763.47	2,856.16	2,956.40	3,053.42	3,166.55	3,265.73	3,386.42
	33.08	34.29	35.57	36.85	38.08	39.42	40.71	42.22	43.54	45.15
18	69,356.43	71,850.29	74,260.10	76,866.47	79,388.79	82,330.37	84,909.05	88,046.99	90,709.91	94,044.21
	2,667.56	2,763.47	2,856.16	2,956.40	3,053.42	3,166.55	3,265.73	3,386.42	3,488.84	3,617.09
	35.57	36.85	38.08	39.42	40.71	42.22	43.54	45.15	46.52	48.23
19	74,260.10	76,866.47	79,388.79	82,331.93	84,909.05	88,046.99	90,709.91	94,044.21	97,014.84	100,517.43
	2,856.16	2,956.40	3,053.42	3,166.61	3,265.73	3,386.42	3,488.84	3,617.09	3,731.34	3,866.06
	38.08	39.42	40.71	42.22	43.54	45.15	46.52	48.23	49.75	51.55
20	79,388.79	82,330.37	84,909.05	88,046.99	90,709.91	94,044.21	97,014.84	100,517.43	103,852.13	107,719.37
	3,053.42	3,166.55	3,265.73	3,386.42	3,488.84	3,617.09	3,731.34	3,866.06	3,994.31	4,143.05
	40.71	42.22	43.54	45.15	46.52	48.23	49.75	51.55	53.26	55.24

Exempt or Executive Schedule

30	84,681.38	87,819.06	90,569.65	93,916.78	96,757.23	100,313.82	103,482.50	107,218.59	110,775.60	114,900.66
	3,256.98	3,377.66	3,483.45	3,612.18	3,721.43	3,858.22	3,980.10	4,123.79	4,260.60	4,419.26
	40.71	42.22	43.54	45.15	46.52	48.23	49.75	51.55	53.26	55.24
31	90,569.65	93,916.78	96,757.23	100,313.82	103,482.50	107,218.59	110,775.60	114,900.66	118,666.91	123,120.82
	3,483.45	3,612.18	3,721.43	3,858.22	3,980.10	4,123.79	4,260.60	4,419.26	4,564.11	4,735.42
	43.54	45.15	46.52	48.23	49.75	51.55	53.26	55.24	57.05	59.19
32	96,757.23	100,313.82	103,482.50	107,218.59	110,775.60	114,900.66	118,666.91	123,120.82	127,275.41	131,579.97
	3,721.43	3,858.22	3,980.10	4,123.79	4,260.60	4,419.26	4,564.11	4,735.42	4,895.21	5,060.77
	46.52	48.23	49.75	51.55	53.26	55.24	57.05	59.19	61.19	63.26
33	103,482.50	107,218.59	110,784.34	114,900.66	118,666.91	123,120.82	127,275.41	131,579.97	136,190.50	140,944.34
	3,980.10	4,123.79	4,260.94	4,419.26	4,564.11	4,735.42	4,895.21	5,060.77	5,238.10	5,420.94
	49.75	51.55	53.26	55.24	57.05	59.19	61.19	63.26	65.48	67.76

**Due to Rounding issues this may vary slightly from the Caselle Pay Scale*

APPENDIX B - Definitions

Definitions:

“Administrative Officers” or “Officers” or “Executive Officers” are the Department Directors and the Assistant City Manager appointed by the City Manager on the basis of merit and fitness. Officers cannot be arbitrarily discharged from employment. Officers are considered “Employees” for purposes of these regulations except as otherwise provided. Officers shall be paid on a salary basis using an executive level pay scale and shall be exempt from overtime compensation.

“City” or “Valdez” means the City of Valdez

“City Code” or “VMC” means the Valdez Municipal Code.

“City Clerk” means the officer appointed by the City Council in accordance with Section 5.3 of the City Charter and VMC 2.12.010. The City Clerk is responsible for fulfilling the duties established under Section 5.4 of the City Charter, VMC 2.12.20, and elsewhere in the City Code.

“City Manager” means the officer appointed by the City Council in accordance with Section 5.3 of the City Charter and VMC 2.08.010. The City Manager is responsible for fulfilling the duties established under Section 5.3(a) the City Charter and the City Code. The City Council may assign additional duties to the City Manager. The City Manager is the chief administrative officer of the City Council responsible for the employment of all Employees and the supervision and coordination of the personnel policies and practices of the City.

“Compensatory Time” or “Comp Time” as defined by the Fair Labor Standards Act and as used herein means accrued leave time that is earned in lieu of monetary compensation for overtime hours worked. The calculation used is the same as for monetary overtime.

“Department” means an administrative department established pursuant to Chapter V of the City Charter and Section 2.08.050 of the City Code.

“Department Director” means a City Employee appointed by the City Manager to oversee and assume responsibility for all activities, functions, and duties of the Department as established under the City Code or assigned by the City Manager.

“Deputy City Clerk” is a position appointed by the City Council upon recommendation by the City Clerk. The Deputy City Clerk is a contract Employee and negotiates terms of employment directly with the City Council. This position cannot be arbitrarily discharged from employment and is considered a non-exempt Employee. Provisions of these regulations that do not otherwise conflict with the established employment contract will be used by the City Council as a guide regarding the management of this position.

“Electronic Nicotine-Delivery-System Products”: electronic cigarettes, electronic cigars, electronic pipes, electronic nicotine-delivery-system products and similar products that rely on vaporization or aerosolization.

“Employees” or “City Employees” are those employed by the City, other than the City Manager and City Clerk, hired on the basis of merit and fitness. Employees, other than those classified as Limited Part-Time and Temporary/Limited Seasonal, cannot be arbitrarily discharged from employment. Employees, other than Administrative Officers and those positions classified as exempt, shall be paid an hourly wage and shall be eligible for overtime compensation.

“FLSA” means Fair Labor Standards Act of 1938 as amended.

“Gratuity” or “Substantial Gift” means a gift sufficient to influence a person’s opinion, judgment action, decision or exercise of discretion as a City Employee. For the purpose of these Regulations “Gratuity” of “Substantial Gift” does not include:

- A meal
- Discounts or Prizes that are generally available to the public or large sections thereof
- Gifts presented in recognition of meritorious service or other Employee recognition award
- An occasional nonpecuniary gift of insignificant value
- Any gift which would have been offered or given even if not an Employee of the City

“Immediate Family” consists of the Employee's spouse, parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law and sister-in-law. The immediate family will be considered to include step relations and legal-guardianship relationships. Upon request, the Employee will furnish the City with documentation of the passing.

“Longevity” is the length of time an Employee has been with the city in a Regular position. Longevity may include previous service if there is a span of twelve months or less between service dates. It is relating to the number of years an Employee has been with the government.

“Poor Performance” is an inability or unwillingness of an Employee to perform clearly defined minimum job requirements after appropriate training.

“Positive Test” result from drug testing, means a drug test result verified to have evidence of prohibited drug use. In alcohol testing, means a confirmation test result equal to or greater than established State or Federal guidelines. Positive test result is a refusal to test or a test out of compliance, such as low temperature or deluded sample.

“Public Employees Retirement System (PERS)” all Regular Full-Time, Regular Part-Time and Regular Seasonal Employees are required to participate in the State of Alaska Public Employees Retirement System (PERS).

“Regular Full-Time Employees” are those Employees who are not in a temporary or introductory status and who are regularly scheduled to work the City's Full-Time schedule of 37.5 hours per week, a minimum of 40 hours per week for executive or salary Employees, or other schedules as approved by the City Manager. Are entitled to full benefits as provided by the City of Valdez.

“Regular Part-Time Employees” are those Employees who are not assigned to a temporary or introductory status and are regularly scheduled to work more than 15 hours per week but less than 37.5 hours a week. While they do receive all legally mandated benefits, they are eligible for benefits sponsored by the City, subject to the terms, conditions, and limitations of each benefit program.

“Regular Seasonal Employees” are those Employees occupying positions on a seasonal basis that regularly require working less than a cumulative of 1,559 hours per year and are entitled to partial benefits as provided herein.

“Related Person” shall mean a spouse; parents; step-parents; brothers, sisters and their spouses; step-brothers, step-sisters and their spouses; children and their spouses; father-in-law; mother-in-law; sister-in-law; brother-in-law; grandparents and their spouses; grandchildren and their spouses or children; stepchildren and their spouses; grand-stepchildren and their children; aunts; uncles; nieces; nephews; and persons residing in the same house as the Employee.

“Substantial Gift” see Gratuity.

“Supervisor” means an Employee with authority to manage and/or direct other Employees within the same Department where the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

“Terminal or Terminus Leave” There are two types of Terminus leave:

- 1) Leave approved to be taken in lieu of resignation period (This type of leave is not permitted.)
- 2) Leave where Employee is unable to return from an approved leave due to circumstances beyond their control; such as Medical or Military leave. In this case, termination date is the date of notification rather than actual last day worked.

“Termination Date” Actual last day worked (see exception under Terminus Leave).

“Temporary Employees” are those Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category will not exceed 1,559 hours in the look back period from Nov. 1 to Oct. 31. Employment beyond any initially stated period does not imply a change in employment status. While temporary Employees receive all legally mandated benefits, they are ineligible for the entirety of the City's other benefit programs and may be terminated without advanced notice and without cause.

“Valdez” or “City” means the City of Valdez.

“Volunteer” An individual who donates hours of service without compensation (Fire Department Volunteers may receive stipends as provided for in the FLSA).

“Year” For benefit purposes a year is defined as a minimum of 1950 hours or 2080 hours for FLSA-Exempt Employees.

“Working Days” is defined as normal city business days.

“Working Days, Nonstandard” Department Directors of departments that required 24/7 coverage or have multiple or non-standard shifts may establish nonstandard working days for the purpose of scheduling, and coverage.