

ORDINANCE NO. 131

AN ORDINANCE REPEALING ORDINANCE NO. 86, 89, and 90 AND ESTABLISHING ORDINANCE NO. 131 AS THE CURRENT AND COMPLETE ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF PERSONNEL RULES AND REGULATIONS, A COMPENSATION PLAN, AND A CLASSIFICATION PLAN AND ITS CODIFICATION WITHIN THE BETHEL CODE OF ORDINANCES.

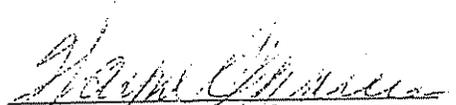
BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF BETHEL, ALASKA, THAT SECTION 2.48, PERSONNEL RULES AND REGULATIONS, EXCEPT FOR SECTIONS 2.48.070 (3), (4), and (6); 2.50, CLASSIFICATION PLAN; AND 2.52, COMPREHENSIVE PLAN FOR EMPLOYEES OF THE CITY OF BETHEL, BE ADOPTED.

PASSED AND APPROVED THIS 8th DAY OF March, 1982.

PASSED AND APPROVED:


JOHN GUINN, MAYOR

ATTEST:


WAYNE J. MATERS, CITY CLERK

AMENDMENT #1
of
ORDINANCE NO. 131

AN AMENDMENT OF THE PERSONNEL RULES AND REGULATIONS ORDINANCE, SECTION 2.48.070, WORKING HOURS, PAY RATES, BENEFITS, LEAVE, PARAGRAPH 4 (OVERTIME); PARAGRAPH 6 (BENEFITS); PARAGRAPH 7a (ANNUAL LEAVE FOR VACATION PURPOSES - AMOUNT).

BE IT ORDAINED BY THE CITY COUNCIL OF BETHEL, ALASKA, THAT THE FOLLOWING PARAGRAPHS OF SECTION 2.48.070 OF THE BETHEL CODE OF ORDINANCES ARE AMENDED TO READ AS FOLLOWS:

2.48.070(4) COMPENSATORY TIME

Compensatory time shall be granted in lieu of overtime pay to employees who are required to work more than their normal work week or on their day off. Compensatory time shall be credited at one hour off for every hour earned only upon the prior approval of the Department Head.

The maximum allowable accumulation of compensatory time shall be forty (40) hours. All compensatory time accumulated in excess of the allowable maximum shall be paid at a straight time rate.

Compensatory time off shall be taken at such time as the employee requests and the Department Head approves. Upon termination, the Department Head shall grant payment at the regular hourly rate for accrued compensatory time within the allowable limit of forty (40) hours.

2.48.070(6) BENEFITS

Full-time and permanent part-time employees shall be provided standard City health, dental, life insurance and retirement benefits and shall receive City utility services for a monthly fee of \$35.00.

2.48.070(7a) ANNUAL LEAVE FOR VACATION PURPOSES

A full-time employee of the City of Bethel shall accrue annual leave according to the following schedule:

<u>YEARS OF SERVICE</u>	<u>DAY(S)/MONTH</u>
2 or less years	1.5 days/month
2 thru 5 years	1.75 days/month
5 thru 10 years	2.00 days/month
10 thru 15 years	2.25 days/month
15 thru 20 years	2.50 days/month
20 or more years	2.75 days/month

A permanent part-time employee shall accrue annual leave according to the following schedule:

2 or less years	.75 days/month
2 thru 5 years	1.00 days/month
5 thru 10 years	1.25 days/month
10 thru 15 years	1.50 days/month
15 thru 20 years	1.75 days/month
20 or more years	2.00 days/month

EFFECTIVE DATE: OCTOBER 1, 1982.

PASSED AND APPROVED THIS *5th* DAY OF JULY, 1982.

ATTEST:

Wayne J. Maiers
Wayne J. Maiers, City Clerk

John Guinn
John Guinn, Mayor

AMENDMENT #2
of
ORDINANCE NO. 131

AN AMENDMENT OF THE PERSONNEL RULES AND REGULATIONS ORDINANCE, SECTION 2.48.030, PAY PLAN, PARAGRAPH 6, (MERIT REVIEW); PARAGRAPH 7, (CRITERIA FOR MERIT INCREASE); PARAGRAPH 8, (TIME OF INCREASE); PARAGRAPH 9, (FINAL AUTHORITY).

BE IT ORDAINED BY THE CITY COUNCIL OF BETHEL, ALASKA, THAT THE FOLLOWING PARAGRAPHS OF SECTION 2.48.030 OF THE BETHEL CODE OF ORDINANCES KNOWN AS PAY PLAN ARE AMENDED TO READ AS FOLLOWS:

2.48.030(6) MERIT REVIEW

Each employee's performance shall be reviewed and evaluated annually beginning with the first day of the month following the anniversary date of employment.

2.48.030(7) CRITERIA FOR PAYMENT OF OUTSTANDING PERFORMANCE

Payment for outstanding performance shall depend upon the employee's performance as appraised by the Department Head and is not granted automatically but shall be granted only to outstanding employees who consistently exceed the requirements of the position. Employees shall have their performance evaluation review annually.

Payments for outstanding performance must be earned and are not granted as a matter of course. Payment for outstanding performance shall be based upon objective evaluation of an employee's work performance and recorded on a performance evaluation report in the form of ratings and statements on the form highlighting the most significant favorable and unfavorable factors. When the overall evaluation shows a competent or higher rating and when it is shown that the employee has demonstrated outstanding service of a progressively greater value to the City, a payment for outstanding performance shall be approved.

2.48.030(8) TIME OF PAYMENT FOR OUTSTANDING PERFORMANCE

Payment for outstanding performance shall be awarded after the annual review if warranted.

2.48.030(9) FINAL AUTHORITY

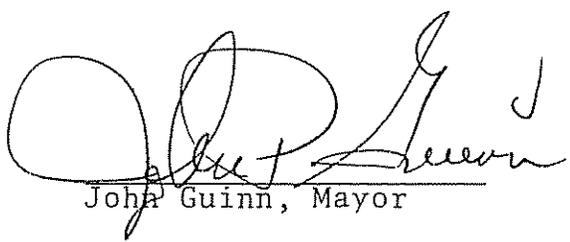
The Personnel Committee shall have final authority with respect to approval or disapproval of all payments for outstanding performance. The Personnel Committee shall recommend action after receipt of the Performance Evaluation from the Department Head. On proposing outstanding performance pay for an employee whose performance has been outstanding, the Department Head shall present additional information in writing in conjunction with the official employee evaluation form which substantiates that the employee is rendering service substantially above the level of proficiency normally expected of the incumbent of the position.

BE IT FURTHER ORDAINED THAT SECTION 2.48.130, ENTITLED PERFORMANCE EVALUATIONS, BE AMENDED TO READ AS FOLLOWS:

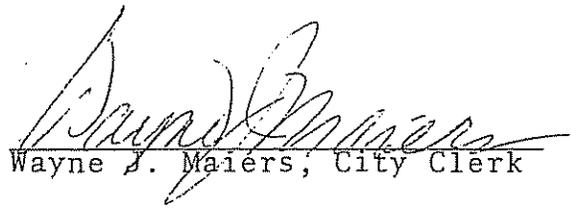
2.48.130 PERFORMANCE EVALUATIONS

Department Heads or their designees shall prepare a performance evaluation on each employee under their jurisdiction. Performance evaluations are subject to appeal through the grievance procedure. Such evaluation by the Department Heads or their designees shall be initiated within thirty (30) days of the conclusion of the employee's probationary period or the anniversary date of the employee's hire. Performance evaluations shall be in writing and on the City's official employee evaluation form. Any request for payment of outstanding performance pay shall include a letter requesting such and stating why the employee should receive the payment. The evaluation shall be discussed in detail with the employee by the Department Head or Department Head designee.

PASSED AND APPROVED THIS 30th DAY OF July, 1983.


John Guinn, Mayor

ATTEST:


Wayne J. Maiers, City Clerk

AMENDMENT 3
to
ORDINANCE 131

AN AMENDMENT TO THE CITY OF BETHEL ORDINANCE ESTABLISHING PERSONNEL RULES AND REGULATIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF BETHEL, ALASKA THAT CHAPTER 2.50, SECTION 2.50.020 AND CHAPTER 2.52, SECTION 2.52.020 ARE HEREBY AMENDED AS SHOWN BELOW:

2.50.020 CLASS CODES AND TITLES

The class codes and titles are summarized in the attached schedule known as the Position Control Matrix. There are fourteen (14) ranges and nine (9) pay steps within each range. There are a total of fifty-one (51) separate positions in the Position Control Matrix.

2.52.020 SALARY SCHEDULE

The hourly and yearly salaries to be paid to City personnel shall be reviewed at least annually and the hourly and annual salary schedules adopted for the budget year shall be incorporated into this section by ordinance amendment. These salary schedules shall become a part of each annual budget when adopted.

The current salary schedule, effective October 1, 1984, is attached. The annual entry level salary (step one) for each range is given below:

<u>RANGE</u>	<u>SALARY</u>	<u>RANGE</u>	<u>SALARY</u>	<u>RANGE</u>	<u>SALARY</u>
00	\$10,691	05	\$24,939	10	\$36,108
01	18,345	06	27,019	11	38,771
02	19,676	07	29,057	12	41,516
03	21,273	08	31,262	13	44,470
04	23,046	09	33,612		

PASSED AND APPROVED THIS 29th DAY OF May, 1984.

ATTEST:

Wayne J. Maier
Wayne J. Maier, City Clerk

John Guinn
John Guinn, Mayor
John Binkley
Acting Mayor

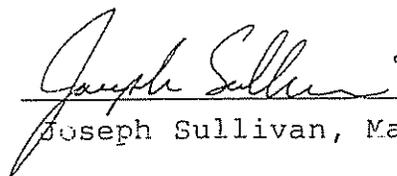
AMENDMENT 4
TO
ORDINANCE 131

AN AMENDMENT TO THE CITY OF BETHEL ORDINANCE ESTABLISHING
PERSONNEL RULES AND REGULATIONS.

BE IT ORDAINED BY THE CITY COUNCIL OF BETHEL, ALASKA THAT
CHAPTER 2.50, SECTION 2.50.020 (POSITION CONTROL MATRIX),
IS AMENDED BY ADDING THE FOLLOWING POSITIONS WITHIN THE
RANGES AS LISTED:

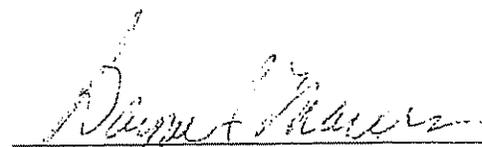
POSITION:	RANGE:
Personnel Technician	4
Receiving Clerk	4
Staff Attorney	11

PASSED AND APPROVED THIS 2nd DAY OF April 1985.



Joseph Sullivan, Mayor

ATTEST:



Wayne J. Maiers, City Clerk

APPROVED CONTROL MATRIX
(as of April 22, 1985)

RANGE	POSITION
00	* Cook's Helper * Patrol Officer - Reserve * Program Assistant: Senior Center Teen Center * Seasonal Unskilled Laborer
01	* Attendant: Laundry River Patrol * Janitor * Landfill Operator
02	* Cook * Clerk-Typist * Driver, Transit * Semi-skilled Operator
03	* Program Aide: Bowling Alley Museum Phillips Alcohol Treatment Center Recreation Center Senior Center * Clerk-Dispatcher
04	* Administrative Assistant * Maintenance Mechanic, Vehicle * Program Technician: Accounting Planning * Receiving Clerk * Personnel Technician * Utility Driver: Solid Waste Water
05	* Animal Control Agent * Driver: Road Maintenance Utility Services. Sanitation * Grader Operator * Maintenance Mechanic, Heavy Equipment * Maintenance Worker. Building * Program Specialist. Recreation Center * Skilled Laborer

06 * Captain:
 Ambulance
 Dredge
 * Counselor, Substance Abuse
 * Patrol Corporal
 * Patrol Officer
 * Program Coordinator:
 BASAP
 Bowling Alley
 Community Education
 Museum
 Recreation Center
 River Patrol
 Teen Center
 * Pumphouse Operator
 * Purchasing Agent
 * Fire Fighter

07 * City Clerk
 * Planner, CZM
 * Program Manager, Senior Center
 * Sergeant:
 Investigator
 Patrol
 * Supervisor, Utilities
 * Trades Specialist:
 Electrical
 Utilities
 * Captain:
 Fire Department

08 * Foreman:
 Building Maintenance
 Streets/Roads Maintenance
 Vehicle Maintenance
 * Manager, Accounting
 * Police Lieutenant
 * Treatment Director

09 (NONE)

10 * Director, Planning
 * Harbormaster
 * Internal Auditor
 * Personnel Officer

- 11 * Director:
 Community Services
 Phillips Alcohol Treatment Center
- * City Attorney

- 12 * Director:
 Business/Finance
 Public Works
- * Police Chief
- * Special Assistant, City Manager
- * Fire Chief

- 13 * City Manager

ORDINANCE NO. 131

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BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF BETHEL, ALASKA, THAT SECTION 2.48, PERSONNEL RULES AND REGULATIONS, EXCEPT FOR SECTIONS 2.48.070 (3), (4), and (6); 2.50, CLASSIFICATION PLAN; AND 2.52, COMPREHENSIVE PLAN FOR EMPLOYEES OF THE CITY OF BETHEL, BE ADOPTED.

PASSED AND APPROVED THIS 29th DAY OF March, 1982.

PASSED AND APPROVED:


JOHN GUINN, MAYOR

ATTEST:


WAYNE J. HALLERS, CITY CLERK

Chapter 2.48

PERSONNEL RULES

Sections:

- 2.48.010 General Provisions
- 2.48.020 Classification Plan
- 2.48.030 Pay Plan
- 2.48.040 Recruitment
- 2.48.050 Examination
- 2.48.060 Vacancies, Appointments, Probationary Period
- 2.48.070 Working Hours, Pay Rates, Benefits, Leave
- 2.48.080 Transfer, Promotion, Demotion, Suspension
- 2.48.090 Terminations
- 2.48.100 Grievance Procedure (Labor Relations)
- 2.48.110 Medical Examination
- 2.48.120 Employee Development
- 2.48.130 Performance Evaluations
- 2.48.140 Employee Transportation
- 2.48.150 Employee Political Activities
- 2.48.160 Employee Suggestions
- 2.48.170 Personnel Records
- 2.48.180 Miscellaneous Rules
- 2.48.190 Equal Employment Opportunity
- 2.48.200 Travel
- 2.48.210 Relocation Expenses

PERSONNEL RULES

2.48.010 General Provisions

1. Rules Adopted Generally

The Personnel Rules established by and adopted for the City are delineated in the following sections.

2. Application - Authority

The Personnel Rules set forth shall be applicable to all employees of the City to the extent of and according to the provisions herein set forth. The authority and responsibility for the personnel rules shall be vested in the City Manager by and through the Personnel Department.

3. Rules Subordinate to State Law and Rules of Court

Notwithstanding any other provisions, the Personnel Rules will be subject and subordinate to state statute and lawfully promulgated rules of court; and in the event of conflict between the terms of these Personnel Rules and any applicable state statute or rule or order of Court, the statute or rule or order of court shall prevail.

4. Policies on Equal Employment Opportunities

All appointments to or personnel actions in connection with any position or employee of the City shall be made or taken without regard to race, creed, color, sex, national origin, political affiliation, or group membership. No question, oral or written, shall be used to obtain information concerning the political or religious beliefs of any applicant or employee.

Provided, however that in instances of initial hiring of new City employees the fact that an applicant is an Alaska Native or other minority group shall be one factor considered in favor of the applicant by the City in making employment decisions. When the proportion of Alaska Natives or other minority groups employed the City in positions not requiring specialized training is approximately equivalent to the proportion of Alaska Natives or other minority groups in Bethel labor force the fact that an applicant is an Alaska Native or other minority group shall no longer be considered by the City in making employment decisions. When the proportion of the Alaska Natives or other minority groups employed by the City in positions requiring specialized training is approximately equivalent to the proportion of qualified Alaska Natives or other minority groups in the the Bethel labor force fact that an applicant is an Alaska Native or other minority group shall no longer be considered by the City in making employment decisions.

5. Violation of Personnel Rules

Violation of any Personnel Rules shall be grounds for disciplinary action. Employees who believe they have been unjustly disciplined may file a grievance in accordance with Section 2.48.100 of these Personnel Rules.

6. Amendment of Rules.

Amendments to these rules may be proposed by the City Manager or designee to the City Council as required. All amendments shall become effective upon adoption by the City Council or on such date as the City Council shall designate.

7. Administrative Procedures.

The Personnel Department may recommend written administrative procedures consistent with these rules to the City Council. Such procedures shall be effective when approved by the City Manager and Department Heads if such approval is prior to the effective date of the administrative procedures being placed on record with the City together with these rules. The administrative procedures shall be open for public inspection during scheduled office hours.

8. Definitions.

The following terms wherever used in this section or other sections of these personnel rules shall have the following meanings unless otherwise indicated or unless the context otherwise requires:

a. Construction of Personnel Rules Language.

1. The word "shall" is mandatory and not directory.
2. The word "may" is permissive.
3. The particular controls the general.
4. The text shall control when any difference of meaning or implication between the text of these Personnel Rules and the captions of each section occurs.
5. Words used in the present tense include the future unless the text clearly indicates the contrary. Any words used in the singular number include the plural and any words used in the plural include the singular unless the context clearly indicates the contrary.

b. Definition of Personnel Rules Terms.

1. "Advancement" means a salary increase within the limits of a pay range.

2. "Anniversary date" means the date of an initial appointment of an employee to a permanent position with the City.
3. "Appeal" means the questioning of a decision or any alleged grievance initiated and submitted by an employee to a higher authority.
4. "Applicant" means a person who has filed a completed application for employment with the City.
5. "Appointing power" means the official who possesses the final authority to make an appointment to a position.
6. "Appointment" means the placing of a person in a position on a full-time, part-time, or temporary basis.
7. "City, service of" means all positions and all departments of the City.
8. "Classification" means the determination of the proposed pay range of a position based on the duties performed, authority and responsibilities exercised, and the pay range of comparable responsibilities.
9. "Compensation" means salary, wage, allowance, and all other forms of monetary consideration earned by or paid to any employee for service in any position.
10. "Compensatory time" means time off from work in-lieu-of overtime worked.
11. "Demotion" means movement of an employee from one pay range or pay step within a range to another pay range or pay step within a range having a lower pay.
12. "Discharge" means involuntary separation for cause of any person from employment with the City.
13. "Disciplinary action" means effective procedures taken by the City Council, Mayor, City Manager, Department Head, or designee against any employee for cause, including, but not limited to: counseling, reprimand, suspension, demotion, transfer, reassignment, or discharge.

14. "Emergency overtime" means required hours worked beyond a normal working day or days worked which are normally scheduled as days off as a result of situations and/or circumstances which have arisen and are considered crucial to the continuation of the health and general welfare of the citizens of the City.
15. "Employee" means any individual employed by the City. This includes part-time employees who are subject to the Personnel Rules.
16. "Immediate family" means the employee's spouse, children, mother, father, mother-in-law, father-in-law, brothers or sisters. It also includes other family members who reside permanently with the employee.
17. "Layoff" means removal of an employee from active work status for reasons beyond his/her control that does not reflect discredit on his/her services and where certain reinstatement rights exist.
18. "Overtime" means authorized time worked by an employee in excess of his/her normal workweek.
19. "Permanent part-time employee" means an employee who is employed for less than the regular number of working hours on a continuous basis.
20. "Permanent part-time position" means a position requiring the services of an employee for less than a regular work week on a continuous basis.
21. "Full-time employee" means an employee who works the normal working hours not less than forty (40) hours per week.
22. "Temporary employee" means an employee appointed on a temporary or interim basis to a position for a limited period not to exceed six (6) months or 1,040 regular hours of employment in any given calendar year. A temporary employee is not eligible for employee benefits.
23. "Pay range" means the minimum, standard, intermediate and maximum rates of pay established for each class of position.

24. "Personnel Committee" means the committee authorized and responsible for the Personnel Rules of the City. Such committee shall be composed of at least three (3) members which includes but is not limited to the City manager or designee and two (2) City Council member representatives appointed by the Mayor.
25. "Personnel Rules" means an official employment system or part thereof established by the City Council.
26. "Personnel Department" means the Administrative Department established by the City Manager for the purpose of supervision and implementation of these Personnel Rules.
27. "Promotion" means the movement of an employee other than by reclassification from a lower pay range to a higher pay range.
28. "Step or Paystep" means one of the pay levels within the pay range for each classification.
29. "Suspension" means the temporary separation without pay of a City employee for disciplinary purposes.
30. "Termination" means permanent separation of an employee from the City employment records resulting from death, discharge, layoff, or resignation.
31. "Transfer" means lateral movement from one position to another in the same or parallel class at the same range without any break in service.

2.48.020 CLASSIFICATION PLAN

1. Maintenance of Plan.

The City Manager or designee may annually direct the initiation of a study of the duties and responsibilities of all positions within the City. After consultation with Department Heads and the Personnel Department, he may make recommendations to the City Council for amendment to appropriate City ordinances with regard to existing classifications of City employees and/or the need for new or additional proposed amendments to the employee classification or steps, salary ranges, duties, responsibility, authority, and character of work within the same classification. Subsequent amendments to the appropriate ordinance shall be submitted whenever factual information regarding the need for departments, data describing an inordinate use of compensatory time, or information regarding the labor market of cities of similar population and studies thereof indicate the necessity for changes in the classification plan.

2. Placement Within Positions.

Positions of the City shall fall within the Classification Plan adopted by the City Council by ordinance. Final determination with respect to placement of employees in pay steps, pay ranges, classification, and reclassification shall be made by the Personnel Department unless provided by other regulations or provisions established by the City Council.

3. New Positions.

No one shall be employed by the City to fill a position within any classification or pay range that is not included in the appropriate City ordinance until the ordinance has been officially amended to cover such classification or pay range.

4. Reclassification.

Where the duties or the responsibilities of a position have materially changed and reclassification of a position appears warranted, requests for such reclassification shall be submitted in writing by either the employee through the appropriate Department Head or by the Department Head to the Personnel Department. The Personnel Department shall evaluate the request and forward it, with their findings and recommendations, to the Personnel Committee who shall make

the final determination regarding the appropriate classification in accordance with Section 2.48.020, Paragraph 2. No classification shall be proposed or effected for the purpose of avoiding restrictions concerning demotions or promotions.

2.48.030 Pay Plan

1. Basis of Pay Plan.

The term pay plan means salary schedules and all the various ways by which salaries are adjusted, such as probationary and promotional increases and demotional decreases. The pay plan for the City shall be contained within the City's Compensation Plan adopted by the City Council by ordinance.

2. Amendments to the Pay Plan.

Amendments to any Pay Plan may be recommended to the City Council and shall become effective upon Council approval. The Personnel Department may conduct salary surveys to determine the prevailing rate for selected key classes. Such surveys shall include the gathering of fringe benefit data where feasible. Recommendations for range changes, reclassifications, and amendments to the Pay Plan may be made to the Council based upon results of these surveys.

3. Basis of Salary Rates.

Salary rates are based on full-time employment at normal working hours for the respective class of positions.

4. Starting Rates on Initial Employment.

Original appointments to any position shall be made at the entrance rate and advancement from the entrance rate to the maximum rate within a salary range shall be by successive step. Upon recommendation of the Department Head, the Personnel Department may approve initial compensation higher than the minimum rate in the range for the class when the needs of the service make such action necessary, provided that any such exception is based on the outstanding and unusual character of the employee's experience and ability over and above the qualification requirements specified for the class, or that a critical shortage of applicants exists. Such approval shall be made in writing prior to appointments.

5. Advancement After Probationary Period.

Upon satisfactory conclusion of the probationary period after initial appointment, the entrance salary of the employee may be advanced one increment to the next higher step in the salary range for the class to which his/her position is allocated.

6. Merit Review

Each employee's performance shall be reviewed and evaluated annually beginning with the first day of the month following the anniversary date of employment.

7. Criteria for Payment of Outstanding Performance

Payment for outstanding performance shall depend upon the employee's performance as appraised by the Department Head and is not granted automatically but shall be granted only to outstanding employees who consistently exceed the requirements of the position. Employees shall have their performance evaluation review annually.

Payments for outstanding performance must be earned and are not granted as a matter of course. Payment for outstanding performance shall be based upon objective evaluation of an employee's work performance and recorded on a performance evaluation report in the form of ratings and statements on the form highlighting the most significant favorable and unfavorable factors. When the overall evaluation shows a competent or higher rating and when it is shown that the employee has demonstrated outstanding service of a progressively greater value to the City, a payment for outstanding performance shall be approved.

8. Time of Payment for Outstanding Performance

Payment for outstanding performance shall be awarded after the annual review if warranted.

9. Final Authority

The Personnel Committee shall have final authority with respect to approval or disapproval of all payments for outstanding performance. The Personnel Committee shall recommend action after receipt of the Performance Evaluation from the Department Head. On proposing outstanding performance pay for an employee whose performance has been outstanding, the Department Head shall present additional information in writing in conjunction with the official employee evaluation form which substantiates that the employee is rendering service substantially above the level of proficiency normally expected of the incumbent of the position.

2.48.040 Recruitment

1. Eligibility for Employment.

Applicants shall be eligible for employment with the City when they possess the minimum qualifications as contained in the specifications and are physically and mentally fit to perform the duties of the position.

2. Area for Consideration.

Individuals shall be recruited from a geographical area sufficiently broad to assure obtaining well-qualified candidates for the position to be filled.

3. Announcement of Vacancies.

The Personnel Department with the assistance of the Department Heads concerned, shall prepare official recruiting notices using such public media as deemed appropriate to reach prospective applicants for the positions to be filled. All official recruiting notices and other publicity material concerning position vacancies shall explicitly state that the City is an equal opportunity employer.

4. Application Forms.

Applications shall be submitted on forms prescribed by the City. Such forms shall provide information covering training, experience, references and such other data as is deemed necessary. The forms will be used to consider an applicant for all positions in which their qualifications might be properly used. All applications must be signed by the applicant and indicate the date and time received by the City.

5. Disqualification of Applicants.

Applicants may be disqualified for consideration for employment when any of the following factors exist:

- a. Applicant has failed to submit his/her application correctly or within the prescribed time limit.
- b. Applicant is found to lack any of the minimum qualifications in the recruitment announcement or examination for the position.

- c. Applicant has demonstrated a lack of any of the minimum qualifications in the recruitment announcement of examination for the position.
- d. Applicant has made false statements or practiced deception in completing his/her application.

2.48.050 Examination.

1. Nature and Type.

An examination for a position may be written, oral, a measurement of physical fitness, or any combination thereof. Examinations shall consist of material that tests fairly and equally the capacity and fitness of an applicant to perform effectively the duties of the position for which the examination was given. The necessity of an examination and the type thereof shall be determined by the Department Head with the advice of the Personnel Department. Development of written tests shall be the joint responsibility of the Department Head and the Personnel Department.

2. Promotional Examination.

Whenever, in the opinion of the Department Head, and adequate number of qualified candidates is available within the employ of the City, a promotional examination may be used as a means of assisting the Department Head and the Personnel Department in selecting a qualified employee for promotion to fill the vacancy. If an adequate number of qualified employees is not available, the Department Head shall request the assistance of the Personnel Department in seeking additional applications from persons not in the employ of the City.

2.48.060 Vacancies, Appointments, Probationary Period.

1. Application to Fill Vacancies.

Whenever a job vacance occurs in any existing job classification or as a result of the development or establishment of a new job classification, a notice of such a job opening shall be posted on all bulletin boards, publicized in a newspaper of general circulation in the City, and/or publicized in whatever additional ways seem appropriate for a minimum of ten (10) working days for any job vacancy occurring in any job classification.

A Department Head may appoint a temporary employee to fill a vacant existing job classification for a period not to exceed twenty (20) working days. Said appointment shall not prevent notice of the job opening being posted as stated herein.

During this period, employees who wish to do so may apply for the open position or job. The application shall be in writing and submitted to the Personnel Department. The City retains the right to fill vacancies with the most qualified applicant available. The applicant may be either an employee currently in the service of the City or a candidate not presently in the City's employ. Qualified employees, now in the service of the City, shall be the first to be considered. In the event of two (2) or more applicants who are currently City employees having equal qualifications, apply to fill a vacancy, the employee with the longest continuous service shall be selected to fill the vacancy or new classification.

2. Screening Applicants.

After preliminary screening of the applications received by the Personnel Department, the top three (3) applicants shall be referred to the Department Head who is responsible for making the final decision. The Department Head shall inform the Personnel Department of the names of the candidates receiving consideration so that they can make the appropriate investigation of their references and qualifications.

3. Appointments.

Should the Department Head reject all of the applicants referred by the Personnel Department, then the Personnel Department and the Department Head who is responsible for making the final selection, shall either repeat the process

described in Section 2.48.060, or make a provisional appointment from among those applicants referred to such Department Head. In the event of a dispute regarding who should be selected, the matter shall be referred to the Personnel Committee. A majority vote of the members of the Personnel Committee and Department Head who is responsible for making the final selection at the time of appointment is final.

When an individual is selected for and has accepted an appointment, he/she may be required to take a medical examination at the City's expense to certify that he/she is in good health and is physically capable of performing the duties of the position.

Once the applicant has been certified, he/she shall report to the Personnel Department before commencing work.

No fee shall be required to be paid for consideration or selection for any position with the City.

4. Probationary Period.

Each employee receiving an appointment to a position in the classified service must serve a probationary period of six (6) months before his/her appointment shall be considered permanent. During the employee's six (6) month probationary period, the employee's work habits, abilities, attitude, and other pertinent characteristics will be observed and evaluated by his/her Department Head. If the probationary employee fails to meet required standards of performance, he/she is to be dismissed.

If at any time during the probationary period the probationary employee's Department Head determines that the services such employee have been unsatisfactory, the employee may be separated from his/her position without the right of appeal or a hearing. The Department Head shall notify the employee in writing at least seven (7) calendar days before the effective date of separation of the reasons for the separation. The Department Head may exercise the option of offering a terminated employee five (5) working days severance pay in lieu of retaining the employee beyond the notification of termination date. If there is reason to believe the employee may develop the ability to perform satisfactorily by the extension of the probationary period, the Department may grant an extension not to exceed ninety (90) days.

During the probationary period, an employee is not eligible for promotion or transfer.

At the end of the probationary period, the Department Head shall complete a Performance Appraisal, using the City's employee evaluation form and notify the probationary employee in writing that either the employee has successfully completed his/her probationary period and is henceforth to be considered a regular employee with all the right and privileges due him/her, or that the employee has not demonstrated the ability to perform satisfactorily and is to be separated from municipal employment.

2.48.070 Working Hours, Pay Rates, Benefits, Leave

1. Work Week

All full-time employees of the City shall work a forty (40) hour work week unless their duties and responsibilities are of such a nature to warrant a work week based on a differential shift schedule.

2. Days Off

Full-time employees shall have two (2) specified days off per week. In case of emergency, or where required for the performance of essential public service, an employee may be required to work the days he/she is normally off.

3. Compensatory Time

Compensatory time shall be granted in lieu of overtime pay to employees who are required to work more than their normal work week or on their day off. Compensatory time shall be credited at one hour off for every hour earned only upon the prior approval of the Department Head.

The maximum allowable accumulation of compensatory time shall be forty (40) hours. All compensatory time accumulated in excess of the allowable maximum shall be paid at a straight time rate.

Compensatory time off shall be taken at such time as the employee requests and the Department Head approves. Upon termination, the Department Head shall grant payment at the regular hourly rate for accrued compensatory time within the allowable limit of forty (40) hours.

4. Overtime

An employee shall receive payment for overtime only after a maximum of forty (40) hours compensatory time. Overtime shall be paid at one hour for every hour worked. All overtime must have prior approval from the Department Head.

5. Attendance

Employees are expected to be at their place of work in accordance with the City's Personnel Rules regarding hours of work, holidays, and leave. All departments shall keep daily attendance records through the use of the City's monthly personnel time record form.

6. Benefits

Full-time and permanent part-time employees shall be provided standard City health, dental, life insurance, and retirement benefits and shall receive City utility services for a monthly fee of \$35.00.

7. Annual Leave for Vacation Purposes

- a. A full-time employee of the City of Bethel shall accrue annual leave according to the following schedule:

<u>YEARS OF SERVICE</u>	<u>DAY(S)/MONTH</u>
2 or less years	1.05 days/month
2 thru 5 years	1.75 days/month
5 thru 10 years	2.00 days/month
10 thru 15 years	2.25 days/month
15 thru 20 years	2.50 days/month
20 or more years	2.75 days/month

A permanent part-time employee shall accrue annual leave according to the following schedule:

2 or less years	.75 days/month
2 thru 5 years	1.00 days/month
5 thru 10 years	1.25 days/month
10 thru 15 years	1.50 days/month
15 thru 20 years	1.75 days/month
20 or more years	2.00 days/month

- b. Accrual: An employee shall accrue vacation time beginning one month from date of hire (anniversary date).

Leave is accrued monthly. Accrued vacation leave will be paid upon termination only to those persons who have been continuously employed by the City for a minimum of six (6) months.

- c. Usage: No annual leave shall be taken until an employee has completed six (6) months of service. Upon completion of the six (6) months of service, an employee may use the vacation time at any time subject to the approval of the Department Head.

Vacation leave may be granted in increments of not less than one (1) day.

- d. Records of Leave: The City Finance Director shall maintain records of annual leave and its use. Each Department Head shall develop and maintain a vacation schedule for the employees.
 - e. Effect of Holidays and Vacations: When a legal holiday occurs during an employee's scheduled vacation, such holiday shall not be charged to his/her annual leave. x
 - f. Maximum accumulation of leave: An employee's maximum accumulation of annual leave shall be limited to forty (50) working days.
 - g. Opportunity for Leave and Waiving of Vacations: Every employee shall be afforded the opportunity to take annual leave. No employee shall be permitted to waive annual leave for the purpose of extra compensation unless approved by the City Manager or his designee.
 - h. Payment for Annual Leave: Upon termination of employment from the City, an employee shall be paid at the regular hourly rate for all the annual leave accumulated to the date of termination subject to the leave provisions delineated in Section 2.48.070, Paragraphs 7 (b) (f) and 19.
8. Sick Leave.

Permanent full-time employees shall accrue sick leave at the rate of one (1) day for each month of service. Sick leave is to be used when an employee or his/her child is actually ill or incapacitated or for medical or dental appointments.

Employees are required to notify their Department Head when they are unable to work because of illness or medical or dental appointments and they are required to submit a Personnel Action Form/Authorization for Leave Request for review and approval to their Department Head if due to illness on the first working day after they return to work. All other requests for sick leave are to be reviewed and approved by the employee's Department Head.

When an employee's absence is for more than three (3) working days, he/she shall be required to provide certification from

his/her physician indicating the reason for the absence. Sick leave can be accumulated and carried over from year to year up to a maximum accumulation of ninety (90) days. After five (5) or more years of employment with the City, an employee shall be paid all accumulated sick leave up to the maximum of ninety (90) days at his/her regular rate of pay when the employee is terminated.

9. Injury Leave.

- a. Policy: Employees injured on the job are entitled to the weekly compensation benefits provided by the Workers' Compensation Act. Employees shall receive their full salary (computed at forty (40) hours per week at the employee's regular rate of pay) for a period of sixty (60) days from the date of injury. Any workers' compensation payments received by the employee for said period shall be the property of, and the employee shall assign such payments to, the City. Medical payments and injury awards shall be the property of the employee. All benefits received by an employee for injury leave may continue in force until a determination is made as to whether an employee will be able to return to his/her normal workweek.
- b. Limited Duty: The City shall require bi-monthly medical reports during the injury leave. In the event the physician permits the employee to return to work in a limited status, the employee shall be compensated at his/her regular rate of pay the remainder of the sixty (60) day period or until he/she returns to regular duty, whichever comes first.
- c. Long-Term Disability: In the event the employee is unable to return to work by the sixty-first (61st) day, he/she will be eligible for benefits provided for in the City's long-term disability program, if any. While participating in such program, the employee shall not accrue sick and/or annual leave benefits. The employee may, however, participate in the City's group insurance programs by depositing with the City the amounts necessary to cover his/her premiums.
- d. Reinstatement: Upon receipt of clearance from the attending physician, the employee shall be reinstated to the same or similar vacant position at the same grade for which he/she qualifies.

10. Emergency Leave.

A Department Head may grant paid emergency leave to permanent employees not to exceed five (5) working days at any one time when critical illness or death has occurred in the employee's immediate family.

11. Leave to Attend Funerals.

Permanent employees may be allowed up to four (4) hours with pay to attend the funeral of present or retired employees or personal friends upon prior approval granted by the respective Department Head. Employees who act as pallbearers for any deceased person whose funeral takes place during work hours may also receive four (4) hours off with pay.

12. Time Off for Rest.

If an employee is required to work outside regular working hours causing him/her to require rest before beginning the next regular day's work, the employee's Department Head may authorize the employee to report for work at such time as will permit the required rest.

13. Military Leave.

Permanent public employees are authorized fifteen (15) days of annual military leave, with pay, subject to the conditions hereinafter prescribed.

Any officer or employee of the Municipal Corporation who shall be a member of the National Guard or any other component of the military forces of the State now or hereafter organized or constituted under Federal law shall be entitled to leave of absence from their public office or employment without loss of pay, seniority, status, efficiency rating, vacation, sick leave, or other benefits for all the time they are engaged with such organization of component in training or active service ordered or authorized by proper authority pursuant to law, whether for State or Federal purposes, not to exceed fifteen (15) days in any calendar year. Such leave shall be allowed in cases where the required military service is satisfactorily performed which shall be presumed unless the contrary is established.

Such leave shall not be allowed unless the officer or employee returns to his/her public position immediately on being

relieved from such military service and not later than the expiration of the time herein limited for such leave, or is prevented from so returning by physical or mental disability or other cause not due to his/her own fault, or is required by proper authority to continue in such military service beyond the time herein limited for such leave.

14. Leave of Absence.

Department Heads, with the approval of the City Manager or designee and the Personnel Department, may grant leave without pay to any permanent employee for a period not to exceed one (1) year. Such leave shall only be considered when the employee submits a written request setting forth the reasons for the proposed absence.

During the employee's absence or extended leave without pay, the vacant position may be filled by a new appointment, temporary promotion, or temporary reassignment. Upon expiration of the approved leave, the employee shall be reinstated to the position he/she vacated or to any vacant position in the same grade for which he/she qualifies. Sick and annual leave benefits shall not accrue during an absence of leave without pay, nor will the City make any contributions during that period for retirement, hospitalization, or life insurance benefits. However, the employee may participate in group insurance programs during the period of extended leave without pay provided that he/she deposits with the City the amounts necessary to cover the total cost of premiums.

15. Jury or Court Leave.

Employees shall be granted time off with pay when performing jury duty or when required to serve as a witness in any Municipal, State, or Federal Court. Payments received from a court service for services as a juror, exclusive of per diem and travel expenses, shall be turned into the City.

16. Holidays.

The following have been designated by the City Council as official holidays during a calendar year for all employees except for those employees whose duties are for the public safety and welfare of the citizens of the City:

JANUARY	New Year's Eve - (One-half day - afternoon)
	New Year's Day

FEBRUARY Washington's Birthday - (Third Monday)
MAY Memorial Day - (Last Monday)
JULY Fourth of July
SEPTEMBER Labor Day - (First Monday)
OCTOBER Alaska Day - October 18th.
NOVEMBER Veteran's Day - November 11th.
Thanksgiving Day - (Fourth Thursday)
DECEMBER Christmas Eve - (One-half day - afternoon)
Christmas Day

EMPLOYEE'S BIRTHDAY

PERSONAL LEAVE DAY - Granted with prior approval by the Department Head.

Permanent full-time employees shall receive one (1) day's pay for each designated holiday. Full-time employees shall not be required to be on duty on holidays unless their services are required for an emergency or performance of essential public services in which case they shall be entitled to one (1) day's additional pay. When a permanent employee's regularly scheduled time off falls on a recognized holiday, the employee shall be compensated with eight (8) hours of regular pay.

Official City holidays which fall on Sunday shall be observed on the following Monday; those which fall on Saturday shall be observed on the preceding Friday.

18. Maternity/Paternity Leave Provision.

- a. A female employee who has been employed for not less than one (1) year is entitled to take a maximum total of nine (9) weeks of absence immediately preceding, during, and following childbirth. Employees have the option of using sick leave, annual leave, and/or leave without pay.
- b. If necessary, an employee absent on maternity leave may be replaced on a temporary basis without losing job rights.

c. Paternity leave may be granted upon approval of the Department Head and the Personnel Committee.

19. Full-time Temporary and Part-time Temporary Employees.

Notwithstanding other provisions of this Section, full-time temporary and part-time temporary employees shall not be eligible to receive the following fringe benefits: annual leave for vacation purposes, sick leave, emergency leave, leave to attend funerals, military leave with pay, leave without pay, holidays, group life insurance, disability income insurance, hospital and medical insurance. Full-time temporary and part-time temporary employees shall be eligible to receive injury leave for on-the-job accidents, leave for jury duty, and military leave without pay.

20. Permanent Part-time Employees.

Permanent part-time employees shall be eligible for annual and sick leave accrued at one-half (1/2) the rate of full-time employees and emergency leave up to two & one-half (2 1/2) days with prior approval by a Department Head. Permanent part-time employees shall be provided standard City health, dental, life insurance, and other benefits assigned to full-time permanent employees as stated in 2.48.070, Paragraph 6.

21. Permanent Full-time Employees.

Permanent full-time employees of the City shall be granted Civic Leave to attend official meetings with prior approval of their Department Heads.

2.48.080 Transfer, Promotion, Demotion, Suspension.

1. Lateral Transfer.

A Department Head may transfer an employee who possesses the minimum qualifications to another classification at the same pay rate within the same or different department. No probationary period shall be served and the date of next performance review shall remain the same.

2. Promotions.

Vacancies in positions above the lowest rank in any category shall be filled by employees currently in the service of the City based upon qualifications and tenure, or by a candidate not presently in the City's employ, based upon the approval of the respective Department Head.

Promotions must involve a definite increase in duties and responsibilities and shall not be made merely to effect an increase in the employee's compensation.

An employee receiving a promotion shall receive as a minimum rate of pay the rate of compensation at the entrance step of the pay range to which he/she has been promoted. Where his/her compensation is already at or in excess of the entrance step of the pay range, he/she may, as a minimum, receive compensation at the step which provides him/her with a one-step increase over his/her present salary.

3. Temporary Promotions.

If an employee is temporarily promoted to a higher classification for other than training purposes, he/she shall receive the pay rate for that classification. The provisions of this section shall be in accordance with procedures promulgated by the Personnel Department.

4. Demotions.

A Department Head may demote to a vacant position an employee who fails to demonstrate his/her ability to perform required duties or for disciplinary purposes. Any employee so demoted shall not apply for promotional vacancies for at least sixty (60) days. No City employee shall be demoted to any position for which they do not possess the minimum qualifications. In all cases written notice of personnel action of the demotion

shall be given to the employee at least ten (10) workdays prior to the effective date of the demotion.

5. Suspensions.

A Department Head or his designee may suspend an employee from his/her position without pay at any time for cause, such suspensions not to exceed three (3) workdays without the approval of the City Manager or his designee. Prior to the imposition of any suspension, the Department Head shall confer with the employee and give the employee an opportunity for a hearing by the Personnel Committee.

2.48.090 Terminations.

1. Disciplinary Actions - Discharge.

A Department Head may discipline any employee for neglect of duty, inefficiency, disobedience, misconduct, immoral or indecent conduct, carelessness, negligence with the City's monies or property, theft or destruction of City property, being under the influence of alcohol or drugs on duty, endangering the safety of him/herself or other employees, accepting gifts other than items generally distributed by the donor for advertising purposes, or failure to properly perform his/her duties. However, individual acceptance of food or beverage consumed by the employee at the time of receipt if in company with another person or persons at an appropriate social or business occasion, meal, or other event, will be grounds for discipline unless the receipt of such food or beverage shall be contrary to regulations promulgated by the Personnel Department.

Any full-time employee whose discharge is planned shall be given a written statement of the action planned and shall have three (3) workdays to exercise his/her right to request that the grievance procedure described in Section 2.48.100 be initiated to review facts in the case prior to the effective date of discharge.

2. Layoff.

If it becomes necessary to reduce the number of employees employed by the City at any time, the City Manager after consulting with the Personnel Department and the respective Department Head, may abolish any position. Selection of employees to be laid off shall be based on seniority. No new employees shall be hired until all employees on layoff status desiring to return to work have been recalled.

3. Resignation.

An employee desirous of resigning his/her position in good standing shall submit a written resignation to his/her Department Head at least two (2) weeks prior to the effective date of such resignation giving a reason for the planned departure. The resignation shall be sent to the respective Department Head and the Personnel Department.

4. Retirement.

Employees, except sworn personnel of the Police Department, shall be required to retire at age sixty-five (65) unless the City Manager at the request of the employee approves, by and through his Department Head, an extension not to exceed one (1) year at a time. No extensions shall be approved that will permit an employee to remain on the rolls of the City beyond their seventieth (70th) birthday. Sworn agents of the Police Department shall be required to retire as directed by the provisions of the State of Alaska Public Employees' Retirement System.

All permanent full-time and permanent part-time employees shall have the option to become members of the City's retirement plan. Such participation shall be effective on the first day of employment with the City after their probationary period has elapsed. Sworn personnel of the Police Department are eligible to participate in the State of Alaska's Public Employees' Retirement System. Such participation shall also be effective on the first day of employment with the City after their probationary period has elapsed.

2.48.100 Grievance Procedure (Labor Relations).

1. Purposes.

The following are the purposes of this section:

- a. To enhance desirable employer-employee relations by establishing grievance procedures on matters for which an appeal and hearing are not otherwise provided for in these rules.
- b. To afford employees a means of obtaining further consideration of problems when they remain unresolved at the employee/immediate supervisor or Department Head level.
- c. To provide for timely resolution of grievances.

2. Statement of City Policy.

The City, desirous of the most effective accomplishment of its work, requires prompt consideration and equitable adjustment of all grievances. Department Heads and employees are expected to make every effort to resolve problems timely and informally. When such informal means fail to resolve the problem satisfactorily, a formal review by higher levels of management is established.

3. Procedure.

- a. An employee shall first present their written grievance within ten (10) working days from the complained fo action to his/her Department Head who shall make careful inquiry into the facts and circumstances of the complaint. The Department Head shall seek to resolve the findings and render a decision to the aggrieved employee within five (5) workdays after receiving the grievance.
- b. An employee dissatisfied with the decision of the Department Head may obtain a further review of the matter by submitting, in writing, a request for review to the Personnel Committee within five (5) workdays following the receipt of the Department Head's decision. The Personnel Department, by and through the Personnel Committee, shall make such investigation and conduct such hearings as are deemed necessary and shall communicate the decision to the employee within ten (10) workdays after receipt of the employee's request for review. The decision of the Personnel Committee shall be final.

4. Rules Covering Conduct of Grievance Procedure.

- a. The time limits specified in Item 3 may be extended by mutual agreement between the employee and management level concerned.
- b. The aggrieved employee may request the assistance of another person of his/her choice in preparing and/or presenting his/her grievance at any level of review.
- c. If the action complained of constitutes a demotion, transfer, suspension, or termination, such action shall be stayed by the filing of a grievance until final resolution under this section. The employee and his/her representative may use a reasonable amount of time in conferring about and preparing the appeal. The Department Head, with the advice of the Personnel Department, shall determine the amount of time deemed reasonable.
- d. Employees are assured freedom from reprisal for using the grievance procedure.

2.48.110 Medical Examination.

1. Medical Examinations During Employment.

When, in the judgement of a Department Head, an employee's physical or mental condition is such that it appears to adversely affect his/her ability to perform the duties of the position, the Department Head may require the employee to undergo examination by a physician. In such a situation, the following procedure shall be followed:

- a. The employee may, but shall not be required to have a physician of his/her choice consult with the Department Head or his/her designee concerning the need of examination. If the employee so desires, he/she may notify the Department Head immediately and he/she shall arrange an appointment for consultation with such physician as soon as possible.
- b. In the event that the employee does not elect to have a physician of his/her choice consult with the Department Head, or if the Department Head shall deem a physical examination necessary or desirable after such consultation, the Personnel Department shall provide an examination. The cost of such examination shall be borne by the City.
- c. The employee shall be available for examination by the selected physician without delay. Failure to do so may result in disciplinary action for disobedience.
- d. The report of the physician shall be submitted to the Department Head, Personnel Department, and to the employee if the physician agrees.
- e. The Department Head shall review the physicians report and after consulting with the Personnel Department shall determine if the employee should continue in the employ of the City. If the Department Head determines that the employee is not fit for duty, he shall initiate the appropriate action and forward it to the Personnel Department.
- f. In cases involving proposed discipline or reassignment of an employee deemed physically or mentally unfit, the entire file shall be reviewed automatically by the Personnel Department prior to the effective date of the discipline or reassignment. The Personnel Department

shall conduct further hearings or inquiries as may be deemed necessary to arrive at a decision. The decision of the Personnel Department shall be final.

2. Evaluation Factors in Determining Fitness for Duty.

Employees examined under the provisions of this section shall be considered unfit for duty if their disease, physical or mental condition, or defect materially interferes with the performance of their assigned duties or makes the individual a hazard to his/her fellow employees.

2.48.120 Employee Development.

1. Responsibilities.

The City Council shall encourage the development of each employee to their fullest potential. The City Manager and Department Heads shall jointly assume responsibility for establishing in-service and other types of training programs including courses, seminars, workshops, demonstrations, assignment of reading matter, or such other methods as may be available for improving the effectiveness and knowledge of employees in performing their assigned duties.

Other types of training programs shall include technical training required by a particular department and its employees as a result of the types of services provided by the City; individualized training for those employees who require intensive training relative to their job responsibilities within their respective departments; and on-the-job training which is to be conducted along the following guidelines:

- a. Initial Orientation;
- b. A tour of all City departments and facilities;
- c. Training pursuant to additional college education, accredited courses in an employee's specialty area or related areas, or other types of formal educational training.

The City Manager, or designee, and Department Heads shall jointly assume responsibility for establishing the aforementioned training programs for City employees.

2. Recognition of Training.

Completion of special or other training programs shall be a factor to be considered in making promotions. City employees are encouraged to develop and further their job skills and personal potential by participating in programs geared to their needs.

3. Reimbursement for Training Expenses.

Employees desiring to enroll in correspondence or college courses may be reimbursed for the tuition costs provided:

- a. Prior approval is given by the Department Head and City Manager or designee.
 - b. Textbooks, workbooks, and supplementary materials are paid for by the employee.
 - c. Course work has been satisfactorily completed before reimbursement.
 - d. The employee satisfactorily completes the course for which reimbursement is sought.
4. Reimbursement -- Training/Program Expenses.

If an employee receives prior approval of his/her Department Head and the City Manager or designee to attend a convention, training program, seminar, institute, or similar program aimed at enhancing the employee's skills on the job, the City shall reimburse the employee for costs incurred, including registration fees, transportation expenses, meals, and lodging based upon verifiable receipts.

Department Heads may require an employee to submit a signed statement agreeing to remain a specified time in the service of the City as a condition for being reimbursed for training expenses in excess of one hundred dollars (\$100)

Such agreements shall be negotiated by the employee and his/her Department Head and receive approval from the City Manager or designee prior to engagement in the training course. The length of time specified shall be based on the length of training, the cost of training, and the benefits derived by the City by such training. The agreement shall be fair and equitable to both parties.

Employees who fail to remain in the employ of the City for the specified period shall reimburse the City on a prorated basis for the monies paid by the City on the basis of the agreement.

2.48.130 Performance Evaluations

1. Procedure

Department Heads or their designees shall prepare a performance evaluation on each employee under their jurisdiction. Performance evaluations are subject to appeal through the grievance procedure. Such evaluation by the Department Heads or their designees shall be initiated within thirty (30) days of the conclusion of the employee's probationary period or the anniversary date of the employee's hire. Performance evaluations shall be in writing and on the City's official employee evaluation form. Any request for payment of outstanding performance pay shall include a letter requesting such and stating why the employee should receive the payment. The evaluation shall be discussed in detail with the employee by the Department Head or Department Head designee.

2.48.140 Employee Transportation.

1. Use of City-Owned Vehicles.

City-owned vehicles shall be used for official business only unless provided to a City employee as part of an employment agreement. An employee authorized to drive a City vehicle must have a current Alaska operator's license. Employees operating City vehicles are required to observe all traffic laws and the dictates of common sense and good judgement.

Use of City-owned vehicles will be limited to those employees or designees delineated on the official drivers' list on file with the City Clerk and the City's insurance agency.

2. Use of Private Vehicles.

If an employee is required by his/her Department Head to use his/her personal vehicle in the performance of official duties, he/she shall be provided gasoline as specified by the Department Head.

3. Records.

Monthly gasoline and oil use records shall be maintained by the employee and approved by the Department Head. Such reports shall be submitted to the City's Finance Department at the end of each month under consideration.

4. Accidents.

If, while operating a City-owned vehicle, an employee or his/her designee is involved in an accident resulting in personal or property damage, he/she shall:

- a. Request that all parties and properties concerned remain at the scene of the accident until a law enforcement representative releases them.
- b. If the accident occurs within the City limits, notify the Police Department immediately; otherwise, notify the local Police Department and/or responsible law enforcement agency.
- c. Report the accident to his/her Department Head, if any, no later than the next succeeding day

- d. Refrain from any discussion of the accident with anyone other than the investigating police agent, appropriate City officials, or representatives of the insurance company designated by the City.

2

2.48.150 Employee Political Activities.

1. Federal and State Elections and Campaigns.

Employees are free, on their own time and away from any office of the City, to participate in all Federal, State, and local partisan campaigns and to openly express their views and support for candidates. Employees shall refrain from any political activities which give the appearance that they are endorsed by the City or which interferes with the performance of their normal duties.

2. Local Elections and Campaigns.

a. Candidates for Office: Any employee desiring to be a candidate for municipal office in the City shall submit a request for leave of absence commencing on the date of filing and ending on the day following election day. Candidates who are elected to such office shall resign from the employ of the City.

b. Activities: Employees, while on City time, shall not publicly support or endorse any candidates for municipal offices in the City, shall not circulate or cause to be circulated, any nominating petitions for such office, shall not distribute any campaign literature nor display any campaign buttons or car stickers or placards on behalf of any candidate for municipal office in the City.

3. Solicitation of Contributions.

Employees shall not be required to make any contribution to a political party, elected official, or to a candidate, and their refusal to do so shall not be used to penalize them in any way. An employee while on City time or on City property shall not make any solicitation of any such contributions from any other employee.

2.48.160 Employee Suggestions.

1. Encouraged.

Employees shall be encouraged to submit suggestions to their Department Heads and the City Manager or designee for improvement of the efficiency and effectiveness of the City Government.

2. Awards.

The City Manager or designee, by and through the Personnel Committee, may make awards ranging from twenty-five dollars (\$25) to two hundred & fifty dollars (\$250) for adopted suggestions submitted by employees that materially improve City operations. Such awards are to be based on the degree to which the material improvement increases the City's operational effectiveness and decreases the City's operational expenses.

2.48.170 Personnel Records.

1. Record Card.

The Personnel Department shall maintain an employee record card for each employee containing his/her name, title of position held, department, salary, changes in employment status, performance evaluations, and all other information considered pertinent to his/her employment with the City.

Employees shall report all changes of name, address, home telephone number, and other pertinent information to their Department Heads. The Department Heads shall report such changes, temporary or permanent, on a Personnel Action Sheet to the Personnel Department. Adverse comments for employee files must be signed by the respective Department Head.

2. Retention and Destruction.

The Personnel Department and City Finance Director shall retain indefinitely all personnel and payroll records of City employees. Applications for employment over six (6) months old and not renewed by the applicant may be destroyed by the Personnel Department.

3. Release of Personnel Information.

- a. During office hours, an employee, former employee, or their designated representative, may examine the employee's personnel file after any letter of reference concerning employment, licensing, or issuance of permits has been removed. Designation of a representative shall be in writing and witnessed, signed by the employee or former employee, and filed with the Personnel Department, before the representative may examine the employee's file. Should an employee or former employee be under disability, their file shall be subject to inspection by their legal representative without the necessity of a signed designation from the employee as heretofore mentioned. The burden of showing such legal disability and proper representative capacity shall be upon the person seeking to examine the file.
- b. Personnel files shall be available to the City Manager or designee, City Finance Director, Personnel Department, and all Department Heads who supervise the work of the employee whose records they wish to review.

- c. The Personnel Department may verify to a prospective employer of a present or former employee the dates of such individual's employment with the City and the latest or last position or title held. No other information concerning the employee shall be released to prospective employers, collection agencies, credit bureaus, etc., unless the employee has designated them as his/her representative in accordance with Subparagraph A, above.

2.48.180 Miscellaneous Rules.

1. Outside Employment.

As a matter of policy, employment of full-time employees outside of their regular City job is discouraged. Employees shall notify their supervisor of any such additional employment in which they engage.

2. Incompatible Activities.

Employees shall not engage in any activities or enterprises which are incompatible with their duties as a City employee or with the duties, functions, and responsibilities of the Department in which they are employed. The following describes activities of the type considered incompatible with City employment:

- a. Any employment, activity, or enterprise which involves the use of the City's time, facilities, equipment, supplies, prestige, influence, badge, or uniform for private gain.
- b. Receipt or acceptance by an employee of any money or other consideration from anyone other than the City for performance of an act or function which the employee would be required or expected to render in the regular course of City employment or as a part of their duties as a City employee.
- c. Performance of an act in other than one's capacity as a City employee which may later be subject, directly or indirectly, to control, inspection, review or audit by such employee or by the City department in which he/she is employed.
- d. Use of so much of any employee's time that it impairs his/her attention or efficiency in the performance of his/her duties as a City employee.

3. Acceptance of Gifts.

Employees and members of their families shall not accept personal gifts offered because of the employee's duties, functions, or responsibilities as an employee of the City. This does not pertain to gifts of a general commercial advertising nature having a small value or to food and drink consumed by

the employee at the time of receipt if in company with another person or persons at an appropriate social or business occasion or other events unless the receipt of such food or beverage is contrary to rules promulgated by the Personnel Department or City Council.

2.48.190 Equal Employment Opportunity.

1. Policy.

It is the policy of the City to provide equal employment opportunity to all employees and all persons seeking employment with the City; to prohibit discrimination in employment because of race, color, religion, national origin, sex, physical handicap, marital status, political affiliation, age or any other irrelevant factor; and through affirmative action to promote the full realization of equal employment opportunity.

2. General Provisions.

- a. It is the duty of every City official, Department Head, and employee to foster to the best of his/her ability, equal treatment in hiring, training, promotion, disciplinary action, separation and transfer, duty assignment, performance evaluation, and all other aspects of relationships between and among employees, supervisors and departmental directors.
- b. All personnel actions taken by the City must be based solely on merit and fitness. Activities related to these actions must be conducted in accordance with the spirit as well as the letter of the Personnel Rules of the City.

3. Complaint Processing.

- a. Any employee of the City, or any applicant for employment with the City, who believes that he/she has been discriminated against because of race, color, religion, or national origin may file a complaint in accordance with the procedures outlined in Section 2.48.100.
- b. Complaints under this Section may also be filed by an organization for the aggrieved employee or applicant with their consent. These organizations may include minority group organizations and other third party organizations and/or individuals with a legitimate concern for the complainant's interests.
- c. This section does not apply to the consideration by the City of a general allegation of discrimination by an organization or third party which is unrelated to a specific complaint or discrimination subject to the Personnel

Rules.

4. Equal Employment Opportunity Without Discrimination.

- a. Policy: It is the policy of the City to conduct all dealings with its employees and its applicants for employment without regard to:
 1. Political affiliations, except when by statute;
 2. Marital status;
 3. Physical handicap; if the duties of any given position may be efficiently performed by a person with the physical handicap; or
 4. Age.
- b. Complaint Procedures: Complaints of discrimination brought by the City's employees or its applicants for employment based on political affiliation, marital status, physical handicap, or age will be processed under the established City's grievance procedures as described in Section 2.48.100.

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2.48.200 Travel.

Travel within the State may be authorized by a Department Head and the City Manager for themselves or for others of the staff. Travel expenses will be paid at a uniform per diem established by the City Manager.

2.48.210 Relocation Expenses.

Newly appointed Department Heads whose previous job is outside the City's incorporated city limits shall be reimbursed for actual travel and necessary moving expenses not to exceed three thousand dollars (\$3,000).

Chapter 2.50

CLASSIFICATION PLAN

Sections:

- 2.50.010 Establishment of Classifications
- 2.50.020 Class Codes and Titles
- 2.50.030 Class Specifications
- 2.50.040 Classification Description

2.50.010 Establishment of Classifications

The classifications set forth in this section are established, adopted, and administered by the Personnel Department in accordance with Section 2.48.020 of the City's Code of Ordinances. A class specification is to be assigned to each City employee. Class specifications are intended to be descriptive and explanatory relative to defining classes rather than describing restrictions. The various sections of such specifications shall be interpreted as follows:

A. Occupational Index

The specific classification prescriptions are preceded by an index of class codes and titles listed under broad occupational categories. The class codes are not continuous numbers thereby allowing the City to include new classes as become necessary as a result of organizational staffing pattern changes by the City. The class codes are to serve only as a way in which to identify a particular class title and to locate such classes within an occupational series. Such class codes are comparable to and relative with pay rates described within the City's Compensation Plan.

B. Class Title

The class titles listed in conjunction with class codes are intended to provide a brief descriptive title for positions listed under specific occupational categories. Class titles may be used by the City when preparing personnel reports, payroll, or other related forms and reports associated with personnel matters of the City.

2.50.020 Class Codes and Titles

The class codes and titles are summarized in the attached schedule known as the Position Control Matrix. There are fourteen (14) ranges and nine (9) pay steps within each range. There are a total of fifty-one (51) separate positions in the Position Control Matrix.

2.50.030 Class Specifications.

Each class specification of the City is set forth as follows:

a. Nature of Work.

This section may include a description of the technical difficulty of the work, degree of independence, supervision given and received, or other functions which adequately describe the duties or responsibilities of the work.

b. Illustrative Examples of Work.

This section may list examples of tasks which are a fundamental part of the positions of the class. In addition, examples may be shown which further delineate the range of duties to be performed by employees in the class. This section is not intended to limit the duties assigned to employees within a particular class. It is only intended to provide a more specific description of the types and duties assigned to positions of the class.

c. Requirements of Work.

This section is intended to describe the type of experience and training required by any employee assigned to positions within the class and abilities and skills necessary to adequately implement the work of a class. This section is not intended to identify or describe specific qualifications of present employees.

d. Necessary Specific Requirements.

This section is intended to describe classes where legal or special provisions are required, such as licenses, as a condition of employment.

2.50.040 Classification Description.

Class specifications shall be described in accordance with the aforementioned sub-paragraphs (A) through (D) under Class Specifications (2.50.030) and are to be included and made a part of the City's Classification Manual. (Any one class specification may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of class specifications.)

2.52.010 Pay Ranges -- Salaries for Classifications

The salaries set forth in the following table are established and adopted as the hourly and yearly salaries to be paid to City personnel whose occupations are classified within each such pay range and subject to the terms of this Compensation Plan.

The City of Bethel shall maintain such Compensation Plan in accordance with Sections 2.48.020 and 2.48.030 of the City's Code of Ordinances. The Personnel Committee or the City Council is responsible for determining an initial salary grade and step, as well as range, for each class specification assigned to City employees. In addition, the Personnel Committee, upon recommendation of the Department Heads, is responsible for determining clothing and other related allowances to be provided to City personnel who require such allowances as a result of their duties and responsibilities. Such allowances are to be ascertained in conjunction with the initial salary grade and step as well as range assigned each class specification.

The City Council shall have the final authority to approve, modify, or reject any and all proposed initial salary ranges and steps as well as range, clothing, and other allowances pertaining to City personnel.

2.52.020 Salary Schedule

The hourly and yearly salaries to be paid to City personnel shall be reviewed at least annually and the hourly and annual salary schedules adopted for the budget year shall be incorporated into this section by ordinance amendment. These salary schedules shall become a part of each annual budget when adopted.

The current salary schedule, effective October 1, 1984, is attached. The annual entry level salary (step one) for each range is given below:

<u>RANGE</u>	<u>SALARY</u>	<u>RANGE</u>	<u>SALARY</u>	<u>RANGE</u>	<u>SALARY</u>
00	\$10,691	05	\$24,939	10	\$36,108
01	18,345	06	27,019	11	38,771
02	19,676	07	29,057	12	41,516
03	21,278	08	31,262	13	44,470
04	23,046	09	33,612		

2.52.030 Cost of Living Adjustment.

1. Annual Adjustment.

The annual salary ranges and steps contained in the Compensation Plan herein shall be adjusted by the Finance and Personnel Committees subject to the approval of the City Council. Each such annual adjustment shall be based on a percentile amount equal to the twelve (12) month average of the percentile increase or decrease in the cost of living computed at the end of the month of September in each year.

2. Effect of Cost of Living Adjustment.

Increases or decreases in pay rates and/or ranges by reason of such adjustments shall not be considered as promotions, demotions, merit increases, changes in position, or personnel actions and shall not affect the employee's anniversary date.

2.52.040 Fringe Benefits.

1. The following fringe benefits are adopted by City Council and authorized to be paid to the permanent full-time and permanent part-time employees of the City:

- a. Retirement.

The City shall pay the entire share for all eligible City employees into the Retirement Fund.

- b. Group Life, Accidental Death and Dismemberment, and Weekly Disability Income Insurance.

The City shall pay the employee's cost for Group Life and Accidental Death and Dismemberment Insurance. The City shall also pay the employee's share of the weekly Disability Income Insurance. Such insurance plans shall be in accordance with the plans adopted and approved by the City Council for each employee.

- c. Hospital, Medical, Optical and Dental Insurance.

The City shall pay the cost of hospital, medical, optical, and dental insurance according to a plan adopted and approved by the City Council for each City employee.

- d. Other Fringe Benefits.

All City employee households shall be entitled to utility services -- water, sewer, and garbage -- for a fee of thirty-five (\$35) dollars per month.