

ORDINANCE No. 86

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF PERSONNEL RULES AND REGULATIONS, A COMPENSATION PLAN AND CLASSIFICATION PLAN FOR CITY EMPLOYEES FOR THE CITY OF BETHEL, ALASKA.

SECTION 1. GENERAL PROVISIONS

1.1 RULES AND REGULATIONS AND ADOPTED GENERALLY. The personnel rules and regulations established by and adopted for the City, are delineated in the following sections.

1.2 APPLICATION - AUTHORITY. The personnel rules and regulations set forth shall be applicable to all employees of the City to the extent of and according to the provisions hereinafter set forth. Notwithstanding any other provisions of the personnel rules and regulations, the authority and responsibility for the personnel rules and regulations shall be vested in a Personnel Committee established by the City Council.

1.3 RULES SUBORDINATE TO STATE LAW AND RULES OF COURT. Notwithstanding any other provisions, the personnel rules and regulations 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 regulations and any applicable state statute, or rule or order of court, the statute or rule or order of court shall prevail.

1.4 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 employee group membership. No question, oral or written, shall be used to obtain information concerning the political or religious beliefs of any such applicant or employee.

1.5 VIOLATION OF RULES AND REGULATIONS. Violation of any personnel rule or regulation shall be grounds for disciplinary action, including, but not limited to, suspension, demotion or discharge. An employee who believes he has been unjustly disciplined may file a grievance in accordance with Section 10 of these personnel rules and regulations.

1.6 AMENDMENT OF RULES AND REGULATIONS. Amendments to these rules and regulations may be proposed by the Personnel Committee 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.

1.7 ADMINISTRATIVE PROCEDURES. The City Manager or his designee may recommend written administrative procedures consistent with these rules and regulations to the Personnel Committee. Such procedures shall be effective when approved by the Personnel Committee; provided that such procedures shall be circulated to all Department Heads prior to such written administrative procedures being presented to the Personnel Committee and prior to the effective date thereof and such administrative procedures being placed on record with the City, together with these rules and regulations, the same being open to public inspection during normal office hours.

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

Construction of Personnel Rules and Regulations Language.

- A. The word shall is mandatory and not directory.
- B. The word may is permissive.
- C. The particular controls the general.
- D. The text shall control when any difference of meaning or implication between the text of these personnel rules and regulations and the captions of each section occur.
- E. Words used in the present tense include the future, unless the text clearly indicates the contrary. Words used in the singular number include the plural and words used in the plural include the singular unless the context clearly indicates the contrary.

Definitions of Personnel Rules and Regulations Terms.

- 1. "Advancement" means a salary increase within the limits of a pay range.
- 2. "Anniversary date" means the date of an appointment of an employee to a position in the City.
- 3. "Appeal" means the questioning of a decision or any alleged grievance initiated and submitted by an employee to 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 determination of the proposed pay range of a position based on the duties performed, authority and responsibilities exercised, and the pay range of comparable positions.
- 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 payment for 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 an 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 a City or political subdivision of the City. This includes part-time as well as full-time employees who are subject to the personnel rules and regulations of a City or political subdivision of the City.
16. "Employer" means any person acting directly or indirectly in the interest of an employer (City) in relation to an employee.
17. "Full-time employee" means an employee who works the normal working hours as established by the City Council.
18. "Immediate family" means spouse, children, parents, brothers and sisters of employees.
19. "Layoff" means nondisciplinary separation of an employee from a position because of lack of work or nonavailability of funds.
20. "Overtime" means authorized time worked by an employee in excess of his normal workday or workweek.
21. "Part-time employee" means an employee whose workweek is less than the normal workweek for the position.
22. "Pay range" means the establishment of a pay level for positions of comparable competency and authority, which includes the appropriate pay steps for those positions.
23. "Personnel Committee" means the committee authorized and responsible for the personnel rules and regulations 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 his designee and two (2) City Council member representatives (appointed by the Mayor).

24. "Personnel Rules and Regulations" means any official employment system or part thereof established by the City Council.
25. "Planned Overtime" means required hours worked beyond a normal working day or days worked which are normally scheduled off as a result of situations and/or circumstances which have arisen and require attention by City employees and which has been approved in advance by the City Manager.
26. "Promotion" means the movement of an employee other than by reclassification from one pay range to a higher pay range.
27. "Step" or "Paystep" means one of the pay levels within the pay range for each classification.
28. "Suspension" means the temporary separation without pay of a City employee for disciplinary purposes.
29. "Temporary employee" means an employee, hired for a specified period of time, not to exceed one (1) year, who works either on a full or part-time basis; all other employees are considered permanent.
30. "Termination" means permanent separation of an employee from the City employment rolls, resulting from death, discharge, layoff, resignation or retirement.
31. "Transfer" means the movement of any City employee from one position to another position having the same pay range.

SECTION 2. CLASSIFICATION PLAN

2.1 MAINTENANCE OF PLAN. The City Manager or his designee shall annually direct the initiation of a study of the duties and responsibilities of all positions within the City. After consultation with Heads of Departments and the Personnel Committee, he shall make, by and through the Personnel Committee, recommendations to the City Council for amendments to appropriate City ordinances as they relate to existing classifications of City employees and/or the need for new or additional employees and classifications. The study to be made, and any proposed amendments to the ordinance with regard to employee classification or to steps, grades, salaries and salary ranges, shall conform to the principle that personnel having essentially the same or similar duties, responsibilities, authority and character of work are to be included within the same classification. Subsequent amendments to the appropriate ordinance shall be submitted whenever factual data, including information regarding the need for new departments, data describing an inordinate use of compensatory time, or including information regarding the labor market of cities of similar population and studies thereof indicate the necessity for changes in the classification plan.

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

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

2.4 RECLASSIFICATION. Where the duties or the responsibilities of a position have materially changed and reclassification of the 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 City Manager. The latter shall evaluate the request and forward it, with his findings and recommendations, to the Personnel Committee who shall make the final determination regarding the appropriate classification in accordance with Section 2.2. No reclassification shall be proposed or effected for the purpose of avoiding restrictions concerning demotions or promotions.

SECTION 3. PAY PLAN

3.1 BASIS OF PAY PLAN. The pay plan for the City shall be contained within the City's Compensation Plan, adopted by City Council by ordinance.

3.2 PROPOSALS FOR CHANGES TO PAY PLAN. The City Manager or his designee shall annually make a comparative study of factors affecting the level of salaries prescribed for positions within the City, and shall make, by and through the Personnel Committee, recommendations to the City Council for amendments to the City's existing compensation plan. The Personnel Committee may propose to the City Council recommended amendments to the pay plan whenever such amendments are deemed necessary.

3.3 SALARIES. No employee shall be assigned to a salary range not in conformance with the salary schedule contained in the City's Compensation Plan.

3.4 USE OF SALARY RANGES. The minimum established for a pay range shall be the normal hiring rate; provided, however, that the Personnel Committee may authorize, unless provided for by other regulations or provisions established by the City Council, original appointments or reinstatements at other than minimum rate if such committee determines such remuneration would be in the best interest of the City; provided that no employee shall receive less than the minimum rate for his classification.

3.5 MERIT ADVANCEMENT

A. Merit Reviews. Each employee's performance shall be reviewed and evaluated semi-annually from his anniversary date, provided, however, that such reviews shall be conducted until such time as the pay rate of an employee shall equal or exceed the step in the mid-point of the pay range of such employee at which time each employee shall then be reviewed and evaluated annually from their anniversary date.

B. Criteria for Merit Increases. Merit advancements from one pay step to a higher pay step will depend upon the employee's performance as appraised by his Department Head and are not to be granted automatically, but shall be given only to employees who consistently exceed the requirements of their positions. Where an employee has not been granted a merit increase at time of review, based upon inadequate performance, the Supervisor or Department Head shall make known to the employee his needed areas of improvement, and shall re-evaluate the employee within ninety (90) days in order to make further determination regarding the granting of such merit increases.

C. Time of Increases. Merit increases shall be given at the time of semi-annual or annual review provided for in subparagraph A. hereof; or, in the case of an employee passed over for merit advancement, within ninety (90) days, if warranted, and thereafter upon a semi-annual or annual schedule as per said subparagraph A. Advances may normally be given by advances of two (2) steps within the pay range at semi-annual intervals, if the employee's performance has merited such advancement, until the employee has attained the mid-point of his pay range, at which time increases shall be granted annually for two (2) pay steps if the employee's performance warrants such advancement.

D. Outstanding Performance. In cases where an employee's performance has been determined to be outstanding, merit increases may be granted for more than two (2) pay steps, or at less than semi-annual or annual intervals, as the case may be; provided however, that merit increases shall not exceed more than six (6) pay steps at any one time.

E. The Personnel Committee shall have the final authority with respect to the approval or disapproval of all merit increases unless provided for by other regulations or provisions established by the City Council. The Personnel Committee shall recommend action on them after receipt of the official employee evaluation form(s) from the Department Head. On proposing merit increases of more than two (2) steps for an employee whose performance has been outstanding, the Department Head shall present additional written evidence in conjunction with the official employee evaluation form(s), which substantiates that the employee on his own initiative and by his own efforts and ability is rendering service substantially above the level of proficiency normally expected of the incumbent of the position, or is producing superior results normally not expected of employees in the position.

SECTION 4. RECRUITMENT

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

4.2 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.

4.3 ANNOUNCEMENT OF VACANCIES. The City Manager or his designee, with the assistance of the Department Head concerned, may prepare official recruiting notices, using such publicity 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.

4.4 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 form will be used to consider an applicant for all positions in which his qualifications might be properly used. All application forms must be signed by the applicant and indicate date and time received by the City.

4.5 DISQUALIFICATION OF APPLICANTS. Applicants may be disqualified for consideration for employment when any of the following factors exist:

- A. They do not possess the minimum qualifications for the job.
- B. They are not physically or mentally fit to perform the duties of the job.
- C. They have demonstrated an unsatisfactory employment record or personal record as evidenced by the results of a reference check.
- D. They have made false statements of any material facts, or practice deception in their application.

SECTION 5. EXAMINATIONS.

5.1 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 is given. The necessity for an examination and the type thereof shall be determined by the Department Head with the advice of the Personnel Committee. Development of written tests shall be the joint responsibility of the Department Head and City Manager or his designee.

5.2 PROMOTIONAL EXAMINATION. Whenever, in the opinion of the Department Head, an adequate supply of qualified candidates is available within the employ of the City, promotional examinations may be used as a means of assisting the Department Head and the Personnel Committee 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 Committee in seeking additional applications from persons not in the employ of the City.

SECTION 6. VACANCIES, APPOINTMENTS AND PROBATIONARY PERIOD.

6.1 APPLICATION FOR VACANCIES. Whenever a job vacancy occurs in any existing job classification or as a result of the development or establishment of a new job classification, a notice of such job openings shall be posted on all City bulletin boards, publicized in a newspaper of general circulation in the City and/or publicized in whatever additional ways seem appropriate for two (2) working days if the job vacancy is in the Department of Public Works, excluding Department and Division Heads, and for ten (10) working days for any job vacancy occurring in any other job classification.

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 Department Head. 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 two (2) or more applicants, who are currently City employees, have equal qualifications, the employee with the longest continuous service shall be selected to fill the vacancy or the new classification.

6.2 APPOINTMENT. After preliminary screening of the applications received and the applicants by the Personnel Committee, the top three (3) applicants shall be referred to the Department Head who is responsible for making the final selection. The Department Head shall inform the Personnel Committee of the names of the candidates receiving consideration so the City Manager or his designee may make appropriate investigation of their references and qualifications.

If the Department Head rejects all of the applicants referred by the Personnel Committee, then the Personnel Committee and the Department Head who is responsible for making the final selection shall either repeat the process described in Section 6.1 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, a majority vote of the members of the Personnel Committee and the Department Head, who is responsible for making the final selection, at the time of the appointment.

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

Once the applicant has been certified, he shall report to the City Manager or his designee before commencing work.

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

6.3 PROBATIONARY PERIOD. Each employee receiving an appointment or a promotion to a position in the classified service must serve a probationary period of six (6) months before his appointment or promotion 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 Department Head. If the probationary employee fails to meet required standards of performance, he is to be dismissed, or if he is a promoted regular employee, he may be restored to the position from which he was promoted or to a comparable position.

If at any time during the probationary period the probationary employee's Department Head determines that the services of such employee have been unsatisfactory, the employee may be separated from his 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. If there is reason to believe that the employee may develop the ability to perform satisfactorily by an extension of the probation period, the Department Head may grant an extension not to exceed ninety (90) days.

At the end of the probationary period, the Department Head shall complete a probationary report, using the City's employee evaluation form(s) and notify the probationary employee in writing that either the employee has successfully completed his probationary period and is henceforth to be considered a regular employee with all rights and privileges due him, or the employee has not demonstrated an ability to perform satisfactorily and is to be separated from municipal employment, or if promoted from another position to be returned to the previous or a similar classification.

SECTION 7. WORKING HOURS, PAY RATES, LEAVES.

7.1 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.

7.2 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 on the days he is normally off.

7.3 OVERTIME. Compensatory time may be granted in lieu of overtime pay to all City employees who are required to work more than their normal work week or on their day off. All planned overtime shall be approved in advance by the Department Head. All emergency overtime does not require approval in advance by a Department Head.

7.4 COMPENSATORY TIME. Compensatory time shall be credited at one hour for every hour earned. Compensatory time off shall be taken at such times as the employee requests and the Department Head approved. The maximum allowable accumulation of compensatory time shall be eighty (80) hours. All compensatory time accumulated in excess of the allowable maximum shall be forfeited.

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

7.6 ANNUAL LEAVE FOR VACATION PURPOSES.

A. Amount: Each employee having one (1) year of service with the City shall accrue annual leave at the rate of one (1) workday per month. Each employee having two (2) through five (5) years of service with the City shall accrue annual leave at the rate of one and one-fourth (1.25) work days per month. Each employee having five (5) through ten (10) years of service with the City shall accrue annual leave at the rate of one and one-half (1.5) work days per month. Each employee having ten (10) through fifteen (15) years of service with the City shall accrue annual leave at the rate of one and three-fourths (1 - 3/4) workdays per month. Each employee having fifteen (15) through twenty (20) years of service with the City shall accrue annual leave at the rate of two (2) workdays per month. Each

indicating the reason for the employee's absence. However, in the event the employee has established a pattern of sick leave abuse, a Department Head may require a certificate for a sick leave or other absence which is less than two (2) working days in length.

Sick leave can be accumulated and carried over from year to year until a maximum accumulation of eighteen (18) days. Upon retirement, an employee shall be paid at his regular hourly rate for one-half of his unused sick leave, up to a maximum of nine (9) days. Employees shall be compensated at their final rate of pay.

7.8 INJURY LEAVE.

A. Policy: Employees injured on the job are entitled to the weekly compensation benefits provided by the Workmen's Compensation Act. Employees shall receive their full salary (to be computed at forty (40) hours per week at the employee's regular rate of pay) for a period of ninety (90) days from the date of injury. Any workmen's 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.

B. Limited Duty: The City shall require monthly medical reports during 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 regular rate of pay for the remainder of the ninety (90) day period, or until he returns to regular duty, whichever occurs first.

C. Long-Term Disability: In the event the employee is unable to return to work by the ninety-first (91st) day, he will be eligible for benefits provided for in the City's long-term disability program. While participating in such program, the employee shall not accrue sick and 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 premiums.

D. Reinstatement: Upon receipt of clearance from the attending physician, the employee shall be reinstated to the position he vacated, or to any other vacant position in the same grade for which he qualifies.

7.9 EMERGENCY LEAVE. A Department Head may grant paid emergency leave to full-time 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.

7.10 LEAVE TO ATTEND FUNERALS. Full-time employees may be allowed up to four (4) hours off with pay to attend the funeral or present or retired employees. 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.

7.11 TIME OFF FOR REST. If an employee is required to work outside regular working hours, causing him to require rest before beginning the next regular day's work, the employee's Department Head shall authorize the employee to report for work at such time as will permit the required rest.

7.12 MILITARY LEAVE. Full-time 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 state or federal law, or who shall be a member of the reserve forces of the United States, now or hereafter organized or constituted under federal law, shall be entitled to leave of absence from his public office or employment without loss of pay, seniority, status, efficiency rating, vacation, sick leave, or other benefits for all the time when he is engaged with such organization or 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 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 own fault, or is required by proper authority to continue in such military service beyond the time herein limited for such leave.

7.13 LEAVE WITHOUT PAY. Department Heads, with the approval of the City Manager or his designee and the Personnel Committee, may grant leave without pay to a full-time 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, and when it is desirable to retain the services of the employee for the future.

During the employee's absence on extended leave without pay, the vacant position may be filled by a new appointment, temporary promotion, or temporary reassignment. On expiration of the approved leave, the employee shall be reinstated to the position he vacated, or to any other vacant position in the same grade for which he qualifies. Sick and annual leave benefits do 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 deposits with the City the amounts necessary to cover the total cost of his premiums.

7.14 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, county, state or federal court. Payment received from a court for service as a juror, exclusive of per diem and travel expenses, shall be turned in to the City.

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

January 1	New Year's Day	
February 12	Lincoln's Birthday	
February 17	Washington's Birthday	(3rd Monday in February)
May 26	Memorial Day	(Last Monday in May)
July 4	Independence Day	
September 1	Labor Day	(1st Monday in September)
October 13	Columbus Day	(2nd Monday in October)
October 18	Alaska Day	
October 27	Veteran's Day	(4th Monday in October)
November 27	Thanksgiving Day	(4th Thursday in November)
December 25	Christmas Day	

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 regular pay and compensatory time in accordance with Section 7.4 herein.

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.

7.16 MATERNITY LEAVE PROVISIONS.

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 and/or annual leave, or leave without pay.

B. If necessary, an employee absent on maternity leave may be replaced on a temporary basis, without losing her job rights.

7.17 PART-TIME AND TEMPORARY EMPLOYEES. Notwithstanding other provisions of this section, part-time and 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. Part-time and temporary employees shall be eligible to receive injury leave for on-the-job accidents, leave for jury duty, and military leave without pay.

SECTION 8. TRANSFER, PROMOTION, DEMOTION, SUSPENSION.

8.1 TRANSFER. A Department Head, with the approval of the City Manager or his designee, may transfer an employee who possesses the minimum qualifications to another classification at the same pay rate or to another assignment within the same or another department.

8.2 PROMOTIONS. Vacancies in positions above the lowest rank in any category shall be filled by employees in the service of the City based upon their 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 at a minimum the rate of compensation in the entrance step of the pay range to which he has been promoted. Where his compensation is already at or in excess of the entrance step of the pay range, he shall at a minimum receive compensation at the step which provides him with a two-step increase over his present salary.

8.3 TEMPORARY PROMOTIONS. If an employee is temporarily promoted to a higher classification for other than training purposes, he shall receive the pay rate for that classification. The provisions of this section shall be in accordance with any other procedures promulgated by the Personnel Committee and City Council.

8.4 DEMOTIONS. A Department Head may demote to a vacant position an employee who fails to demonstrate his ability to perform his 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 he does 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) working days prior to the effective date of the demotion.

An employee receiving a demotion shall be assigned not higher than the pay step of the lower pay range which provides the same monthly pay as he has been receiving in the higher range prior to demotion. If his prior rate of pay is higher than the maximum of the lower pay range, his new salary will not exceed the top pay step of the lower range.

8.5 SUSPENSIONS. A Department Head, or his designee, may suspend an employee from his position without pay at any time for cause, such suspension not to exceed over three (3) days 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 on the employee's action.

SECTION 9. TERMINATIONS.

9.1 DISCIPLINARY ACTION - DISCHARGE. A Department Head may discipline any employee for neglect of duty, inefficiency, disobedience, misconduct, immoral or indecent conduct, carelessness or negligence with the City's monies or property, theft or destruction of City property, being under the influence of alcohol or drugs while on duty, endangering the safety of himself or other employees, accepting any fees or gifts other than items generally distributed by the donor for advertising purposes, or failure to properly perform his duties. However, the individual acceptance of food or beverage consumed by the employee at time of receipt, if in company with another person or persons, at an appropriate social or business occasion, meal, or other event, will not be grounds for discipline, unless the receipt of such food or beverage shall be contrary to regulations promulgated by the Personnel Committee, by and through the City Council.

Any full-time employee whose discharge is planned shall be given a written statement of the action planned, and shall have three (3) working days to exercise his right to request that the grievance procedure described in Section 10 herein, be initiated to review the facts in the case prior to the effective date of discharge.

9.2 LAYOFF. If it becomes necessary to reduce the number of employees employed by the City at any time, the City Manager, after consulting with a respective Department Head(s), 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.

9.3 RESIGNATION. An employee desirous of resigning his position in good standing shall submit a written resignation to his Department Head at least two (2) weeks prior to the effective date of such resignation, giving a reason for his planned departure and the proposed effective date. Appropriate notification of the resignation shall be sent to the respective Department Head and the City Manager or his designee.

9.4 RETIREMENT. Employees, except sworn personnel of the Police Department and Correctional Officers of the Municipal and State Jail Services Division, 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 his seventieth birthday. Sworn agents of the Police Department and Correctional Officers of the Municipal and State Jail Services Division shall be required to retire as directed by the provisions of the State of Alaska's Public Employee's Retirement System.

All full-time employees including the sworn agents of the Police Department who participate under the State of Alaska's Public Employee's Retirement System 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.

SECTION 10. GRIEVANCE PROCEDURE (LABOR RELATIONS).

10.1 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 in these rules and regulations.

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.

10.2 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 of higher levels of management is established.

10.3 PROCEDURE.

A. An employee shall first present his grievance to his Department Head who shall make careful inquiry into the facts and circumstances of the complaint. The Department Head shall seek to resolve the problem promptly and thoroughly, and shall communicate his findings and decision to the aggrieved employee within five (5) workdays after receiving the grievance.

B. An employee dissatisfied with the decision of this 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) working days following the receipt of the Department Head's decision. The City Manager or his designee, by and through the Personnel Committee, shall make such investigation and conduct such hearings as he deems necessary and shall communicate his decision to the employee in writing within ten (10) working

days after receipt of the employee's request for review. The decision of the Personnel Committee shall be final.

10.4 RULES COVERING CONDUCT OF GRIEVANCE PROCEDURE.

A. The time limits specified in Section 10.3 may be extended by mutual agreement of the employee and management level concerned.

B. The aggrieved employee may request the assistance of another person of his choice in preparing and/or presenting his grievance at any level of review.

C. The employee and his representative may use a reasonable amount of work time in conferring about and preparing the appeal. The Department Head, with the advice of the Personnel Committee, shall determine the amount of time deemed reasonable.

D. Employees are assured freedom from reprisal for using the grievance procedure.

SECTION 11. MEDICAL EXAMINATION.

11.1 MEDICAL EXAMINATIONS DURING EMPLOYMENT. When in the judgment of a Department Head, an employee's physical or mental condition is such that it appears to adversely affect his ability to perform the duties of his 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 choice consult with the Department Head or his designee concerning the need for examination. If the employee so desires, he shall notify the Department Head or his designee immediately, and they 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 choice consult with the Department Head, or his designee, or if the Department Head or designee shall deem a physical examination necessary or desirable after such consultation, the City Manager or his designee shall provide, at the request of the employee, a list of at least three (3) physicians from which the employee may select one to examine him. The cost of such examination shall be borne by the City. The City Manager or his designee shall approve the physician selected by the employee. The employee shall be required to make his selection of the examining physician within five (5) working days after receiving the list.

C. The employee shall make himself 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, City Manager or his designee, and also to the employee, if the physician agrees.

E. The Department Head shall review the physician's report and, after consulting with the City Manager or his designee, determine whether or not the employee is physically and mentally fit to continue in the employment of the City. If the Department Head determines that the employee is not fit for duty, he shall initiate the necessary action for the employee's termination, and forward the personnel action form and the report of the physician to the Personnel Committee.

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 Committee prior to the effective date of discipline or reassignment, and the Personnel Committee shall conduct further hearings or inquiries as may be deemed necessary to arrive at a decision. The decision of the Personnel Committee shall be final.

11.2 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 fellow employees.

SECTION 12. EMPLOYEE DEVELOPMENT.

12.1 RESPONSIBILITIES. The City Council shall encourage the development of each employee to his fullest potential. The City Manager or his designee 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 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. The development of an on-going, on-the-job training schedule designed to meet the needs of the individual employee; and
- D. 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 his designee and Department Heads shall jointly assume responsibility for establishing the aforementioned other training programs for City employees.

12.2 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.

12.3 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 his designee.

B. Textbooks, workbooks and supplemental 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.

12.4 REIMBURSEMENT FOR EXPENSES INCURRED AT TRAINING AND OTHER PROGRAMS. If an employee receives the prior approval of his Department Head and the City Manager or his 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.

12.5 EMPLOYEE'S TRAINING OBLIGATIONS. 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 \$100.00.

Such agreements shall be negotiated by the employee and his Department Head and receive approval from the City Manager or his designee prior to engagement in the training course. The length of time specified shall be based on the length of the training, the cost of the 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 monies paid by the City on the basis of the agreement.

SECTION 13. PERFORMANCE EVALUATIONS.

13.1 PROCEDURE. The City Manager and/or his designee and 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 City Manager and/or his designee and Department Heads or their designees shall be initiated at least thirty (30) days prior to the employee's end of probation or semi-annual anniversary date or annual anniversary date for those employees who have attained or exceeded the step in the midpoint of the pay range of such employees. Performance evaluations shall be in writing and the City's official employee evaluation form(s) shall be used. The evaluation shall be discussed in detail with the employee by the City Manager and/or his designee and Department Heads or their designees.

SECTION 14. EMPLOYEE TRANSPORTATION.

14.1 USE OF CITY-OWNED VEHICLES. City-owned vehicles shall be used for official business only, unless provided a City employee as a part of employment agreement. An employee or his designee authorized to drive a City vehicle must have a current Alaska operator's license or, in the case of equipment operators, a valid Alaska chauffeur's license. Employees operating City vehicles are required to observe all traffic laws and the dictates of common sense and good judgment.

14.2 USE OF PRIVATE VEHICLES. If an employee is required by his Department Head to use his personal car in the performance of official duties, he shall be provided City-owned vehicle gasoline as specified by the Department Head or his designee.

14.3 ACCIDENTS. If, while operating a City-owned vehicle, an employee or his designee is involved in an accident resulting in personal or property damage, he 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 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, and representatives of the insurance company designated by the City.

SECTION 15. EMPLOYEE POLITICAL ACTIVITIES.

15.1 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 interfere with the performance of their normal duties.

15.2 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 a leave of absence commencing on the date of filing and ending 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 office 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.

15.3 SOLICITATION OF CONTRIBUTIONS FOR POLITICAL PARTIES OR CANDIDATES. Employees shall not be required to make any contribution to a political party, to an 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.

SECTION 16. EMPLOYEE SUGGESTIONS.

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

16.2 AWARDS. The City Manager or his designee, by and through the Personnel Committee, may make awards ranging from twenty-five (\$25.00) to two hundred and fifty dollars (\$250.00) for adopted suggestions submitted by employees that materially improve City operations. Such awards are to be based upon the degree to which the material improvement increases the City's operational effectiveness and decreases the City's operational expenses.

SECTION 17. PERSONNEL RECORDS.

17.1 RECORD CARD. The City Clerk shall maintain an employee record card for each employee, containing his name, title of position held, department, salary, changes in employment status, and all other information considered pertinent to his employment with the City.

Employees shall report all changes of name, address, home telephone number, and other pertinent information, to their Department Heads. Department Heads shall report such changes, permanent or temporary, to the City Clerk.

17.2 RETENTION AND DESTRUCTION. The City Clerk and City Finance Director shall retain indefinitely all personnel and payroll records of City employees. Applications for employment, over one year old and not renewed by the applicant, may be destroyed by the City Clerk.

17.3 RELEASE OF PERSONNEL INFORMATION.

A. During office hours, an employee, former employee, or his designated representative, may examine the employee's personnel file, after any letter of reference concerning employment, licensing, or issuance of permits have been removed. Designation of a representative shall be in writing and witnessed, signed by the employee or former employee, and filed with the Personnel Committee before the representative may examine the employee's file. Should an employee or former employee be under legal disability, his file shall be subject to inspection by his 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 all Department Heads who supervise the work of an employee whose records they wish to review, and to the City Manager or his designee, City Finance Director, Personnel Committee, and any employee assigned to the City Clerk's Office.

C. The City Clerk 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 title held. No other information concerning an employee shall be released to prospective employers, collection agencies, credit bureaus, etc., unless the employee has designated them as his representatives in accordance with subparagraph A, above.

SECTION 18. MISCELLANEOUS RULES.

18.1 OUTSIDE EMPLOYMENT. As a matter of policy, employment of full-time employees outside of their regular City job is discouraged. An employee shall notify his Department Head of any such additional employment in which he engages.

18.2 INCOMPATIBLE ACTIVITIES. An employee shall not engage in any activities or enterprises which are incompatible with his duties as a City employee or with the duties, functions and responsibilities of the department in which he is employed. The following describes activities of the type considered incompatible with City employment:

A. Any employment, activity or enterprise which involves the use for private gain of the City's time, facilities, equipment, supplies, prestige, influence, badge or uniform.

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 his 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 is employed.

D. Use of so much of the employee's time that it impairs his attention or efficiency in the performance of his duties as a City employee.

18.3 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, meal, or other event, unless the receipt of such food or beverage is contrary to regulations promulgated by the Personnel Committee or City Council.

SECTION 19. EQUAL EMPLOYMENT OPPORTUNITY.

19.1 POLICY. It is the policy of the City to provide equal employment opportunity for all employees and all persons seeking employment with the City, to prohibit discrimination in employment because of race, religion, color, 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.

19.2 GENERAL PROVISIONS.

A. It is the duty of every City official, Department Head, and employee to foster to the best of his or her ability, equal treatment in hiring, training, promotion, disciplinary action, separation and transfer, duties 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 shall be conducted in accordance with the spirit as well as the letter of the Personnel Rules and Regulations of the City.

19.3 COMPLAINT PROCESSING.

A. Any employee of the City, or any applicant for employment with the City, who believes he or she has been discriminated against because of race, color, religion, sex, or national origin, may file a complaint in accordance with the procedures outlined in Section 10.

B. A complaint under this Section may also be filed by an organization for the aggrieved employee or applicant with his 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 other third party which is unrelated to a specific complaint or discrimination subject to the personnel rules and regulations.

19.4 EQUAL EMPLOYMENT OPPORTUNITY WITHOUT REGARD TO POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL HANDICAP, OR AGE.

A. Policy. It is the policy of the City to conduct all dealings with its employees and its applicants for employment without discrimination because of:

1. Political affiliations, except when required 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 based on political affiliation, marital status, physical handicap, or age, will be processed under the established City's grievance procedures as described in Section 10 herein.

SECTION 20. CODIFICATION.

This ordinance, upon its adoption, shall be codified at Section 2.48 of the Bethel Code of Ordinances.

PASSED AND APPROVED, this _____ day of _____, 1976.

Attest:

Mayor

City Clerk

Posted:

First Reading:

Second Reading:

AMENDMENTS TO ORDINANCE No. 86

SECTION 1.8 (21): The normal workweek should change to a 37.5 hour workweek.

SECTION 3.5 (A) second line: After "date" add "beginning the first of the month following his anniversary date". Sixth line: After the last word add "beginning the first of the month following his anniversary date".

SECTION 6.1: After the first paragraph, add a new paragraph as follows: "A Department Head may appoint a temporary employee to fill a vacant existing job classification for a period not to exceed ten (10) working days. Said appointment shall not prevent notice of the job opening being posted on all City bulletin boards, published in a newspaper of general circulation and/or publicized in whatever additional ways seem appropriate for the prescribed time periods contained here."

SECTION 6.2 second line: Omit "and the applicants". Fourth line: Change "Personnel Committee" to "City Manager or his designee". Second paragraph second line: Change "Personnel Committee" to "City Manager or his designee" in both instances. Sixth line: After the word "selected" add "the matter shall be referred to the Personnel Committee". Eighth line: After "appointment" add "is final".

SECTION 7.4: At the end of the paragraph add "Upon termination all compensatory time accumulated within the allowable maximum hours allowed shall be forfeited."

SECTION 7.6 (F) (2) second line: Change "(22.25)" to "(22.5)". (F) (4) second line: Change "(31.5)" to "(31.5)".

SECTION 7.7 A majority of the City of Bethel Department Heads voted in favor of the sick leave rate remaining at one-half (1/2) day for each month of service.

SECTION 7.7: At the end of the second paragraph add "Department Heads may require an employee to take leave without pay or use other disciplinary action described herein when a pattern of sick leave abuse is determined."

SECTION 7.8 (A): Add at end of paragraph "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 normal workweek on month."

SECTION 7.10 second line: After the word "funeral" change "or" to "of". Third line: After first "employees" add "or personal friends upon prior approval granted by the respective Department Head."

SECTION 7.11 third line: Change "shall" to "may".

SECTION 7.13: Delete the first two lines and replace with "Department Heads, with the approval of the City Manager or his designee may grant leave without pay to a full-time employee for a period not to exceed one (1) month. Department Heads, with the approval of the City Manager or his designee and the Personnel Committee, may grant leave".

SECTION 7.15: Delete "Lincoln's Birthday", "Columbus Day" and "Veteran's Day" and add "Employee's Birthday", "Personal Leave Day to be granted with prior approval by Department Heads" and "Christmas Eve - one-half (1/2) day".

SECTION 7.17 End of paragraph: Add "Part-time permanent employees shall be eligible for annual and sick leave leave accrued at one-half (1/2) the rate of full-time employees and emergency leave up to two and one-half (2 1/2) days with prior approval by a Department Head.

SECTION 7.18: There shall be a new Section 7.18 as follows: "Permanent full-time employees of the City shall be granted civic leave to attend official meetings with prior approval by a Department Head."

SECTION 14.1 fifth line: Omit "Alaska chauffeur's license". (The State of Alaska does not have such a license.) After end of paragraph add "Use of City-owned vehicles will be limited to those employees or designees delineated on the official driver's list on file with the City Clerk and the City's insurance agency."

SECTION 14.2: At end of paragraph add: "A car allowance may be provided an employee as a part of such employee's employment agreement."

"SECTION 14.3" shall become "SECTION 14.4" and there shall be added a new Section 14.3 as follows: "Monthly gasoline and oil use records shall be maintained by personnel and approved by Department Heads. Such reports shall be submitted to the City's Finance Department at the end of each month under consideration."

SECTION 18.1 third line: Change "Department Head" to "Supervisor".

"SECTION 20" shall change to "SECTION 22" and there shall be added a new Section 20 entitled "Travel" as follows: "Travel within the State may be authorized by a Department Head for himself or for others of the staff. Travel outside the area will be paid a flat rate of Fifty Dollars (\$50.00) per day on travel status, and the traveler will be reimbursed for car rentals, or taxi fares, and telephone calls when approved by the Department Head. The Department Head may approve direct cost when deemed advisable and properly documented."

There shall be added a new Section 21 entitled "Relocation Expenses" as follows: "Necessary moving expenses of newly appointed Department Heads whose previous home is more than fifty (50) miles from Bethel shall be reimbursed actual travel expenses and moving expenses not to exceed Two Thousand Dollars (\$2,000.00)."

ADDITIONAL AMENDMENT:

SECTION 6.2 second line: Change "Personnel Committee" to "City Manager or his designee".