CITY of BETHEL

P. O. Box 537 • Bethel, Alaska 99559

543-2297 — Area Code 907

CITY OF BETHEL
RESOLUTION # 155

WHEREAS, the Employees of the City of Bethel have not had the benefits of an up dated Vacation, sick leave, and paid Holiday time since 1967, and

WHEREAS, the Employees of the City of Bethel have not had the benefits of a written policy on personnel matters.

NOW THEREFORE LET IT BE RESOLVED that the Employees of the City of Bethel be given the following benefits and guidelines under the attached Personnell Policy and Procedures.

Passed this 23 day of July, 1975.

Edward Hoffman Dr
Mayor of Bethel

Rebecca Nelson
City Clerk

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PERSONNEL POLICIES STATEMENT

SECTION 1 - NON-DISCRIMINATION

The City of Bethel is an equal opportunity employer and its policies and practices shall be applied to all employees without regard to race, color, creed, national orgin, sex, or marital status.

SECTION II.- EMPLOYMENT

1. The City Manager serves at the discretion of the City Council for an inparties. The City Manager through the Department Heads is responsible for the recruitment, hiring, and separation of all other employees; except that appointment of the Director of Public Safety, Fire Chief, and City Clerk shall be made only after consultation with the City Council.

2. Position Description: The City Manager will be responsible for the development of descriptions covering each position established.

3. Probation: The period of probationary employment shall be three months. At such time as he is hired, a new employee shall be fully informed of the length of his probationary status. Upon the successful completion of such a probationary period, the employee will attain permanent status along with the rights and responsibilities of permanent employees as herein described.

4. Termination of Employment: Employment may be terminated by resignation, by "reduction in force" or by dismissal. In every case, the party originating the separation shall give the other party as much advance notice as may be practicable. In case of resignation, employees shall give at least two weeks notice. Shorter notice may be agreed upon by both parties, but where an agreement is reached, the amount of accrued annual leave to be paid will be reduced by the difference between the amount of notice given and the amount required.

Separation because of reduction in force will be preceded by all possible advance notice and employees will be aided in finding other vancancies for which they are qualified.

Separation by dismissal shall be initiated only after efforts have been made to help the employee improve his service so that he may be retained. Notifications of dismissal shall be made by the City Manager through the Dept. Heads. Except in cases of moral turpitude, the following standards of minimum notice shall apply: for probationary employees - one week; for permanent employees - he is required to work during his notice period. However, when it is desirable to terminate employment as quickly as possible, salary in lieu of required notice period may be authorized by the City Council.
Upon separation, the employee shall receive accrued salary earned and salary proportional for that part of his annual leave yet unused.
5. Performance: At the end of an employee's probationary period, the Dept. Head will have prepared and submitted to the City Manager a written evaluation with the employees from time to time with the Council.
The manager may suspend an employee for failure of performance for up to ten days.
6. Grievances: A permanent employee who believes he has been treated unfairly by the manager may bring his grievance, upon notice to the manager, to the Council. The action taken by the Council is final.
SECTION III. - MOVING EXPENSES
Subject to the availability of funds, it shall be the policy of the necessary moving expenses of employees on a yearly schedule whose previous home is more than 50 miles from Bethel. Such reimbursements shall be limited to actual travel expenses and an amount not to exceed $2,000.00 for other moving cost.
SECTION IV. - TRAVEL
Travel within the State may be authorized by the City Manager for himself or for others of the staff. Travel outside the state, including travel of the City Manager must be approved by the Council.
Travel outside the area will be paid a flat rate of $45 per day on travel status, and the traveler will be reimbursed for car rentals, or taxi fares, and telephone calls when approved by the manager. The manager may approve direct cost when deemed advisable and properly documented.
SECTION V. - PAY PERIODS
Salaries of permanent employees shall be stated on a yearly basis, and salaries of temporary or part-time personnel on a monthly or hourly

basis. Employees shall be paid on a semi-monthly basis on the 1st and 16th of each month. In the event that the employee will leave or in travel status on that date, his paycheck may be issued in advance of his departure.

Emergency salary advances may be made by the City Manager.

SECTION VI.-DEDUCTIONS

Each employee's check shall have a statement indicating earnings and deductions. An employee may elect to have the following optional deductions made from his check:

1. Employee contributions to an authorized retirement pin.
2. In the event of implement of a group insurance program, additional deductions may be authorized.

SECTION VII. - HOURS AND OVERTIME

The regular work week for employees with annual salaries shall total 40 hours during any one week. Records shall be kept by the City Manager on a daily basis for each employee. Over time shall be accrued by hourly-salaried employees who work in excess of 40 hours during any one week. They shall be reimbursed at time and one half of their usual hourly rate.

Paid holidays for annual salaried employees shall be New Years, Sewards Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas. Hourly-salaried employees shall be paid at time and one half rate when working on such holidays.

SECTION VIII. - ANNUAL LEAVE-Auth. Resolution #29 as amended by Res. #40 as amended by Res. # 155.

Permanent full time employees shall be entitiled to ten work days annual leave the first year of employment and 15 work days annual leave for each succeeding year with a total accrual of 30 days. Hourly salaried employees shall receive annual leave based upon the hours worked proportionate to the annual salaried employees. All employees will be advised of their leave allotment. No leave may be taken by employees on prebationary status.

SECTION IX - SICK LEAVE - Auth. Resolution #29 & #40 amended by #155.

Permanent full time employees shall be entitiled to accrual sick leave at the rate of one day per month from date of hire, but leave will not be taken during the probationary period. Sick leave shall be paid leave collected through actual sickness on days of normal work. Sick leave accrual shall be limited to a total of 24 days and any illness requiring leave of more than two working days must be verified

by a note from a doctor.

SECTION X. - COMPENSATION

It shall be the Policy of the City of Bethel to establish and review salary schedules on a yearly basis in conjuction with the annual budget.

SECTION XI.- POLITICAL CANDIDACY

An employee or th employer who offers himself for a politcal office must resign his position, or take a leave of absence before filing for such office.

SECTION XII.- RETIREMENT PROGRAM

Neither retirement nor insurance programs exist at this time for employees of the City, but the Council will undertake to plan for an e employer-employee shared premium plan for health insurance as an optional benefit for employees.