



**City and Borough of Wrangell
Borough Assembly Meeting
AGENDA**

June 14, 2016 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Julie Decker
- b. INVOCATION to be given by Nettie Covalt with the Presbyterian Church.
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

- a. Item (*) 6a

6. APPROVAL OF MINUTES

- *a. Minutes of the Board of Equalization meeting held 5-9-2016 and 5-24-2016; Minutes of the Public Hearing and Regular Assembly meetings held 5-24-2016; Minutes of the Special Assembly meeting held 6-2-2016

7. COMMUNICATIONS - None

8. BOROUGH MANAGER'S REPORT

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- a. Reports by Assembly Members
- b. Appointment to fill the vacancies on various City Boards, Committees, and Commissions
- c. Appointment to fill the vacancy on the Wrangell Medical Center Hospital Board, Unexpired term ending October 2016

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. **PROPOSED ORDINANCE No. 917: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES (*second reading*)**

13. NEW BUSINESS

- a. **PROPOSED RESOLUTION No. 06-16-1342:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2016 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2015 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES
- b. **PROPOSED RESOLUTION No. 06-16-1343:** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2016-2017
- c. Discussion and possible action on whether to repeal the James and Elsie Nolan Museum and Civic Center Board
- d. Approval of the amendments to the Wrangell Medical Center's Personnel Policy Manual
- e. Approval of an engagement letter from Svend Brandt-Erichsen of Nossaman, LLC, Attorneys at Law
- f. Approval of the recommendation from the Planning & Zoning Commission regarding zoning locations for licensed marijuana facilities in Wrangell
- g. **PROPOSED ORDINANCE No. 918:** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 13.05.010, PERMITTED ENCROACHMENTS, OF THE WRANGELL MUNICIPAL CODE (*first reading*)
- h. Approval to file an Easement and a Disclaimer of Interest for Block 83, Lot 10b, US Survey 1119, owned by Einer Ottesen, Credit Shelter Trust
- i. Approval of a letter of support for an amendment delaying the signing of a Transition Record of Decision (*requested by Assembly Member Decker*)

14. ATTORNEY'S FILE – None

15. EXECUTIVE SESSION – None

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

June 14, 2016

ITEM NO. 1 CALL TO ORDER:

INFORMATION: *The Mayor, by code, is required to call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers. Special meetings or continued meetings may be called for at differing times but at the same location. Notice of such will be required by the Borough Clerk. The Mayor will call the meeting to order according to such special or continued meeting notice. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business, but a smaller number less than a quorum may adjourn a meeting to a later date.*

RECOMMENDED ACTION:

The Mayor, as presiding officer, is to call the meeting of the Borough Assembly to order, with the following actions to follow:

- a. Pledge of Allegiance to be given by Assembly Member Julie Decker
- b. Invocation to be given by Nettie Covalt with the Presbyterian Church
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

INFORMATION: *The Borough Clerk shall conduct a roll call of each elected and duly qualified Assembly Member. Such call shall result in an entry of those present or absent from the meeting. The roll call is primarily utilized in determining if sufficient member(s) are present to conduct a meeting. The Borough Clerk may randomly change the conduct of the roll to be fair to the members of the governing body unless the council determined an adopted procedure for roll call which is different than currently in use.*

RECOMMENDED ACTION:

Borough Clerk to conduct a roll call by voice vote. Each member to signify by saying here, present (or equal) to give evidence of attendance.

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

INFORMATION: *The assembly may amend the agenda at the beginning of its meeting. The outline of the agenda shall be as from time to time prescribed and amended by resolution of the assembly. (WMC 3.04.100)*

RECOMMENDED ACTION:

The Mayor should request of the members if there are any amendments to the posted agenda. ***THE MAYOR MAY RULE ON ANY REQUEST OR THE ASSEMBLY MEMBERS MAY VOTE ON EACH AMENDMENT.***

ITEM NO. 4 CONFLICT OF INTEREST:

INFORMATION: *The purpose of this agenda item is to set reasonable standards of conduct for elected and appointed public officials and for city employees, so that the public may be assured that its trust in such persons is well placed and that the officials and employees themselves are aware of the high standards of conduct demanded of persons in like office and position.*

An elected city official may not participate in any official action in which he/she or a member of his/her household has a substantial financial interest.

ITEM NO. 5 CONSENT AGENDA:

INFORMATION: *Items listed on the Consent Agenda or marked with an asterisk (*) are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.*

RECOMMENDED ACTION:

Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (*) Items:

****6a***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

- a. Minutes of the Board of Equalization meeting held 5-9-2016 and 5-24-2016; Minutes of the Public Hearing and Regular Assembly meetings held 5-24-2016; Minutes of the Special Assembly meeting held 6-2-2016

**Minutes of Board of Equalization Meeting
Held May 9, 2016**

Mayor David L. Jack called the Board of Equalization meeting to order at 6:00 p.m., May 9, 2016, in the Borough Assembly Chambers. Assembly Members Blake and Mitchell were present. Assembly Members Decker, Prysunka, Powell, and Rooney were absent. Borough Manager Jeff Jabusch and Deputy Clerk Lavonne Klinke were also in attendance.

As there was not a quorum present, it was later determined by the Borough Clerk that the Board of Equalization meeting shall be concluded on May 24, 2016 at 5:45 p.m.

The Board of Equalization meeting adjourned at 6:05 p.m.

**Minutes of Board of Equalization Meeting (continuation)
Held May 24, 2016**

Mayor David L. Jack reconvened the Board of Equalization meeting at 5:45 p.m., May 24, 2016, in the Borough Assembly Chambers. Assembly Members Blake, Powell, Prysunka, and Mitchell were present. Assembly Members Decker and Rooney were absent. Borough Manager Jeff Jabusch and Clerk Kim Lane were also in attendance.

Appeals – Real Property – There were no Property Tax Appeals to be considered.

PROPERTY TAX EXEMPTIONS

4a Senior Citizens Exemption Amount \$25,812,918.00

M/S: Mitchell/Blake, to approve the Senior Citizens Property Tax Exemptions, for the tax year 2016, for total assessment value of \$25,812,918.00. Motion approved unanimously by polled vote.

4b Disabled Veteran Exemption Amount \$139,800.00

M/S: Prysunka/Mitchell, to approve the Disabled Veteran Property Tax Exemptions, for the tax year 2016, for a total assessment value of \$139,800.00. Motion approved unanimously by polled vote.

4c Sprinkler Exemption Amount \$66,610.00

M/S: Mitchell/Blake, to approve the Sprinkler Exemptions, for the tax year 2016, for a total assessment value of \$66,610.00. Motion approved unanimously by polled vote.

The Board of Equalization meeting adjourned at 5:32 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Budget Public Hearing
Held May 24, 2016**

Mayor David L. Jack called the Budget Public Hearing to order at 5:45 p.m., May 24, 2016, in the Borough Assembly Chambers. Assembly Members Prysunka, Mitchell, Blake, and Powell were present. Assembly Members Rooney and Decker were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance

Public Hearing Item:

- a. Discussion of the FY 2016-2017 Budget

WRITTEN TESTIMONY

There was no written testimony received.

ORAL TESTIMONY

Bill Goodale, Stikine Inn owner, stated that he does not want to see rates or taxes increase however, the City might need to look at raising rates within the community. Mr. Goodale also stated that the City may want to look at raising other rates, such as building permits.

Walter Moorhead, 117 Mt. Dewey Ln., thanked Mr. Goodale for his comments; as a Port Commission member he stated that the Commission had done its due diligence before coming to the conclusion to raise harbor rates. Mr. Moorhead also stated that Wrangell was in the mid to lower range of rates in the region.

Public Hearing Meeting adjourned at 5:57 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Minutes of Regular Assembly Meeting Held on May 24, 2016

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., May 24, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Prysunka, Powell, and Blake were present. Assembly Members Decker and Rooney were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member Mark Mitchell.

The Invocation was given by Don McConachie.

Mayor Jack presented awards for Kim Lane and Jeff Rooney and recognized other Wrangellites for their participation in the Ceremony to honor Constables Heathcote and Campbell, Canadian Constables who perished on the Stikine River.

Mayor Jack presented a Certificate of Service for Marlene Clarke for her participation on the Nolan Museum/Civic Center Board.

AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

CONFLICT OF INTEREST

There were no Conflicts of Interest.

CONSENT AGENDA

M/S: Blake/Powell, to approve Consent Agenda Items marked with an (*) asterisk; Items 6a, 7a, 7b, 7c, and 7d. Motion approved unanimously by polled vote.

APPROVAL OF MINUTES

Minutes of the Public Hearing and Regular Assembly meetings held April 26, 2016; Minutes of the Special Assembly meeting held May 2, 2016; Minutes of the Budget Public Hearing held May 9, 2016, were approved as presented.

COMMUNICATIONS

- a. 4-18-16 & 4-26-16 School Board Action
- b. Quarterly Expenditure Report for SE Senior Services' for the period of January 1 thru March 31, 2016
- c. Minutes of the Regular School Board meeting held 3-21-16
- d. WMC Board Minutes April 20, 2016

BOROUGH MANAGER'S REPORT

Manager Jabusch's report was provided.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Assembly Member Powell reported on the ANSEP (Alaska Native Science and Engineering Program) presentation that was held today; would house 400 students and provide a higher education to get kids ready for college and life after school. Manager Jabusch stated that they were looking at the Institute property as a potential site for the program.

Assembly Member Prysunka suggested that the City be cognizant of the history of the Institute property and what went on out there. Manager Jabusch agreed.

There was discussion from the Assembly to look at changing the name of the name of the property.

Mayor Jack requested that Assembly Member Powell be the point man for the Assembly. Powell stated that he would go to every meeting that was held on this subject.

Assembly Member Prysunka reported that the Swan Lake raise project was moving forward but had a few setbacks with Ketchikan wanting the "pool" to reimburse them for cost differences. Prysunka stated that he had gone on record to oppose any reimbursements. In response to Mayor Jack, Prysunka stated that Petersburg does not agree with reimbursing Ketchikan.

10b Appointment to fill the vacancies on various City Boards, Committees, and Commissions

As there were no letters of interest received for the remaining vacant seats, the Mayor directed the Clerk to continue advertising.

10c Appointment to fill the vacancy on the Wrangell Medical Center Hospital Board, Unexpired term ending October 2016

As there were no letters of interest received for the vacant seat, the Mayor directed the Clerk to continue advertising.

PERSONS TO BE HEARD

There were no Persons to be heard.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

13a PROPOSED ORDINANCE No. 917: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES (*first reading*)

M/S: Prysunka/Blake, to approve the first reading of Ordinance No. 917 and move to a Second with a public hearing on June 14, 2016.

Assembly Member Powell requested from Greg Meissner, Wrangell Harbormaster, to explain how Wrangell's rates and fees were in comparison to other cities in our region. Mr. Meissner explained the fee structure.

Assembly Member Prysunka stated that due to the proposed increase in medical costs for the City, since the Harbor had 6 employees, the rate increase may not be enough.

In response to Assembly Member Prysunka, Mr. Meissner explained the need and the process that the Port Commission came to with regards to raising the rates.

Motion approved unanimously by polled vote.

13b Approval of a Facility Use Agreement between SEAPA and the Wrangell Volunteer Fire Department, a division of the City and Borough of Wrangell

M/S: Blake/Powell, to approve the Facility Use Agreement between SEAPA and the Wrangell Volunteer Fire Department, a division of the City and Borough of Wrangell for the Radio Repeater at the Etolin Shelter.

Assembly Member Prysunka reported that this agreement was a great example of two organizations working together for the community; this is a crucial piece of relay equipment that opened up the southern end, allowing us to switch the fire radios over and communicate more effectively for search and rescue.

Motion approved unanimously by polled vote.

13c Approval of the FY 2016-17 Wrangell Medical Center Budget

M/S: Powell/Blake, to approve the Wrangell Medical Center FY 2016-2017 Annual Budget, as presented. Motion approved unanimously by polled vote.

13d Approval of the proposal for the 911 Call Taking System

M/S: Prysunka/Powell, to approve the contract with Combix 911 Inc. for the products and services to install the proposed PSAP, in a contract amount of \$189,031.00, with funding to come from a SHSP grant. Motion approved unanimously by polled vote.

ATTORNEY'S FILE – Summary report was provided to the Borough Assembly.

EXECUTIVE SESSION – There was no Executive Session.

Regular Assembly Meeting adjourned at 7:48 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Special Assembly Meeting
Held June 2, 2016**

Mayor David L. Jack called the Special Assembly meeting to order at 6:00 p.m., June 2, 2016, in the Assembly Chambers. Assembly Members Powell, Prysunka, and Mitchell were present. Assembly Members Rooney, Blake, and Decker were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane also attended.

CONFLICT OF INTEREST

There were no conflicts of interest declared.

PERSONS TO BE HEARD

There were no persons to be heard.

ITEM OF BUSINESS

5a Executive Session: to discuss with the borough attorney ongoing contract negotiations with the IBEW

M/S: Prysunka/Mitchell, to go into executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity and which by law, municipal charter, or ordinance are required to be confidential: ongoing contract negotiations with the IBEW.

Mayor Jack invited Borough Manager Jabusch and Finance Director Lee Burgess to go into Executive Session with the Assembly. There were no objections.

Motion approved unanimously by polled vote.

Recessed into Executive Session @ 6:02 p.m.

Reconvened back into the Special meeting Session @ 6:59 p.m.

Mayor Jack declared stated that the Borough Manager would continue to negotiate with the Union.

Special meeting adjourned at 6:59 p.m.

David L. Jack, Mayor

ATTEST:_____

Kim Lane, MMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

COMMUNICATIONS:

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require separate action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.

There will not be a written
Borough Manager's Report for this
Agenda. There will be a verbal
report given by Manager Jabusch
at the Assembly meeting.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT June 14, 2016

Mark Your Calendar:

- 6/15 Hospital Board mtg. to be held at 5:30 pm at the Nolan Center
- 6/15 Institute Master Plan public meeting to begin at 6 pm at the Nolan Center
- 6/18 Wrangell Community Market from 10 to 12pm at the Nolan Center
- 6/28 Public Hearing mtg. at 6:00 pm; BOE mtg. at 6:45 pm; Regular Assembly mtg. at 7pm (Assembly Chambers)

- 8/25 SEAPA Board Mtg. to be held in Ketchikan, with times TBD

AML Summer Legislative Conference

To be held in Wasilla from August 16-19, 2016.

Assembly Member Rooney will be attending.

Clerk travel:

I am in Tacoma, attending the IIMC Clerks Professional Development classes. I will be back in the office on Monday, June 20th.

Agenda Items 10 a - c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

June 14, 2016

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

- **Item 10a** Reports by Assembly Members
- **Item 10b** City Boards and Committee Appointments

Letters for City Boards & Committee Appointments received from:

- Planning & Zoning Commission (unexp until 10-2017)
- Economic Development Committee (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2016)

There were no letters received for these vacancies.

Recommended Action:

Appointments are to be filled by the Mayor with the consent of the assembly for the various seats.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the _____ for the term up until October _____.

- **Item 10c** Appointment to fill the vacancy on the Wrangell Medical Center, Hospital Board, unexpired term, ending October 2016.

There were no letters received for these vacancies.

Recommended Action:

Appointment is to be filled by the Mayor with the consent of the assembly for the vacant seat.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the Hospital Board for the unexpired term ending October 2016.

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

PROPOSED ORDINANCE No. 917: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES (*second reading*)

Attachments:

1. **Proposed Ordinance No. 917**
2. Memo from Port Commission
3. 2015 Harbor Rate Comparisons

RECOMMENDED ACTION:

Move to adopt Ordinance No. 917.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 917

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.11.005, FEE SCHEDULE, OF THE WRANGELL MUNICIPAL CODE RELATING TO FEES FOR USE OF HARBORS AND PORT FACILITIES

BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets are to be deleted]**.]

SEC. 1. Action. The purpose of this ordinance is to amend Section 14.11.005 of the Wrangell Municipal Code relating to fees for use of harbor and port facilities.

SEC. 2. Amendment of Section. Section 14.11.005 of the Wrangell Municipal Code is amended to read:

Section 14.11.005 Fee schedule.

The following fees shall be charged for the uses indicated:

		<u>Fee shall increase 2% each year through FY 2021</u>				
A. Transient Moorage – WMC 14.05.010.		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Daily – Prepaid	<u>[\$0.40/foot]</u> <u>0-30 feet</u>	<u>\$0.45/foot</u>	<u>\$0.46/foot</u>	<u>\$0.47/foot</u>	<u>\$0.48/foot</u>	<u>\$0.49/foot</u>
	<u>31-55 feet</u>	<u>\$0.55/foot</u>	<u>\$0.56/foot</u>	<u>\$0.57/foot</u>	<u>\$0.58/foot</u>	<u>\$0.59/foot</u>
	<u>56-100 feet</u>	<u>\$0.65/foot</u>	<u>\$0.66/foot</u>	<u>\$0.67/foot</u>	<u>\$0.68/foot</u>	<u>\$0.69/foot</u>
	<u>101 feet & up</u>	<u>\$1.00/foot</u>	<u>\$1.02/foot</u>	<u>\$1.04/foot</u>	<u>\$1.06/foot</u>	<u>\$1.08/foot</u>
Daily – Invoiced	Two times the daily prepaid					
Monthly	<u>[\$3.50/foot]</u> <u>0-30 feet</u>	<u>\$4.00/foot</u>	<u>\$4.08/foot</u>	<u>\$4.16/foot</u>	<u>\$4.24/foot</u>	<u>\$4.32/foot</u>
	<u>31-55 feet</u>	<u>\$4.50/foot</u>	<u>\$4.59/foot</u>	<u>\$4.68/foot</u>	<u>\$4.77/foot</u>	<u>\$4.87/foot</u>
	<u>56-100 feet</u>	<u>\$5.00/foot</u>	<u>\$5.10/foot</u>	<u>\$5.20/foot</u>	<u>\$5.30/foot</u>	<u>\$5.40/foot</u>

	<u>101 feet & up</u>	<u>\$6.00/foot</u>	<u>\$6.12/foot</u>	<u>\$6.24/foot</u>	<u>\$6.36/foot</u>	<u>\$6.49/foot</u>
Annual	Same as reserved moorage					

B. Reserved Moorage – WMC
14.05.015.

Wait list \$50.00 each
deposit

Fee shall increase 2% each year through FY 2021

Annual		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
[Effective 07-01-08]	\$18.00/foot					
[Effective 07-01-11]	\$22.00/foot					
[Effective 07-01-12]	\$25.00/foot					
	<u>0-30 feet</u>	<u>\$28.00/foot</u>	<u>\$28.56/foot</u>	<u>\$29.13/foot</u>	<u>\$29.71/foot</u>	<u>\$30.30/foot</u>
	<u>31-55 feet</u>	<u>\$33.00/foot</u>	<u>\$33.66/foot</u>	<u>\$34.33/foot</u>	<u>\$35.02/foot</u>	<u>\$35.72/foot</u>
	<u>56 feet & up</u>	<u>\$38.00/foot</u>	<u>\$38.76/foot</u>	<u>\$39.54/foot</u>	<u>\$40.33/foot</u>	<u>\$41.14/foot</u>

...

Fee shall increase 2% each year through FY 2021

E. Outside Dock Face Moorage – WMC 14.07.005 (C).	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
1. 00 – 99 feet	\$0. <u>[90]99/foot</u>	<u>\$.92/foot</u>	<u>\$.94/foot</u>	<u>\$.96/foot</u>	<u>\$.98/foot</u>
2. 100 – 199 feet	\$1. <u>[15]27/foot</u>	<u>\$1.30/foot</u>	<u>\$1.33/foot</u>	<u>\$1.36/foot</u>	<u>\$1.39/foot</u>
3. 200 – 299 feet	\$1. <u>[30]43/foot</u>	<u>\$1.30/foot</u>	<u>\$1.33/foot</u>	<u>\$1.36/foot</u>	<u>\$1.39/foot</u>
4. 300 – 499 feet	\$1. <u>[50]65/foot</u>	<u>\$1.68/foot</u>	<u>\$1.71/foot</u>	<u>\$1.74/foot</u>	<u>\$1.77/foot</u>
5. 500 – 599 feet	\$1. <u>[75]93/foot</u>	<u>\$1.97/foot</u>	<u>\$2.01/foot</u>	<u>\$2.05/foot</u>	<u>\$2.09/foot</u>
6. 600 feet and up	\$2. <u>[00]20/foot</u>	<u>\$2.24/foot</u>	<u>\$2.28/foot</u>	<u>\$2.33/foot</u>	<u>\$2.38/foot</u>

Fee shall increase 2% each year through FY 2021

F. Inside Dock Face Moorage – WMC 14.07.005 (C).	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
1. 00 – 99 feet	\$0. <u>[90]99/foot</u>	<u>\$.92/foot</u>	<u>\$.94/foot</u>	<u>\$.96/foot</u>	<u>\$.98/foot</u>

2. 100 – 199 feet	\$1. [15] <u>27</u> /foot	<u>\$1.30/foot</u>	<u>\$1.33/foot</u>	<u>\$1.36/foot</u>	<u>\$1.39/foot</u>
3. 200 – 299 feet	\$1. [30] <u>43</u> /foot	<u>\$1.30/foot</u>	<u>\$1.33/foot</u>	<u>\$1.36/foot</u>	<u>\$1.39/foot</u>
4. 300 – 499 feet	\$1. [50] <u>65</u> /foot	<u>\$1.68/foot</u>	<u>\$1.71/foot</u>	<u>\$1.74/foot</u>	<u>\$1.77/foot</u>
5. 500 – 599 feet	\$1. [75] <u>93</u> /foot	<u>\$1.97/foot</u>	<u>\$2.01/foot</u>	<u>\$2.05/foot</u>	<u>\$2.09/foot</u>
6. 600 feet and up	\$2. [00] <u>20</u> /foot	<u>\$2.24/foot</u>	<u>\$2.28/foot</u>	<u>\$2.33/foot</u>	<u>\$2.38/foot</u>

...

J. Storage – WMC 14.07.020 (B).

Outside storage (\$6.25 minimum)	\$0. [30] <u>.33</u> /square foot monthly
Inside storage	\$0. [50] <u>.55</u> /square foot monthly
Floating log storage	\$0.10/thousand milled board feet monthly
Vending storage	50% of covered vendor storage rate

...

N. Services of the Harbormaster –
WMC 14.07.040

Replace mooring lines	\$10.00 + cost of line
[Moving boat (minimum \$20.00)]	<u>[\$1.00/foot]</u>
<u>Skiff rental with personnel</u>	<u>\$150.00 per hour (1 hour minimum)</u>
Pumping	\$25.00 + labor
Labor	Labor costs will be the actual costs of the employee. They will include wages and employee costs. Overtime and callout rules will also apply.
Raising of boats	\$150.00 + cost of materials and professional services

...

Fee shall increase 2% each year through FY 2021

Z. Port Development Fees.	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
120 – 499	\$ [1.25] <u>1.38</u> /foot	<u>\$1.41/foot</u>	<u>\$1.44/foot</u>	<u>\$1.47/foot</u>	<u>\$1.50/foot</u>
500 and up	\$ [2.00] <u>2.20</u> /foot	<u>\$2.24/foot</u>	<u>\$2.28/foot</u>	<u>\$2.33/foot</u>	<u>\$2.38/foot</u>

Fee shall increase 2% each year through FY 2021

AA. Marine Service Center Fees.	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Round trip lift fees					
0 – 40 feet	11.00 12. <u>12.34/foot</u>	<u>12.34/foot</u>	<u>12.59/foot</u>	<u>12.84/foot</u>	<u>13.10/foot</u>
41 – 58 feet	12.00 13. <u>13.46/foot</u>	<u>13.46/foot</u>	<u>13.73/foot</u>	<u>14.00/foot</u>	<u>14.28/foot</u>
59 – 75 feet	13.00 14. <u>14.59/foot</u>	<u>14.59/foot</u>	<u>14.88/foot</u>	<u>15.18/foot</u>	<u>15.48/foot</u>
76 – 90 feet	15.00 16. <u>16.83/foot</u>	<u>16.83/foot</u>	<u>17.17/foot</u>	<u>17.51/foot</u>	<u>17.86/foot</u>
91 – 120 feet	17.00 18. <u>19.07/foot</u>	<u>19.07/foot</u>	<u>19.45/foot</u>	<u>19.84/foot</u>	<u>20.24/foot</u>
121 – 140 feet	19.00 20. <u>21.32/foot</u>	<u>21.32/foot</u>	<u>21.75/foot</u>	<u>22.19/foot</u>	<u>22.63/foot</u>
141 feet and up	21.00 23. <u>23.56/foot</u>	<u>23.56/foot</u>	<u>24.03/foot</u>	<u>24.51/foot</u>	<u>25.00/foot</u>

Fee shall increase 2% each year through FY 2021

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Boat lift minimum					
150-ton	300.00 <u>330.00/</u> hour	<u>\$336.60/</u> hour	<u>\$343.33/</u> hour	<u>\$350.20/</u> hour	<u>\$357.20/</u> hour
300-ton	500.00 <u>550.00/</u> hour	<u>\$561.00/</u> hour	<u>\$572.22/hour</u>	<u>\$583.66/</u> hour	<u>\$595.33/</u> hour

Fee shall increase 2% each year through FY 2021

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Work area storage	0.50 55/sq. ft./month	<u>\$.56/sq.ft/</u> month	<u>\$.57/sq.ft/</u> month	<u>\$.58/sq.ft/</u> month	<u>\$.59/sq.ft/</u> month

Fee shall increase 2% each year through FY 2021

	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Long-term storage	0.30 33/sq. ft./month	<u>\$0.34/sq.</u> <u>ft./month</u>	<u>\$0.35/sq.</u> <u>ft./month</u>	<u>\$0.36/sq.</u> <u>ft./month</u>	<u>\$0.37/sq.</u> <u>ft./month</u>

After 12 consecutive months, long-term storage rate doubles

Cancellation \$[300.00]330.00

Inspection hoist

Up to 2 hours of hoist time 60% of round trip

After first 2 hours of hoist time	150-ton \$ [75.00] <u>82.50</u> /15 minutes
	300-ton \$ [125.00] <u>137.50</u> /15 minutes
Pressure washer	\$ [1.00] <u>2.00</u> /foot
Electrical	Refer to subsection (D) of this section.
Environmental fee	\$15.00 per haulout or per month
Hydraulic trailer fees	
Round trip	\$ [8.25] <u>10.46</u> per foot
One-way	Half of round trip
Minimum fee	\$ [225.00] <u>247.50</u>
Off-site transport fee	Round trip or one-way fee plus travel time at \$ [235.00] <u>350.00</u> per hour with a one-hour minimum
Long-term storage reservation fee	\$100.00

...

SEC. 4. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 5. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 6. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: May 24, 2016.

PASSED IN SECOND READING: , 2016.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

Wrangell Port Commission

Memo

To: City and Borough of Wrangell Assembly

From: Sherri Cowan, Recording Secretary

Date: 5/05/2016

Re: Ordinance 917 Change

At the regular meeting of May 05, 2016 the Port Commission made the "Motion to approve the proposed Ordinance 917 as presented with the Amendment of a 2% increase every year for Section 14.11.005 Fee Schedule Items A,B,E,F,Z,AA through 300-Ton Long Term Storage and forward it on to the Borough Assembly for consideration".

2015 Harbor Rate Comparisons

Port	RM Rates	Daily Rates	Monthly	Pumping	Electric	Live a board	Grid Rate	Launch Ramp Rate	Crane	
Ketchikan 2016 7% Increase	32.29 per ft.inside hrbr 41.03 per ft. outside harbor	KETCHIKAN HAS A 7% INCREASE YEARLY IN EFFECT FOR ALL HARBOR/PORT FEES .75 per ft.	\$8.13/per ft per month	\$121.12 per hour	30 amp- .13 per ft./day 50 amp- .26 per ft./day	.15 per ft/per month \$30.40 per month	\$16.50 per day	Daily \$7.70 Annual \$62.70 Commercial \$431.11	\$25.96 2 hrs self operated	
Craig 2016 10% Increase	\$17.33 per ft/per year	\$.55 per ft pre pay	\$4.40 per ft + 5% tax	7.92 per ft + 5% tax	0-49ft up to 20 kw \$5.00 50ft up 30kw \$7.00 per day or .21cents per kw if over daily amount	Live a board 50.00 mo.	15.00 per day	Daily \$5.00 Season \$25.00	\$30.00 per hour	
Juneau 2016 Blue Increase 2015	Skiff per year \$600.00 12 mo. Advance pmt Annual \$54.00 per foot Douglas \$80.00 Statter	.55 per ft. pre pay	\$4.25 Douglas, Harris, Aurora \$7.15 Statter, Deharts per ft./per month	None	20 amp \$5.00/day 30 amp \$8.00/day 50 amp \$30.00/day 100 amp/208v \$50.00/day	Live a board \$69.00 + \$23.00 per person above 4 persons	.95/per ft./per day	Rec. year \$90.00 Rec. day \$14.00 Com. Year \$225.00	\$15.00 per hour \$10.50 Crane Key Fee	
Skagway 2015	Annual \$13.25/ft. 15% senior discount	.37 per ft. \$10.00 surcharge for billing	\$3.70/per ft./per day	None	30 amp \$10.00/day 50 amp \$20.00/day		\$15.00 per tide	\$10.00 per launch \$50.00 per year	\$20.00 per hour \$50.00 annual	
***Homer 2016 Blue Increase 2015	\$43.49 per Ft./per year plus \$50.00 admin. Fee Same for annual transient	HOMER HAS A 3.5% + CPI INCREASE FOR THE NEXT 10 YEARS \$1.06 per ft./per day	\$5.99 per ft./per mo.	6 month permit \$23.60 per ft./per 6 months	110v-\$10.20/day 208v/1 phase-\$20.12/day 208v/3 phase-\$45.20/day 110v/\$152.67 month 208v-1phase-\$341.70/month 208v-3 phase-\$28.80 mo + usage per kwh	None	0-59' \$1.05/ft/tide 60'-80' \$2.55/ft/tide 81'-100' \$3.25/ft/tide 101'-120' \$3.82/ft/tide 121'-140' \$4.24/ft/tide	Daily \$13.00 Seasonal \$130.00 \$5.00 per ft. if vessel goes dry on ramp \$20.00 per hr. unattended vessel	\$52.00 Annual crane card 0-15 min. \$22.66 16-30 min. \$45.32 31-45 min \$67.98 46-60 min. \$90.64 2 1/2 ton & 5 ton	
Wrangell 2016	\$28.00 per ft. 0-30 \$33.00 per ft. 31-55 \$38.00 per ft 56 & up	\$.45 per ft. 0-30 \$.55 per ft 31-55 .65 per ft 56-100 \$1.00 per ft 101 & up	\$ \$4.00 per ft 0-30 \$4.50 per ft 31-55 \$5.00 per ft 56-100 \$6.00 per ft 101 & up	None	20 amp 120v \$5.00 day 30 amp 120v \$8.00 day 50 amp single phase \$10.00 day 50 amp 3 phase \$30.00 day 100 amp 3 phase \$50.00 day	\$84.85 (sewer/water/garbage)	\$1.00 per ft. (after 2 days free)	\$10 per launch or \$50 annual or \$25 annual w/stall for larger boat or free for vessel assigned to RM stall	\$10.00 hour (must purchase access card \$10 resident; \$20 transient)	
Sitka 2016 5% Increase	\$37.67 per ft 0-40 \$49.48 per ft 40 & up		\$16.74 per ft 0-150' \$25.11 per ft 151' & up	\$50.00 plus labor	30 amp 120v \$5.00 per day 50 amp single phase 50 amp 3 phase & 100 amp 3 phase is \$10.00 in read/\$10.00 out read + kwh used	\$105.25 per month (not including electrical)	\$11.00 per day	\$10.50 in/out \$78.75 annual permit	20 minutes \$5.00, \$15.00 per hour, \$75.00 per day	
Petersburg 2016 Blue Increase in 2015	18-32ft \$34.00 40-55ft \$44.00 60-100ft \$50.00	.50 per ft./per day	4.00 per ft/per month	20' skiff stall 1-6 mo. \$58.92 7-11 mo. \$42.00 12 mo. \$26.25 Prepaid	30 amp \$6.00 day 50 amp \$10.00 day 60 amp \$34.00 day 100 amp 3 phase \$57.00 day	\$50/Month 1st person, \$20/Month additional persons	Grid north .60 ft. Grid south .96 ft.	Daily \$7.00 per in&out Annual 30.00	\$30.00 per hour self operated	
Haines 2015	\$22.00 per ft up to 40' \$32.00 per ft over 40'	\$.55 per foot \$2.75 per ft \$5.50 per ft	\$6.00 per foot	Move Boat \$40.00 per hour for employee \$50.00 move fee Pump \$20.00 per hour	30 AMP \$10.00 per Day 50 AMP \$20.00 per Day	\$70.00 per month	\$15.00 minimum \$.50 per lineal foot per tide cycle	\$60.00 per trailer per year DAILY \$15.00 per trlr	\$50.00 per year \$20.00 per hour transient	
Hoonah 2016	\$24.00 per ft per year + city tax	00'-80' .70 per ft per day 81'-139' 1.15 per ft per day 140'-150' 1.20 per ft per day <150' 1.70 per ft per day	\$7.00 per foot	\$53.25 per hour	\$5.00 per month for RM + .40 per KWH 30 amp \$7.50 per day 50 amp \$20.00 per day	None	\$26.63 for 24 hours	\$15.98 in/out one way \$53.25 year	\$10.65 a lift \$42.60 a hour	

RATE INCREASE 2016 Ketchikan 7%, Craig 10%, Sitka 5%, Hoonah 10%

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

PROPOSED RESOLUTION No. 06-16-1342: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2016 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2015 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

Attachments:

- 1. Proposed Resolution No. 06-16-1342**

RECOMMENDED ACTION:

Move to adopt Resolution No. 06-16-1342.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 06-16-1342

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2016 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN 2015 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

WHEREAS, the Borough Assembly sitting as the Board of Equalization has regularly assessed and equalized all real property within the City and Borough of Wrangell and has fixed a time at which the taxes levied shall be paid, and has fixed the date of delinquency, and has established that taxes remaining unpaid after the delinquent date shall be collected and have penalties and interest added thereto in accordance with law. The Borough Assembly has provided herein for payment and the date of delinquency of all taxes levied on the property assessed on the tax rolls.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

Sec. 1. There is hereby levied upon all taxable real property in the City and Borough of Wrangell, Alaska, as previously taxed by the City of Wrangell, except such property as is exempt by law from taxation, a mill rate of 12.75 mills for the tax year 2016, for the Wrangell Service Area, 4.0 mills for property outside the Service Area, and 4.0 mills for the tax differential zone as described in 5.04.310 (a).

Sec. 2. Taxes levied pursuant to this resolution shall be due and payable on or before October 17, 2016. Penalty and interest shall accrue on an unpaid installment from 5:00 p.m. on the date the payment becomes due.

Sec. 3. Taxes remaining unpaid after the delinquent date shall be collected and have penalties and interest added thereto in accordance with law.

Sec. 4. This resolution shall become effective upon its passage and adoption.

ADOPTED: _____, 2016

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

PROPOSED RESOLUTION No. 06-16-1343: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2016-2017

Attachments:

1. Memo from Manager Jabusch
2. **Proposed Resolution No. 06-16-1343**
3. Proposed Amendments to the FY 2016-17 Annual Budget

RECOMMENDED ACTION:

Move to adopt resolution number 06-16-1343, adopting the 2016-2017 Fiscal Year Budget which includes the draft budget and all recommended changes, as presented.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: Approval of 2016-2017 Fiscal Year Budget

DATE: June 10TH, 2016

The resolution to approve the budget for next year is a combination of the draft budget given to the assembly and also the attached list of changes since the draft that came out.

The budget includes, if approved, legislative changes by the assembly and they are as follows:

1. Raise building permits from \$5 (repair), \$10 (new residential construction) and \$15 (new commercial construction) to \$50 (repair), \$100 (new residential construction) and \$150 (new commercial construction). Ordinance change required.
2. Change the tax free tax from (2) per year to (1) per year. Ordinance change required.
3. Change amount employees have to pay for insurance to 15% of all premiums and a 5% credit if they participate in the wellness program. Requires a resolution to change the personnel policy handbook.

Budget Summary:

- General Fund Budget is balanced
- We are recommending the property tax mill rate to remain at 12.75 mills.
- We have been able to balance the budget despite cuts in revenue sharing (next year), jail funding (this year) and a 20% increase in health care. We have done that we several reductions in employee staffing through attrition and changing the way employees pay for their share of health care.
- Although the budget is balanced, there are many shortfalls in the budget that were not funded. Most of these included large capital items like police cars, fire truck, shop truck and major building maintenance at the pool and public safety building. We are going to be looking at other sources such as grants where possible to bridge this gap.
- Lastly, we will have exact numbers for the current year in a couple of months once the audit is completed and if we did better than expected we will come back to the assembly to add back some of the capital items that were cut.
- The rate increases being proposed are as follows:
 - Harbor Rates
 - Sanitation- 3% which was already in the ordinance and is the last of a 6 step increase.
 - Building Permits
 - Some cemetery fees
- The budget maintains the current level of services
- Concerns going forward:

- Lack of State funding for capital projects
- Reduced State funding for operations
- Continued reduced funding for Secure Rural Schools
- Ability to keep up infrastructure because of recent funding restrictions

Recommend Motion:

Move to approve resolution number 06-16-1343, adopting the 2016-2017 Fiscal Year Budget which includes the draft budget and all recommended changes, as presented.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 06-16-1343

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2016-2017

WHEREAS, the Borough Assembly sitting as the Board of Equalization on May 9, 2016 and May 24, 2016, assessed and equalized all real property within the City and Borough of Wrangell; and

WHEREAS, taxes levied upon boats; taxes on taxable property; delinquent date for payment of taxes and penalty and interest for late payment of taxes are provided in Wrangell Municipal Code, Chapter 5; and

WHEREAS, the Assembly at their regular meeting held June 14, 2016, approved a mill rate of 12.75 mills for the Wrangell Service Area, 4.0 mills for property outside the Service Area, and 4.0 mills for the tax differential zone as described in 5.04.310 (a); and

WHEREAS, the Assembly of the City and Borough of Wrangell, Alaska has been presented with the proposed budget for the fiscal year 2016-2017 in accordance with the Wrangell City Charter Section 5-2; and

WHEREAS, the Assembly held public hearings on May 9, May 24, and June 14, 2016, on the proposed budget in accordance with Wrangell City Charter Section 5-3; and

WHEREAS, the Assembly has approved the proposed budget as presented and/or amended.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

- Sec. 1. That the General Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$12,850,693 is hereby adopted.
- Sec. 2. That the Capital Project Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 855,450 is hereby adopted.
- Sec. 3. That the Miscellaneous Grants Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 8,422 is hereby adopted.

- Sec. 4. That the Nolan Center Operating Fund, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 421,118 is hereby adopted.
- Sec. 5. That the Sales Tax Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 3,975,295 is hereby adopted.
- Sec. 6. That the Theater Fund, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 117,090 is hereby adopted.
- Sec. 7. That the Pool/Recreation Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 1,555,669 is hereby adopted.
- Sec. 8. That the Borough Organizational Fund, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 312,498 is hereby adopted.
- Sec. 9. That the Transient Tax Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 242,399 is hereby adopted.
- Sec. 10. That the Secure Schools Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 4,815,140 is hereby adopted.
- Sec. 11. That the Economic Recovery Fund, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 521,161 is hereby adopted.
- Sec. 12. That the Permanent Fund, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 6,789,845 is hereby adopted.
- Sec. 13. That the Debt Service Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 308,950 is hereby adopted.
- Sec. 14. That the Residential Construction Fund, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 1,726 is hereby adopted.
- Sec. 15. That the Industrial Construction Fund, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 226,113 is hereby adopted.
- Sec. 16. That the Sewer Utility Revenue Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 1,006,506 is hereby adopted.
- Sec. 17. That the Sanitation Fund, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 697,271 is hereby adopted.
- Sec. 18. That the Electric Utility Enterprise Fund budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 6,366,630 is hereby adopted.

Sec. 19. That the Water Utility Enterprise Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 1,428,468 is hereby adopted.

Sec. 20. That the Port Utility Enterprise Fund Budget, reserves and transfers, for the fiscal year 2016-2017, in the amount of \$ 7,631,620 is hereby adopted.

Sec. 21. That a copy of the final budget, as approved, be attached hereto and adopted by reference.

ADOPTED: _____, 2016

David L. Jack, Mayor

ATTEST: _____

~~Kim Lane, MMC~~, Borough Clerk

Lavonne Klinke, Deputy

**Amendments to Draft Budget
2016-2017 Fiscal Year
City and Borough of Wrangell**

GENERAL FUND & SPECIAL REVENUE FUNDS

General Fund Revenue	Account Description	Change	by	to	Reason
01-00-00-4705	Building Permit Revenue	Increase	(3,000)	(5,000)	Fee increase

G.F. Expenditures	Account Description	Change	by	to	Reason
01-01-00-5201	Health insurance - Finance	Decrease	25,520	185,400	Health insurance benefits updated/recalculated
01-03-00-5201	Health insurance - Administration	Decrease	1,330	78,360	Health insurance benefits updated/recalculated
01-05-00-5201	Health insurance - Fire Dept.	Decrease	3,710	83,870	Health insurance benefits updated/recalculated
01-07-00-5201	Health insurance - Police Dept.	Decrease	29,340	312,290	Health insurance benefits updated/recalculated
01-09-00-5201	Health insurance - Corrections/Dispatch	Decrease	19,740	269,400	Health insurance benefits updated/recalculated
01-11-00-5201	Health insurance - Public Safety Custodian	Decrease	3,050	39,270	Health insurance benefits updated/recalculated
01-14-00-5201	Health insurance - Garage	Decrease	790	104,830	Health insurance benefits updated/recalculated
01-16-00-5201	Health insurance - Public Works	Decrease	14,270	309,930	Health insurance benefits updated/recalculated
01-20-00-5201	Health insurance - Library	Decrease	3,150	95,310	Health insurance benefits updated/recalculated
21-0X-00-5201	Health insurance - Nolan Center (multiple)	Decrease	10,204	43,840	Health insurance benefits updated/recalculated
24-0X-00-5201	Health insurance - Parks & Rec (multiple)	Decrease	18,520	85,070	Health insurance benefits updated/recalculated
24-0X-00-5001	Wages (Parks & Recreation)	Decrease	1,490	108,670	Turnover
24-01-00-5010	Lifeguard Wages	Increase	(13,950)	65,000	Budget preparation clerical error
Total Expenditure Decreases - General Fund		Decrease	#####		

CAPITAL FUND	Account Description	Change	by	to	Reason
18-01-00-6809	Public Safety Building	Increase	50,000	185,000	Public Safety Building Siding Replacement
18-01-00-6809	Public Safety Building	Increase	25,000	210,000	Courtroom carpet replacement (contract requirement)
18-01-00-6809	Public Works	Increase	3,500	6,500	Salt Spreader
18-01-00-6809	Public Works	Increase	800	7,300	2" Electric Pump
18-01-00-6809	Public Works	Increase	20,000	27,300	Mission St. Drainage Improvements
18-01-00-6809	Public Works	Increase	15,000	38,300	Cow Alley Retaining Wall at Angerman's
18-01-00-6809	Public Works	Increase	11,000	43,300	Snow Plow (replacement unit)
18-01-00-6809	Public Works	Increase	5,000	53,300	McKinnon - Mt. Dewey Stairway Repair
18-01-00-6825	Garage	Increase	10,000	27,000	Top-loading tire machine replacement
Total Expenditure Increases - Capital & General Fund			140,300		

Net effect to General Fund of changes from Draft Budget: 20,136
General Fund Surplus/(Deficit) after changes: 2,115

ENTERPRISE FUNDS

Sewer Fund	Account Description	Change	by	to	Reason
20-01-00-5001	Wages	Increase	2,460	114,950	WWTP Leadman grade reclass , & operator turnover
20-01-00-5201	Benefits	Decrease	(10,162)	87,528	Leadman reclassification, operator turnover
Reduced expenditures from draft			(7,702)		

Sanitation Fund	Account Description	Change	by	to	Reason
34-0X-00-5201	Benefits (health insurance)	Increase	3,400	99,170	Health insurance benefits updated/recalculated
Additional expenditures from draft		Increase	3,400		

Light Fund	Account Description	Change	by	to	Reason
70-01-00-5201	Benefits (health insurance)	Decrease	(4,290)	146,450	Health insurance benefits updated/recalculated
70-03-00-5201	Benefits (health insurance)	Increase	5,980	234,290	Health insurance benefits updated/recalculated
70-03-00-5810	Distribution Materials & Supplies	Increase	10,000	65,000	Electrical switches replacement, unspent from FY 16
Additional expenditures from draft			11,690		

Water Fund	Account Description	Change	by	to	Reason
72-01-00-5001	Wages	Increase	8,700	75,420	Grade reclassification of WTP Leadman position
72-01-00-5201	Benefits (health insurance)	Decrease	(460)	67,170	Health insurance benefits updated/recalculated
72-01-00-6500	Capital	Increase	30,000	151,000	Sand filter ventilation
Additional expenditures from draft		Increase	38,240		

Port Fund	Account Description	Change	by	to	Reason
74-0X-00-5201	Health Insurance (all Port/Harbor Depts)	Decrease	(20,470)	293,120	Health insurance benefits updated/recalculated
Reduced expenditures from draft			(20,470)		

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

Discussion and possible action on whether to repeal the James and Elsie Nolan Museum and Civic Center Board

Attachments:

1. **Memo from Terri Henson, Civic Center Director**
2. Code Section 3.54

RECOMMENDED ACTION:

Move to authorize the Borough Clerk to contact the Borough Attorney to collectively draft an Ordinance that the Assembly will consider at an upcoming meeting, repeals WMC Section 3.54, James and Elsie Nolan Museum and Civic Center Board.



May 25, 2016

Honorable Mayor & members of the Borough Assembly,

Over the past few years it has been increasingly hard to get a quorum to hold the quarterly Nolan Board meetings. About 7 years ago we reduced the number of board members to 7 so it would make it easier to establish the number needed. As with all boards we've had a continuing problem getting enough people to fill the seats and have had to cancel / postpone meetings on a regular basis due to the lack quorum. At this time 4 of the 7 seats are vacant. One member is working a job out of town, one member isn't available in the summer months. There is a cost associated with planning meetings, advertising, paying for the secretary and setting up. Most of the time the meeting cannot take place. And a couple of years ago we went almost a year with no meeting.

The Nolan board is an advisory board and as such the meetings have consisted of giving the same report submitted to the City Manager and the Friends. We've had more involvement with the friends this past couple of years and we have the ability to ask them to form special committees if needed.

Because of the information above, I would request that the Borough Assembly consider passing an Ordinance that would repeal WMC Section 3.54 James and Elsie Nolan Museum and Civic Center Board.

Thank you,

Terri Henson, Civic Center Director

Chapter 3.54

JAMES AND ELSIE NOLAN MUSEUM AND CIVIC CENTER BOARD

Sections:

- 3.54.010 Established – Membership – Organization.
 3.54.020 Powers and duties.

3.54.010 Established – Membership – Organization.

A. There shall be a James and Elsie Nolan Museum and Civic Center board which shall consist of seven members appointed by the mayor with the approval of the assembly for overlapping three-year terms. All members of the board shall be residents of the city and borough. The members shall be appointed as set forth below:

1. The present membership of the board is hereby confirmed. The terms of the members shall begin on October 1st, with three members to be appointed in the first year, and two members in each of two successive years and in like manner thereafter. A member may be removed by the mayor with approval of the assembly for the good of the service. Vacancies shall be filled for the unexpired terms. Members shall serve without compensation.

B. The board shall hold regular meetings at least once each calendar quarter at such times as its chair may determine. The chair shall give each member at least 48 hours' prior written or oral notice of the date, time and place of each meeting.

C. The board shall give reasonable public notice of its meetings, its meetings shall be open to the public, and reasonable opportunity shall be provided for the public to be heard at each meeting.

D. Four members of the board shall constitute a quorum for the transaction of business. Actions of the board are taken by the vote of a majority of the members duly present at a meeting of the board duly held at which a quorum is present. The board shall keep minutes of its proceedings and records of its official actions.

E. Any member who misses more than two regular meetings in a consecutive 12-month period without being excused by the board shall automatically forfeit membership on the board.

F. The board shall annually elect from among its members a chair, vice chair and secretary-treasurer.

G. Board members shall conduct their activities in such a way that no conflict of interest arises between their other interests and the policies, interests and operation of the museum and civic center.

H. The board may establish its own rules, regulations and policies consistent with this chapter and subject to the approval of the assembly. [Ord. 840 §§ 1, 2, 2009; Ord. 835 § 1, 2009; Ord. 759 § 1, 2004.]

3.54.020 Powers and duties.

The powers and duties of the board shall be as follows:

A. Receive, consider and evaluate public opinions and recommendations regarding the staffing, equipping and managing of the museum and civic center and regarding the care and maintenance of the museum collection;

B. Advise the curator, civic center manager, borough manager and borough assembly on planning and implementation of programs dealing with the use and development of the museum and civic center and the museum collection;

C. Review and make recommendations to the assembly regarding the museum and civic center budget;

D. Strive to create public interest in and public support for the programs and activities of the museum and civic center. [Ord. 759 § 1, 2004.]

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

Approval of the amendments to the Wrangell Medical Center's
Personnel Policy Manual

Attachments:

1. Memo from Kris Reed, WMC Board Recording Secretary
2. Personnel Policy manual (w/tract changes) – 67 pages
3. Personnel Policy manual (clean copy) – 61 pages

RECOMMENDED ACTION:

Move to approve the revised Wrangell Medical Center's Personnel Policy, as reviewed and revised by the Wrangell Hospital Board of Directors.

13d-1

Mission:

To enhance the quality of
life for all we serve

Vision:

Honor our heritage and be
the pride of the community

Values:

Integrity
Compassion and Caring
Trust
Transparency
Loyalty
Honoring our Heritage
Quality
Fiscal Responsibility

April 21, 2016

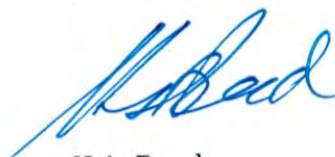
Mayor Dave Jack,
City & Borough Assembly
PO Box 531
Wrangell, AK 99929

Dear Mayor Jack and Assembly Members,

The WMC Board of Directors, at their regular meeting last night, voted to approve amendments to the Wrangell Medical Center Personnel Policy Manual and respectfully submit the revised manual showing changes and a 'clean copy' of the manual.

A taskforce of ten staff members worked to make the revisions which were further honed by the WMC Leadership Team and the WMC Board prior to their approval last night. We respectfully bring the amended document to the Borough Assembly for review as required by Wrangell Municipal Code 3.32.020 (A)

Thank you!



Kris Reed
Recording Secretary,
For the WMC Board

*Caring for
Southeast*



WRANGELL MEDICAL CENTER

PERSONNEL POLICIES

~~2013~~2016

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- 1.2. Purpose of this Handbook
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- 2.2. Non-Harassment/Non-Discrimination Policy
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- 2.6. Employee Assistance Program
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- 4.6. Probationary Period
- 4.7. Job Description
- 4.8. Licensure and Certification

5. Attendance Policies

- 5.1. Attendance Policy
- 5.2. Work Schedules
- 5.3. Shift Differential
- 5.4. Overtime Pay

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- [5.5. Meal Periods](#)
- [5.6. Rest Periods](#)
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12. Forms

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- [12.3. Authorization for Disclosure of Protected Health Information](#)
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SECTION 1 – WELCOME

1.1 MISSION, VISION AND VALUES

Our mission: To enhance the quality of life for all we serve.

Our vision: Honor our heritage and be the pride of the community

- By being a community driven organization;
- By being an active participant in planning for the future of our community;
- By being the leader in our industry and region in providing high quality care for patients;
- By being ready and responsive to meet health care needs;
- By being the hospital and long term care facility of choice;
- By providing a beautiful, comfortable setting for our patients and our long term care residents;
- By being the employer of choice;
- By being financially healthy; and
- By being a model of excellence in promoting wellness and restoring health.

Our values:

Integrity

We do the right thing, even if it is not the easy choice. We hold ourselves to high standards in the work that we do - this means we have a strong work ethic and do our jobs to the best of our abilities. We are honest, fair, and respectful to our patients, our community and ourselves.

Compassion and caring

Patients are always the focus and center of everything we do. Regardless of our role in the organization, we go above and beyond to provide services in a manner that lets patients know that we care deeply about them.

Trust

It is absolutely important to us that our patients and our community trusts us. We will provide patient care and conduct our business such that they always do.

Transparency

We are open and forthright with our community, our partners, and ourselves. Our community and patients have a right to know how we are planning for the future. They deserve to know how we are performing in the present, both financially and on quality measures.

Loyalty

We are loyal to our patients, because we care about them deeply as our friends, family, and neighbors. We are also loyal to Wrangell Medical Center, and always act as excellent ambassadors of the organization. We treat each other with respect, and work cooperatively as members of a cohesive team.

Honoring our heritage

We respect and remember our long history of caring for the diverse people in our community and region. We are committed to honoring this heritage by holding in the highest esteem our elders who came before us. We will focus on planning for our future so our elders can age in place, and maximize the potential that all patients may be served right here in the community.

Quality

Above all, we provide safe, high quality health care. We strive for excellence in everything we do, regardless of whether or not it is related directly to patient care. We hold ourselves accountable for this excellence. We embrace growth and change that comes with constantly improving ourselves. We focus on creating strong systems, and do not blame individuals for outcomes related to weak systems.

Fiscal responsibility

We believe in the prudent use of our resources. We deliver high quality services in a manner that is cost-effective while not compromising our services. Good stewardship of our finances benefits our community in the form of improvements and expansion of the services available.

1.2 PURPOSE OF THIS HANDBOOK

This handbook has been prepared to inform new employees of Wrangell Medical Center's policies and procedures and to establish WMC's expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the company.

WMC reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

1.3 AT-WILL EMPLOYMENT

Employment with the Wrangell Medical Center is ~~strictly at-at-will employment. The Wrangell Medical Center may terminate this employment at anytime without cause in the sole discretion of the Wrangell Medical Center.~~An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary.

SECTION 2 - WORKPLACE COMMITMENTS

2.1 EQUAL OPPORTUNITY EMPLOYMENT

~~Equal employment opportunity is granted to all qualified individuals without regard to race, color, religion, disability, sex, age, or national origin. Wrangell Medical Center will attempt to make reasonable accommodations for applicants and employees with disabilities. —Wrangell Medical Center is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.~~

Whenever possible, WMC makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Human Resources Department.

2.2 NON-HARASSMENT / NON-DISCRIMINATION POLICY

Wrangell Medical Center is committed to providing and promoting an atmosphere in which employees, non employees, and employee applicants can be assured of a workplace free of discrimination or harassment on the basis of sex, color, race, religion, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. Harassment will not be tolerated, condoned or permitted. Such harassment or discrimination is in direct violation of federal and state law, and is inconsistent with Wrangell Medical Center's policy on equal opportunity and its Standards of Performance.

Persons who knowingly engage in or instigate such discrimination or harassment will be subject to disciplinary actions which may lead to suspension or discharge. Additionally, managers and supervisors who knowingly permit discrimination or harassment activity to occur without further action will be subject to disciplinary action. Where such prohibited activity is perpetrated by a non-employee, Wrangell Medical Center will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

Persons making frivolous or malicious accusations of discrimination or harassment may be subjected to disciplinary actions. This policy is not intended to restrict bonafide activities such as reprimands, disciplinary actions and employee performance evaluations which are clearly

within the scope of a supervisor's duties and responsibilities, and which serve a legitimate management purpose.

Definitions:

Discrimination: An act committed on the basis of prejudice or bias based on the sex, race, color, religion, national origin, age disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. There are two types of discrimination:

- 1) Overt B conscious actions against individuals and
- 2) Systemic B a result of often normal and seemingly neutral practices throughout the employment. This act can be intentional or unintentional. The result of this act is that an individual or group is subject to unequal treatment or physical conduct.

Quid Pro Quo Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes "quid pro quo sexual harassment" when

- 1) submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing, or
- 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting that employee, non employee or employee applicant.

As defined here, "quid pro quo sexual harassment" normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or it may be indirect when the harasser has the power to influence others who have authority over the victim.

Hostile Environment Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute "hostile environment sexual harassment" when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of

- 1) creating an intimidating, hostile, or offensive work or academic environment, or
- 2) unreasonably interfering with another's work performance. Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets or requests repeatedly may constitute hostile environment sexual harassment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

Guidelines for implementation:

Responsibility for Implementation: Overall responsibility for the administration of this policy is delegated to the CEO. All managers and supervisors within Wrangell Medical Center are responsible for taking immediate and appropriate corrective action where they have any knowledge of such prohibited practices.

Complaints: Complaints should be made within ninety (90) days of the last discriminatory incident. Employees believing they have been subjected to discrimination or harassment should contact a member of the Executive Team.

A complaint may be filed in writing and a copy given to a member of the ~~Executive Team~~CEO. Appropriate steps will be taken to investigate any reported incidents of sexual harassment and discrimination, in order to remedy the situation. Disciplinary action will be taken as warranted.

Any form of retaliation, reprisal or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of such alleged discrimination or harassment is prohibited and will be dealt with severely. Such disciplinary action may include suspension or dismissal.

Dissemination of Policy: The policy is to be posted in the facility.

2.3 WORKPLACE VIOLENCE

Violence or threats of violence in the workplace will not be tolerated. If an employee engages in any violence in the workplace, or threatens violence in the workplace, the employee's employment may be terminated immediately subject to the progressive discipline policy.

Violence includes, but is not limited to, physically harming another, pushing, harassing, bullying, intimidating, coercing, brandishing weapons, or threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with WMC, including employees, patients, and residents, never feel threatened by any employee's actions or conduct.

By nature, bullying is the repeated, unreasonable actions of an individual directed toward an employee intended to intimidate, and by doing so, can create a risk to the health and safety of an employee. Bullying includes behavior that intimidates, degrades, offends, or humiliates a worker often in front of others or on a social media site.

Workplace security measures:

In an effort to fulfill this commitment to a safe work environment for employees, patients and visitors, the following rules have been created. These are:

- Access to WMC's property is limited to those with a legitimate business interest.
- All employees are furnished a name badge upon 1st day of employment and are required to wear it at all times while working.

Weapons prohibited: WMC specifically prohibits the possession of weapons by any employee while on Medical Center property. Employees are prohibited from carrying a weapon while performing services for Wrangell Medical Center.

Weapons include guns, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Reporting violence: Wrangell Medical Center is committed to trying to provide a safe working environment for its employees. It is every employee's responsibility to prevent violence in the workplace. An employee must immediately report to a supervisor what he or she sees or hears in the workplace that could indicate a co-worker may be in a potentially violent situation.

Any private conversations overheard or private messages received that constitute a threat against another individual will be reported to the proper authorities. These threats will also be used as the basis for disciplinary action, up to and including termination.

Employees are encouraged to report any incident that may involve a violation of WMC's policies that are designed to provide a safe working environment. All complaints will be treated on a confidential basis to the extent possible. No disciplinary or retaliatory action will be taken against any employee filing a complaint in good faith.

All reports will be investigated by the supervisor and CEO and may be reported to the authorities as required by law.

2.4 SMOKE FREE WORKPLACE

In order to provide a smoke-free workplace, smoking is allowed in designated areas only. Employees may smoke during his/her break times and meal periods only. The designated staff smoking area is at the back of the covered area where the LTC van is parked. Containers will be provided for the extinguishing and disposal of smoking materials. Smoking is not allowed in WMC vehicles.

2.5 DRUG-FREE / ALCOHOL-FREE ENVIRONMENT

It is the policy of Wrangell Medical Center to maintain a drug free work environment for all employees. Drug and alcohol testing will be conducted by a laboratory certified by CLIA.

Substances to be tested: Alcohol, Amphetamines, Cannabinoids, Cocaine, Opiates, Oxycodone, PCP, TCH, Methamphetamines

Pre-employment substance screening:

All new job applicants will be informed that a substance screen is required. All offers of employment will be contingent upon the applicant passing a pre-employment substance screen. Testing methodology and procedures will follow the same guidelines established for employee testing. Wrangell Medical Center will pay the fees for the pre-employment substance screen.

A written consent from the applicant will be obtained prior to the drug and alcohol testing being performed. Completed consents will be kept in personnel records.

If the applicant refuses to submit to the drug and alcohol test, the offer of employment will be withdrawn.

An individual will not be allowed to begin work or orientation until test results are received by the Employee Health Coordinator.

Any applicant who has a positive test for the presence of any illegal or unauthorized substance will be denied employment.

Reasonable suspicion testing:

Employees who are reasonably suspected of being under the influence of any illegal or unauthorized substance will be subject to drug and alcohol testing. Before an employee can be requested to have a drug and alcohol test, the recommendation must be approved by the CEO, who will consider the reasonableness of the suspicion and the specific evidence on which the suspicion is based in granting or denying the recommendation.

- Examples of reasonable suspicion may include but are not limited to:
- Observed alcohol or drug use during work hours or on-call shifts.
- Apparent physical or mental impairment or abnormal conduct including fights, assaults, flagrant violations of established safety, security or other operating procedures.
- Deteriorating work performance that does not respond to normal corrective action.
- Job-related accidents or other incidents.
- Excessive or unusual absenteeism.
- Actions, appearance, conduct or odors which reasonably cause an employee to suspect that another employee is impaired or under the influence of drugs or alcohol. Any suspicion should be immediately reported to a supervisor.

When an employee is asked to submit to drug or alcohol testing, the employee will be informed of the reasons they are being asked to submit to the test. The test must be performed within 2 hours of notification.

The employee must consent or refuse to substance testing in writing. Failure to indicate consent or non-consent will be deemed refusal.

An employee under reasonable suspicion of impairment will be suspended in writing without pay until the investigation is complete. If test is negative, pay will be restored retroactive to time of suspension, according to normally scheduled hours.

The employee will be informed that refusal to timely submit to the drug test, tampering with the sample during testing, or similar non-cooperation constitutes misconduct or insubordination and is grounds for corrective action up to and including discharge.

In all circumstances of suspected drug or alcohol use, the facility will offer appropriate transportation. If the employee refuses to accept transportation and attempts to drive, authorities will be notified.

Consequences of testing positive:

A preliminary *positive* test result for a specific drug indicates that the sample may contain drug/drug metabolite near or above the cutoff level. It does not indicate the level of intoxication or the specific concentration of drug in the urine sample. Positive samples will be sent to a reference laboratory for more definitive testing.

If test results are positive, the employee may be administratively referred to the Employee Assistance Program (EAP). Failure to diligently comply with EAP assessment and referral will result in discharge.

If the test results are positive, an employee may be granted a leave of absence for rehabilitation. The employee will be required to participate in all recommended continuing care and work rehabilitation programs. Upon successful completion of all or part of these required programs, the employee may be released to resume work but must agree to unannounced testing for up to 24 months after being returned to work. A specific return to work agreement will be required by WMC to document rehabilitation terms.

Employees who test positive or who possess, use, buy, sell, dispense or distribute drugs or alcohol during working time, on-call time, at work or while located on or near WMC premises are subject to appropriate discipline including termination.

For safety sensitive positions and for positions where the violation results in loss or substantial reduction of authorization to perform the responsibilities of the employee's position, WMC reserves the right to dismiss employees for first violations and for any repeat violations. In lieu of dismissal, WMC may transfer or demote the employee to a less sensitive position, on a temporary or permanent basis. However, due to the small size of the work force and the limited number of openings, this option may not be feasible or appropriate.

Privacy and confidentiality

To the maximum extent feasible, individual privacy and confidentiality will be respected in WMC's testing program. This policy shall not restrict WMC's duties towards its patients or the public, and shall not limit disclosure, which are authorized or permitted by applicable laws, WMC policies, or court order.

Employee drug test results will be released without the written authorization of the tested employee to their supervisor, Employee Health and the CEO. It is the responsibility of the supervisor to discuss the test results with the employee. At the discretion of the CEO, the results may be released to the Medical Center board, legal counsel, professional licensing boards, credentialing bodies, government authorities and similar entities, with or without the employee's consent.

Written records regarding drug testing and/or communication with the employee regarding substance use and abuse will not become part of the employee's personnel file, but will be maintained as a separate record. Drug testing results will be stored in the employee's health record.

WMC will not seek disclosure or access to medical or counseling records developed as a result of the EAP, absent the employee's consent to the release.

Responsibility

Commitment to a Drug-Free Workplace requires the cooperative efforts of everyone who works at Wrangell Medical Center.

It is the responsibility of WMC supervisors to monitor job performance. Supervisors should not attempt to diagnose the nature of an employee's problem, but will be alert to changes in behavior and will observe and document problems related to job performance and safety. Supervisors who knowingly or negligently disregard the requirements of this policy may be subject to corrective action.

It is the responsibility of all WMC employees to maintain an acceptable standard of job performance and to comply with all regulations, rules, policies and the Standards of Performance regardless of the underlying cause or circumstances of an employee's problem. Employees are encouraged to seek assistance before personal difficulties affect job performance.

A Return to Work Agreement will be required. The Return to Work Agreement form ~~follows this policy~~ can be found in Chapter 12: "Return to Work Agreement". Failure to correct unsatisfactory job performance or behavior will result in appropriated corrective action up to and including discharge.

2.6 EMPLOYEE ASSISTANCE PROGRAM

Wrangell Medical Center recognizes that a wide range of problems, not directly related to job function, can have an adverse effect on an employee's job performance. In most instances, the employee will overcome such problems independently, and the affect on job performance will be negligible. In other instances, supervisory assistance may be needed as motivation or guidance so problems can be resolved. In some cases, however, efforts of the supervisor and of the employee may not have the desired effect of resolving the employee's problems. WMC recognizes many problems can be successfully treated, provided they are identified in their early stages, and individual referral is made to an appropriate treatment resource. It is in the interest of the employee, the employee's family and the employer and community to provide this employee service. Therefore, it is the policy of WMC, and in the best interest of the employees, to handle such problems within the following framework.

Purpose of the EAP

The Employee Assistance Program (EAP) is a benefit, which provides confidential assistance to employees and their immediate family members (spouse and children). WMC is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include, but are not limited to, emotional, physical, mental illnesses, family and marital stress, financial difficulties, and abuse of alcohol or other drugs.

Employees whose job performance problems are not related to a lack of skill may be in need of professional help in order to return to acceptable job performance.

The EAP is an integral part of the Facility's Drug-Free Workplace Program. The EAP provides confidential assessment and referral to employees and their dependents up to a maximum of three counseling sessions at no cost to the employee. All referrals to the EAP program will be with prior authorization of the CEO.

AICS or a similar approved licensed agency will provide services under the EAP program.

Treatment costs: If a referral to a provider outside the initial EAP program is necessary, costs may be covered by the employee's medical insurance benefit, but the cost of such outside services is ultimately the employee's responsibility.

Rehabilitation: Any employee identified under this policy as having a substance abuse problem will be given the same consideration extended to employees having other health problems, including use of FMLA medical leave to pursue a professionally prescribed program of treatment.

As a condition of continuing employment, the employee will be required to sign a Return to Work agreement and successfully complete any program (including aftercare) recommended by the treatment professional and approved by the EAP. The Supervisor must receive information about the recommendations of the EAP from the employee. The supervisor will forward all documentation to Employee Health.

Confidentiality and privacy: All written documentation regarding the EAP should be added to the employee's health file. Information regarding the nature of substance abuse and related problems will be maintained with the strictest confidentiality allowable. Once an employee becomes an EAP client, information about the personal problem, treatment, or substance abuse obtained by the provider will not be revealed to WMC without the employee's knowledge and consent, except as permitted or required by law. Records are kept confidential in accord with professional codes of ethics and applicable federal and state regulations. However, critical situations requiring third-party warnings, medical emergencies, and appropriate legal action may require information release without client consent. Where, in the EAP counselor's professional judgment, the employee's situation poses a significant potential health or safety risk to others, the EAP counselor will as required by law, require the employee to inform WMC of this fact, but not the nature of the problem, and will confirm with WMC that this contact was made.

The "Return to Work Agreement" and "Authorization for Disclosure of Protected Health Information" forms can be found in Chapter 12.

2.7 WHISTLEBLOWER PROTECTION

If any employee reasonably believes that some policy, practice, or activity of Wrangell Medical Center is in violation of law, a written complaint must be filed by that employee with the CEO or the Board President.

It is the intent of WMC to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of Wrangell Medical Center and provides WMC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

WMC will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of WMC or of another individual or entity with whom WMC has a business relationship, or on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

WMC will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Wrangell Medical Center that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

It is Wrangell Medical Center's intent to fully comply with the Whistleblower Protection Act. The actual federal regulation will govern any questions arising under this policy.

SECTION 3 – COMPANY POLICIES AND PROCEDURES

3.1 STANDARDS OF PERFORMANCE

We commit to provide fully informed quality healthcare which encompasses respect, dignity, compassion and confidentiality.

Teamwork: We commit to teamwork that is based on reliable, supportive and committed engagement with each other at all times and under all circumstances.

Communication: We commit to conducting ourselves with integrity in an approachable, receptive and respectful manner in order to foster a positive work environment.

Education: We commit to encouraging all employees to reach their full potential through education and personal growth; our goal being to provide safe, efficient and quality healthcare.

Accountability: We commit to honoring ourselves and our coworkers by being punctual, focused, prepared and responsive to provide professional patient centered care.

3.2 CODE OF CONDUCT

Wrangell Medical Center expects its employees to adhere to a standard of professional conduct and integrity. Please refer to the document “WMC Code of Conduct” for clarification of these expectations.

3.23 CONFIDENTIALITY OF INFORMATION

Employees have access to a wide range of confidential information. “Confidential information” is information which is not generally known and which the employee obtained solely as a result of his or her employment. It includes, but is not limited to, written records, lists, and any information pertaining to patients. Employees should only share or discuss confidential information with other employees on a need to know basis. It is not information which should be gossiped about or discussed with any other employees who do not have a need to be aware of that information. Employees should never discuss confidential information with anyone outside of the facility. As a condition of employment, employees must sign a confidentiality agreement. That agreement is a legally binding document in which employees acknowledge their obligation to maintain and protect the confidential information of Wrangell Medical Center.

Any breach in confidentiality should be reported to the employee's supervisor. The supervisor must file an incident report with the Quality Director and place a statement of the incident in the employee's personnel file.

Information to press and radio is restricted; do not give information to these sources unless you have been designated to do so by the CEO. If at any time an employee has any questions concerning what is or is not confidential and what their duties are with regard to confidential information, they should not hesitate to discuss those questions with their immediate supervisor.

3.34 PERSONAL APPEARANCE

Employees are expected to maintain high standards of neatness, cleanliness and personal hygiene. All employees should arrive for work in modest, neat and clean clothing appropriate for work. Wrangell Medical Center is an important part of our community and our employee's attire should be reflective of our professional commitment to those we serve. Our appearance should not distract from our professionalism individually or collectively, and should not be distracting or offensive.

Clothing must be clean, safe, non-wrinkled, in good repair and sized appropriately (no wrinkled, torn or revealing apparel) with no slogans, or inappropriate pictures/graphics. No sweatshirts, bare midriffs, low ~~ride~~-riding jeans-pants or tank tops can be worn. Employees providing direct patient care should wear scrubs. Wrangell Medical Center and Wrangell Medical Center Foundation logo attire is acceptable. Note: Department heads will orient staff to particular departmental uniform requirements upon orientation.

All employees must wear a facility issued photo identification badge. This must be worn in a visible location above the waist at all times. The ~~Personnel-Human Resources~~ department will issue these upon hire. Duplicate identification badges may be obtained from the ~~Personnel~~ Human Resources department.

Cosmetics, colognes and fragrances must be kept to a minimum so as to prevent discomfort or allergic reactions from co-workers and patients. These include, but are not limited to, heavy cologne, perfume, or after shave lotions.

Body piercings and jewelry must be conservative in nature and should not compromise health, sanitation or safety. Tattoos should not be perceived as offensive to patients, visitors or other staff.

Footwear should be appropriate and safe for each employee's daily work activities. For reasons of safety and infection control, no open toe shoes, thong type footwear or any type of shoes with openings are allowed in ~~clinical areas~~; work areas with the exception of office personnel.

Supervisors are responsible for enforcing dress codes. Employees are responsible to know and follow the hospital and departmental dress codes. If any employee reports to work improperly dressed or groomed, the supervisor will instruct the employee to obtain a pair of scrubs, shower if necessary and return to their shift, or be asked to return home to change into appropriate attire. The employee will not be compensated during such time away from work. Repeated violations may result in disciplinary action.

~~3.4 — FRAGRANCE POLICY~~

~~In order to ensure the comfort and safety of our staff, visitors and patients, no strong odors are allowed to be worn. Staff members are asked to refrain from using cologne, hairspray, perfume, aftershave lotion or scented lotions in the facility. If any employee reports to work wearing a strong fragrance, the supervisor will instruct the employee to shower if necessary and return to their shift, or be asked to return home. The employee will not be compensated during such time away from work. Repeated violations may result in disciplinary action.~~

3.5 PARKING

There is available parking for employees in the parking lots, ~~except that lot adjacent to the clinic~~. No employee parking is allowed on the street from the first driveway of the Medical Center entrance to the driveway of the clinic-rehab parking lot. The parking in front of the ER, and the three designated visitor spaces near the gazebo are ~~is~~ to be kept free for patients, visitors, and family.

3.6 EMERGENCY PREPAREDNESS PLAN

Employees are expected to review the Emergency Preparedness Plan, as established by the Medical Center. Emergency Preparedness Drills are held periodically. Employees present at the facility, for any reason, are expected to participate in Fire Drills. All employees are expected to participate in mandatory Emergency Preparedness Drills. Copies of the Emergency Preparedness Plan are available in all departments and electronically on the shared drive.

3.7 NEPOTISM

The employment of a relative of a current employee is permitted by Wrangell Medical Center as long as qualifications for the position are met and, in the opinion of the Medical Center, employing the relative will not create an actual or perceived conflict of interest. Supervisors who seek to hire, transfer or promote any relative (as defined below) must obtain prior written approval from the CEO.

Relative defined: Relatives includes a spouse, parent, parent-in-law, child, grandparent, grandchild, sister/brother, sister/brother-in-law, aunt/uncle, niece/nephew and any individual with who an employee has a personal relationship.

Personal relationships may create an actual or perceived conflict of interest, and/or create the risk of sexual harassment/hostile work environment related claims. A personal relationship includes, but is not limited to a romantic or intimate social relationship. Thus, a supervisor may not hire, promote or directly supervise any person with whom they have a personal relationship, nor may they engage in any personal relationships with their subordinates.

An employee must notify his/her supervisor if his or her relationship to another employee changes to fit the definition of “relative” above. If a personal relationship develops between a supervisor and subordinate, both employees are required to inform the CEO of the relationship.

Company Discretion: Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning and transferring relatives in a manner calculated to eliminate potential conflicts of interest or other employment complaints. To do this, the ~~Executive Team~~CEO will take action that is fair and equitable and that will remove any direct reporting or management relationship between employees who are defined as “relatives”.

Similarly, Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning or transferring employees who have personal relationships with co-workers. The ~~Executive Team~~CEO will take action that is fair and equitable to eliminate any direct reporting or management relationship between employees who are involved in a personal relationship.

Finally, Wrangell Medical Center may change the placement of relatives and individuals involved in a personal relationship regardless of whether there is a direct reporting or management relationship if the ~~Executive Team~~CEO determines that the personal relationship actually or potentially interferes with the employees’ job performance.

3.8 ACCEPTANCE OF GIFTS

Employees should not accept gifts from ~~acute care or swing bed patients~~any patient or resident unless it is a gift to all the staff, such as box of candy, fruit, etc. Employees and their families may accept gifts from long term care residents on special occasions, i.e., Christmas with the value of the gift not to exceed \$25.

Money should never be accepted from patients or residents by individual employees. Employees are not permitted to borrow money from patients or residents under any circumstances. Patients or residents may make contributions to Wrangell Medical Center or Wrangell Medical Center Foundation.

SECTION 4 – PRIOR TO AND UPON EMPLOYMENT

4.1 RECRUITMENT

Prior approval from the Chief Executive Officer is required before establishing a new position or filling an existing position.

Any position that opens or is created at Wrangell Medical Center will be advertised for five working days. The position and its qualifications will be posted publicly in the staff dining room, on the WMC website, and on ~~the two all standard door entrances into the~~ Medical Center public information boards. The position may be advertised out of house concurrently with in-house posting.

Applicants will complete the application forms provided by Wrangell Medical Center and/or submit a resume. The written application will be reviewed by the supervisor. Upon review, the supervisor will select those applicants to interview, check references, and all other processing of the application. All employees will be required to have a drug and alcohol screen and a criminal background check performed prior to hire.

Successful applicants will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

Any present employee of WMC who is successful in being hired for a new position or promotion will be subject to a six-month probation period with the exception that all present benefits will continue. The date of promotion to a new position will become the anniversary date of the employee for annual step increases.

4.2 BACKGROUND CHECKS

Wrangell Medical Center will conduct background screening checks on all new employees in accordance with the State of Alaska Department of Health and Social Services regulations. The background check will be processed through the Alaska Background Check Program. A background check will be done prior to employment at Wrangell Medical Center. Any offer of employment at Wrangell Medical Center is contingent on the successful completion of the background check. The Alaska Background Check Program also requires current employees to have their background check clearance renewed every six years. Employees will be notified when they are required to have their background check renewed. Wrangell Medical Center will pay for all costs of the background check screening. If a barrier crime is committed while you

are employed by Wrangell Medical Center, the State of Alaska may revoke your clearance for employment. If an employee's background check clearance is revoked, Wrangell Medical Center must comply with the findings of the Background Check Unit.

4.3 CLASSIFICATION OF EMPLOYMENT

For the purposes of administration and eligibility for overtime compensation and benefits, Wrangell Medical Center has classified its employees as follows:

- Exempt employees: are appointed by the CEO and are compensated at a daily rate. They regularly receive, each pay period, a predetermined amount. An exempt employee is not eligible for overtime pay or shift differential. Based on the needs of Wrangell Medical Center it is to be expected that exempt employees may be required to work after hours or on weekends (outside their standard work week). Deductions from pay may be made when an exempt employee is absent from work for one or more full days. Accrued Paid Time Off (PTO) will be used to cover the deductions in pay if the exempt employee has enough accumulated PTO to cover the absence. If an exempt employee is absent from work during their standard work week for one or more full days, the exempt employee cannot work on a different day of the week to make-up the time unless it has been approved in advance by the CEO.
- ~~Regular employees: Those employees who are hired to work at least 20 hours per week on a regular basis. These employees may be exempt or non-exempt.~~
- Non-exempt employees: are those employees whose compensation is based on an hourly wage rate. These employees are hired to work at least 20 hours per week on a regular basis. Non-exempt employees will be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a work week.
 - Overtime: all hourly employees who are scheduled up to twelve (12) hours or less, shall be paid at time and a half for all hours worked in excess of:
 - Your regularly scheduled shift
 - Forty (40) hours in a seven (7) day work period
 - All overtime will be computed to the nearest quarter (1/4) hour.
 - Shift Differential: Personnel in departments that regularly schedule two or more shifts per day will be eligible for shift differential. Normally, the evening shift is scheduled from differential pay is from 4:00 p.m. to 12:00 midnight and night shift is scheduled differential pay is from midnight to 8:00 a.m.
 - Employees working within two (2) shift differential periods shall be paid the respective differential rate for hours worked within each period. Differential is paid

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only for hours worked. Paid time off, call back time, sick time, education inservice time, and other non-worked benefit time do not qualify for differential pay.

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All hourly employees who are scheduled up to twelve (12) hours or less, shall be paid at time and a half for all hours worked in excess of:

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- Eight (8) to twelve (12) hours in any workday
- Eight (8) to twelve (12) consecutive hours on any shift
- Forty (40) hours in a seven (7) day work period

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All overtime will be computed to the nearest quarter (1/4) hour.

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~~○ Exempt employees: are appointed by the CEO and are paid on a straight 40 hours per week basis. An exempt employee is not eligible for overtime pay or shift differential.~~

- *PRN employees:* Those scheduled on an "as needed" basis. These employees receive none of the regular employee benefits. Monetary compensation will be at the proper grade and step for the position, plus ten percent. PRN employees will not be eligible for PTO accrual, holiday pay, group health insurance, life insurance, ~~employee discount~~, step raises, or the retirement plan. Supervisors will determine the need for PRN employees in their departments. PRN employees hours will be monitored and PRN Employees will be moved to non-exempt status as required.
- *Contract employees:* Contract employees' pay terms are negotiable.

4.4 COMPENSATION

The compensation plan of Wrangell Medical Center is established by assigning each job classification a salary grade which reflects the knowledge, skills and abilities needed to fill that position. Each employee will be compensated based upon the salary grade that is assigned to his or her position. The compensation plan establishes a salary range within each job. It is designed to provide for annual step increases to an employee as a reward for their increased value to the Medical Center.

New employees will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

4.5 ORIENTATION

All employees shall be appropriately oriented to the facility, to their departments, and to the duties of their job positions upon hire. All employees will be provided with a copy of their current job description and personnel policies. It is the responsibility of the supervisor to notify the ~~Personnel~~ Human Resources department of a new hire.

Each employee shall be provided with a facility orientation checklist. This checklist must be completed and signed by the employee by the end of a two-week period. The checklist shall then be returned to the supervisor for placement in the employee's personnel file.

The supervisor is responsible for providing adequate employee orientation within their department. A signed checklist for department orientation will be placed in the personnel file. Contract employees and students will be oriented in specific departments as appropriate. Contract employees must complete a contract employee orientation form.

Following a break in service of 12-6 months or more or at the discretion of the supervisor, an employee will be reoriented.

4.6 PROBATIONARY PERIOD

The first six calendar months of employment are considered probationary. The probationary period is designed so that the new employee may determine whether or not he/she is satisfied with his/her position and the supervisor may decide whether or not a new employee is satisfactorily performing his/her duties. The supervisor may extend the probationary period with the approval of the CEO. Any employee may be requested to leave for any reason, whatsoever, at the close of, or any time during, the probationary period.

4.7 JOB DESCRIPTION

Upon application, each employee will receive a written job description which describes the following:

- Qualifications necessary for the position
- Essential functions of the position
- Job classification
- Brief description of responsibilities and duties
- Title of immediate supervisor

Any job description distributed by Wrangell Medical Center is not inclusive of all duties that the employee will be required to perform. The employer expressly reserves the right to change the responsibilities and duties at its sole discretion. Upon hire, the job description will be signed by the employee to indicate acceptance and knowledge of the responsibilities of the position. The signed job description will be placed in the employee's personnel file.

4.8 LICENSURE AND CERTIFICATION

Those employees required by law, regulation or Wrangell Medical Center to be licensed or certified shall have the appropriate license or certification, and shall maintain such license in force during employment. Failure to acquire or maintain a required license or certification may result in suspension or termination.

SECTION 5 – ATTENDANCE AND SHIFT POLICIES

5.1 ATTENDANCE POLICY

To insure adequate staff for patient and resident care and safety, Wrangell Medical Center encourages excellent attendance and punctuality by all employees. While there are sometimes legitimate reasons for employees to be absent or late on occasion, excessive absenteeism and tardiness impacts other employees and impedes the organization's progress toward meeting its goals. Excessive absenteeism and tardiness are not acceptable behaviors, and employees will be counseled when their poor attendance record is excessive. Should an employee be unable to correct the excessive absence or tardiness, corrective action up to and including possible termination will be taken.

Requirements

A. Employees who must be absent or late are required to notify their supervisor or his/her designee at least 30 minutes before the start of their appointed shift.

-For Nursing and Support Services: employees must give at least a 2-hour prior notice of his/her absence.

B. All requested time off will be pre-approved by employee's supervisor at least 2-weeks prior.

-For Nursing staff: If there is a shift that an employee is already scheduled for and the employee wants that shift off, then it is the employee's responsibility to find someone to cover the shift without accruing overtime by the employee who will cover the shift. A "trading shift" form must be filled out and given to the Chief Nursing Officer (CNO) at least 24 hours prior to the start of the shift in question.

C. Employees requesting leave under one of our specific leave policies (FMLA, Earned Time, Military Leave, etc.) must follow the notification and approval procedures contained in that leave policy. These absences and approved disability accommodations do not count as unscheduled absences under this policy.

D. Employees who fail to report his/her absence within three consecutive scheduled working days are considered to have voluntarily terminated his/her employment.

E. Improper notification or failure to notify of an absence will be considered just cause for corrective disciplinary action, which may include termination.

F. Consecutive absences for different reasons will be treated as separate occurrences. For example, an employee who is sick on one day, and then fails to show up for work the next day because of car problems, would have two occurrences. Any absenteeism from a scheduled workday or tardiness greater than an hour that has not been prearranged with the department supervisor/manager is considered an absenteeism occurrence. Note: For Nursing Staff, a trading

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shift form must be filled out in advance and approved when an employee needs someone else to cover any hours of a shift for him/her.

G. The provision of a physician's note does not prevent the absence from constituting an absenteeism occurrence under this policy.

H. Excessive absenteeism which adversely affects your ability to fulfill your duties may lead to termination.

I. All absences will be reviewed by the department manager.

J. Refer to the Wrangell Medical Center Policy for absenteeism for administration and corrective action guidance.

Attendance Point System

Each absence = 1 point

Failing to call-in at least 2 hours prior to the beginning of your shift = 2 points

Each tardiness greater than 15 minutes = ½ point

Each no call/no show = 4 points

Each on-call shift absence = 1 point

□ Any removal of call from the call sheet after the start of the schedule without getting preapproved coverage through the trading shifts form is an absence and equals 1 point.

□ Any call shift where the employee cannot be reached and the supervisor has also tried to contact the employee is considered an absence and equals 1 point.

Any shift that the employee leaves more than 15 minutes prior to the end of the shift without prior approval from the supervisor = 1 point

Points will fall off one year after the date on which they were earned. For example: If an employee earns 2 points on January 14, 2016, those points will not fall off until January 14 2017.

If an employee goes 120 consecutive days with no absences, tardiness, or missed time clock punches, 2 points will be deducted from their record. Point deductions cannot be accumulated to create a negative point balance.

Clocking In and Out

Employees are required to clock in at the beginning of their shift and clock out at the end of their shift. Attendance points will be given to those who excessively do not use the time clock properly. Once three missed time clock punches are recorded in a 90 day period, the employee will receive 1 attendance point. Each missed time clock punch will fall off or reset 120 calendar days after they occur.

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Progressive disciplinary action is determined by the following:

3 points= verbal warning

4 points= written warning

6 points= 3 day suspension of scheduled shifts without the option to use PTO

7 points= termination

~~Wrangell Medical Center (WMC) encourages excellent attendance and punctuality by all employees. While there are sometimes legitimate reasons for employees to be absent or late on occasion, excessive absenteeism and lateness impacts other employees and impedes the WMC's progress toward meeting its goals. Excessive absenteeism and lateness are not acceptable behaviors, and employees will be counseled when their absence record is excessive. Should an employee be unable to correct the excessive absence or lateness, corrective action up to and including discharge may be taken.~~

~~Notification of Absence: Employees who must be absent or late are required to notify their supervisor or his/her designee, who will be responsible for notifying the manager/supervisor of the absence or tardiness as soon as possible. The manager/supervisor should designate an individual to be notified during times when they cannot be reached.~~

~~Employees requesting leave under one of our specific leave policies (FMLA, Earned Time, Military Leave, etc.) must follow the notification and approval procedures contained in that leave policy. Attendance expectations are administered within the requirement of applicable leave laws. Certain absences such as Family and Medical Leave (FMLA) and approved disability accommodations generally do not count as unscheduled absences under this policy.~~

~~Employees who fail to properly report their absence within three consecutive scheduled working days are considered to have voluntarily terminated their employment. Improper notification or failure to notify of absence will be considered just cause for corrective disciplinary action and may affect some clinical licenses.~~

~~Reducing Absenteeism by Disciplinary/Corrective Action: Excessive absenteeism, excessive lateness, or improper notification are correctable infractions; as such, the appropriate pattern for correcting is verbal counseling, written warning, final written warning with corrective probation, and termination. In applying corrective action to excessive absenteeism, the following guidelines should be used:~~

- ~~• An "occurrence" approach should be adopted. "Occurrence" means one (1) or more consecutive days of unscheduled absence. If an employee misses work due to an illness for one or multiple consecutive work days, this will be considered as one occurrence. Consecutive absences, however, for different reasons will be treated as separate occurrences. For example, an employee who is sick on one day, and then who fails to show up to work the next day due to a car problem, would have two absenteeism~~

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occurrences under this policy. Any absenteeism from a scheduled workday or tardiness greater than an hour that has not been pre-approved with the department supervisor/manager is generally considered an absenteeism occurrence. Please make note that the provision of the physician's note does not prevent the absence from constituting an absenteeism occurrence under this policy.

- When applying corrective action to an employee for absenteeism, it is important to explore the reasons for the absences at the first stage, during verbal counseling. For example, if the employee's absences are due to a legitimate reason not the fault of the employee, it may not be appropriate to discipline the employee.
- In cases where formal corrective action is being taken with an employee for excessive absence, it is appropriate to deny the last minute request for personal time off (not including Paid Time off (PTO) for illness or emergency) until the employee's attendance complies with departmental averages.
- If an employee's absence continues to be excessive, after application of formal corrective action, it is appropriate for a supervisor to have the employee verify their reasons for continued absence or lateness, e.g., doctor's certification.
- All employee absenteeism must be handled consistently, and within the definitions provided in this policy. Employee attendance records should be reviewed with the employee, at least annually, during the employee's performance appraisal.

Administrative Guidelines: Supervisors are responsible for maintaining accurate attendance records for employees under their direction. Records must document the reasons for the employee's absence/lateness. An employee's record of attendance should be documented and shared with the employee on an annual basis.

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Definitions:

"Absenteeism" is generally defined as the failure of employees to report on the job for normally scheduled work hours; absenteeism does not include time off scheduled in advance.

The term "*Excessive Absenteeism*" occurs when one or more of the following exists with regard to an employee's absenteeism:

- Absences are exceeding PTO time accrued.
- Absences are developing a "pattern"; e.g., employee calls in sick every Friday or Monday, to extend weekend, etc.
- Rate of employee absenteeism is exceeding average departmental and/or hospital absenteeism rates.
- When an employee's absence or lateness begins approaching or reaches an excessive stage, it is required that the reasons for lateness/absence be documented by the manager.

~~"Lateness" occurs when an employee is not at their workstation and ready for work at the start of assigned shift or when returning from meals or breaks.~~

~~The term "Excessive Lateness" is defined as lateness that exceeds an average of *three late* start times per month or three late returns from meals and breaks per month.~~

~~5.2 — WORK SCHEDULES~~

~~Personnel in the nursing, dietary, housekeeping, maintenance, laundry and lab departments may be scheduled to work shifts. Employees are responsible for working the assigned posted schedule. If an employee voluntarily trades a shift after the schedule is posted, it is the scheduled employee's responsibility to find a replacement for that shift. The trade in shifts cannot result in overtime for either employee without the prior approval of the supervisor. Employees working evening shift and night shift will be eligible for shift differential pay.~~

~~5.3 — SHIFT DIFFERENTIAL~~

~~Personnel in departments that regularly schedule two or more shifts per day will be eligible for shift differential. Normally, the evening shift is scheduled from 4:00 p.m. to 12:00 midnight and night shift is scheduled from midnight to 8:00 a.m.~~

~~Employees working within two (2) shift differential periods shall be paid the respective differential rate for hours worked within each period. Differential is paid only for hours worked. Paid time off, call back time, sick time, education time, and other non worked benefit time do not qualify for differential pay.~~

~~5.4 — OVERTIME PAY~~

~~All hourly employees who are scheduled up to twelve (12) hours or less, shall be paid at time and a half for all hours worked in excess of:~~

- ~~• Eight (8) to twelve (12) hours in any workday~~
- ~~• Eight (8) to twelve (12) consecutive hours on any shift~~
- ~~• Forty (40) hours in a seven (7) day work period~~

~~All overtime will be computed to the nearest quarter (1/4) hour.~~

5.52 MEAL PERIODS

The meal period ~~will~~must be at least a 30-minute non-paid break to be scheduled where possible in the middle of each shift scheduled over six hours. The meal period should be taken. The omission is no basis for leaving work early. If you leave the WMC Campus you must clock out and clock back in when you return.

A dining room is available for staff to take breaks and eat meals. Staff members are responsible for keeping dining room clean and neat after use.

5.63 REST PERIODS

~~A-When working conditions permit, and pending a supervisor's approval, a~~ paid rest period of 15 minutes is allowed for each four hours worked. Rest periods should be taken prior to the last hour of your scheduled shift. Their omission is no basis for leaving work early, nor qualifying for overtime.

5.74 ON CALL AND CALLBACK

Designated employees are scheduled to take call and will do so as a requirement for employment. During call time, employees will abstain from any consumption of alcohol or the use of drugs. Violations of this policy will be subject to disciplinary procedures at the discretion of the supervisor. Employees who are on-call will be responsible for being able to be reached by Wrangell Medical Center and available to report for work at all times. On-call employees must arrive at the medical center no later than 30 minutes after being called. On-call pay continues when called in. This is in addition to the call back pay.

Employees will be guaranteed a minimum of 1 hour pay when called back to work. Call back pay is ~~1.5x~~ times employee's regular rate of pay.

5.85 TIME CLOCK

All employees are expected to be at their work areas ready and able to start work at the scheduled time and are expected to remain in their work areas until their scheduled quitting time. A time clock is provided for employees to keep an accurate record of attendance, time worked and leave taken for pay purposes. It is the employee's responsibility to clock in at the beginning of his/her shift and out at the end of the shift. ~~Employees-As long as the employee remains on~~

campus, employees are not required to punch out and back in at lunch time - a lunch break will be automatically deducted. If an employee leaves campus for personal reasons, they are required to clock out, and clock back in upon return. Employees should not clock in over 7 minutes before the beginning of the shift or more than 7 minutes after the shift ends. Employees working in multiple departments need to clock in to the appropriate department. It is the employee's responsibility to report any problems he/she may have clocking in or clocking out, or any exceptions to pay that need to be reported by completing a Payroll Exceptions form. Call Pay, In-service time and PTO may also be recorded on the time clock. Supervisors will review their employee's time and attendance and sign a Supervisor Review form at the end of the pay period. The signed Review form must be turned in to the Payroll-Human Resources Department by *noon* on the Monday of the week of payday. Any time not recorded or any problems not reported by this time will be paid or adjusted on the next regular pay period.

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5.96 TIME STUDIES

Time Studies are mandatory and must be done one week of every month for salary allocation on the Medicare cost report. These studies must be on rotating weeks. The personnel affected are the Nursing staff, ~~Physical Therapy~~, and Activities.

5.497 MEETINGS AND INSERVICES

All necessary training required by the employer or any state, federal or local agency must be completed by all employees. Documentation of attendance at training will be kept by the ~~In-Service department~~department's supervisor. Direct patient care personnel are required to take CPR. Staff meetings are mandatory. You will be paid for the time, but are expected to attend unless you are needed on the floor for patient care at the time of the meeting.

5.448 PAYDAY AND CREDIT UNION MEMBERSHIP

Employees are paid on a bi-weekly basis every other Friday. Direct deposit of funds is available to either a savings or checking account at the employee's bank of choice. To activate direct deposit, a Direct Deposit Authorization form must be completed and returned to the Personnel Human Resources department. Wrangell Medical Center employees are eligible for membership in the Alaska USA Federal Credit Union. See the Personnel-Human Resources department for membership application.

Any paycheck ~~or direct deposit voucher~~ not picked up by 5:00 pm on pay day will be mailed on the next regular business day to the employee.

There will be no employee advances between pay days.

5.429 TRAVEL AND MEALS

An employee must fill out a Personnel Action Form for any employee travel. Travel funds must be approved in advance by the supervisor and the CEO. The Medical Center will pay the employee's regular salary while they are attending education or business meetings. Travel and Education pay will not exceed 8 hours per day.

Airline tickets should be charged to the hospital. Registration fees, meal per diem and lodging expenses may be obtained in advance, if the employee wishes. Airline and lodging reservations should be made through the Administrative Assistant. Receipts for expenses must be returned to the Accounts Payable department within 30 days of travel.

A meal per diem allowance is paid for any out of town travel resulting in an overnight stay. One day of meal per diem will be given for each night the employee is out of town.

Rental cars must be charged to employee's own credit card and the receipt turned in to Accounts Payable for reimbursement. Employees may be asked to present a written or oral report on information learned while traveling at the Medical Center's expense.

SECTION 6 – LEAVE POLICIES

6.1 LEAVES OF ABSENCE

Family medical leave act:

~~Those regular employees who have worked (hours include in service, holidays and PTO) at least 1250 hours in the previous 12 month period prior to the requested time off are entitled to take up to 12 work weeks of leave during a 12 month period. The determination of eligibility for the Family and Medical Leave Act is made at the time that the employee's leave would begin. Request for leave will be made in writing at least 30 days in advance when possible. It is the supervisor's responsibility to notify the personnel department in the event of an emergency medical leave situation.~~

~~—The appropriate instances for this leave are:~~Wrangell Medical Center offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a ~~son or daughter~~child and to care for the newborn child;
- The placement with the employee of a son or daughter by adoption or foster care;
- ~~The need to c~~Care for ~~the employee's~~a spouse, son, daughter or parent with a serious health condition; or
- ~~A serious health condition that makes the employee unable to perform the functions of the employee's job~~Care for the employee's own serious health condition.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Leave taken under this act will run after all PTO, and sick time has been used. ~~Your health coverage, along with the coverage of any spouse or dependents will be maintained at the same rate, as coverage would have been provided had the employee not taken leave. Any share of the health insurance premiums which has been paid by the employee prior to family medical leave will continue to be paid by the employee during the family medical leave period. Payment would be due at the same time as it would be made if by payroll deduction unless another payment schedule is agreed to between the employee and the Medical Center.~~

~~Upon return from family medical leave an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.~~ The anniversary date of the employee will be adjusted by the length of the leave of absence.

If an employee decides not to return to work following FMLA leave and you fail to provide your supervisor with advance notice, you will be considered to have voluntarily resigned. If you need to apply for additional time off, the additional time will fall under the non-family medical leave policy.

WMC will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like WMC to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to the Human Resources department.

Upon returning from FMLA leave, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

It is Wrangell Medical Center's intent to fully comply with the Family Medical Leave Act. The actual federal regulation will govern any questions arising under this policy. This is intended as a general summary of Wrangell Medical Center's compliance with FMLA.

Non - family medical leave policy:

For special, personal or urgent reasons, an employee employed one year or more may apply for a leave of absence without pay up to 120 consecutive calendar day's duration. A leave of absence must be requested in writing on the Leave of Absence Request Form and submitted to your supervisor and CEO as far in advance as possible. The request must state the reasons for the leave and the amount of time requested. The supervisor will give consideration to the circumstances of each application and shall have the right to determine whether or not the leave shall be granted and the duration. A major consideration in granting or denying a requested leave of absence for other than medical related conditions, or those conditions covered under the Family Medical Leave Act, will be the ability of the Medical Center to provide adequate coverage without extra cost. All accumulated PTO hours will be used prior to the granting of leave of absence without pay. Benefits will not accrue during a leave of absence without pay. The employee will be responsible for the entire expense of continued health insurance coverage (COBRA) during personal leave. The employee must pay the entire premium at the regularly scheduled payment date. Failure to make timely payments will result in termination of benefits. Approval of a leave of absence without pay does not guarantee employment at the Medical Center at the end of the leave. Upon returning from a leave of absence, the anniversary date of the employee will be adjusted by the length of the leave. All benefits will resume immediately upon return to work from a leave of absence. Leave may be extended with CEO approval. If an employee decides not to return to work following personal leave ~~and you fail to provide your supervisor with advance notice~~, you will be considered to have voluntarily resigned.

Military leave policy:

Wrangell Medical Center will comply with its obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA). The Act applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services." These services include the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service Commissioned Corps, including their reserve components.

6.2 PAID TIME OFF AND PERSONNEL ACTION FORMS

Employees requesting Paid Time Off (PTO) will fill out a Personnel Action Form for scheduling purposes. A personnel action form must be filled out for any time off the job which will be claimed for pay, with the exception of regular holidays. This form will be filled out in advance when requesting vacation, leave, travel and education. Employees are responsible for managing their PTO balances.

All employees accrue Paid Time Off for purposes of vacation and sick leave. Employees in temporary or PRN status do not accrue Paid Time Off.

Rate of Accrual:

The rate of accrual shall be based upon the total number of hours worked during a pay period, and your accrual rate for length of service.

- 0-1 years .084616 per hour worked
6.77 maximum accrual per pay period 176 Hrs.
- 1-4 years .103847 per hour worked
8.31 maximum accrual 216 Hrs.
- 4-9 years .123077 per hour worked
9.85 maximum accrual 256 Hrs.
- 9 + years .142308 per hour worked
11.38 maximum accrual 296 Hrs.

Paid Time Off Pay: PTO shall be paid at the employee's base rate of pay and will be figured into that pay period during which the leave was taken. PTO used for leave from work will be used at least at the rate an employee is normally scheduled to work, which has been determined by your supervisor. No regular employee shall have a negative PTO balance.

Accumulation: PTO accrued, but not used, shall accumulate from pay period to pay period to a maximum of 500 hours. Anything beyond this cap will periodically be paid in cash.

Conversion to Cash: Employees may request a cash payment of hours accumulated in their PTO banks on a quarterly basis. Any conversions over four in one year must be approved by the CEO. PTO shall be paid at 100% of the employee's base rate. Cash conversions are subject to normal payroll withholdings. Requests for conversion to cash will be paid with the regular payday.

Required Time Off: All employees regularly scheduled for full-time will be required to take ten days off during the calendar year. Employees regularly scheduled for part-time will be required to take off five days during the calendar year. ~~Supervisors will be notified in October of those who need to schedule vacation.~~

Scheduling: Employees shall present written requests for Paid Time Off at least four (4) weeks in advance. PTO is subject to supervisor approval, and will be granted according to the convenience of the Medical Center. ~~Extended PTO (more than four (4) weeks) must be submitted for approval at least eight (8) weeks in advance.~~

~~*Illness:* Employees who must be absent or late are required to notify their supervisor or his/her designee, who will be responsible for notifying the supervisor of the absence or tardiness as soon as possible. The supervisor should designate an individual to be notified during times when they cannot be reached. Employees will be required to use PTO for scheduled shifts missed due to illness.~~

Payment on Termination: An employee shall be paid upon termination for all PTO accumulated but not used. PTO shall be paid at 100% of the employee's base rate.

6.3 HOLIDAYS

The following days are approved holidays:

- New Year's Day¹
- President's Day*
- Seward's Day*
- Memorial Day
- Independence Day¹
- Labor Day
- Alaska Day*
- Veteran's Day*
- Thanksgiving¹
- Christmas¹

Holidays designated with a "1" are considered major holidays, any employee scheduled to work by their supervisor on these holidays will be paid time and a half plus holiday pay (holiday pay will be in proportion to the number of hours paid in that pay period). Holidays designated with an asterisk (*) are considered minor holidays. Departments will need to schedule staff for these holidays as determined by the supervisor.

You must be paid for at least 40 hours in the pay period, which contains the holiday to be eligible for holiday pay. Paid hours will consist of regular hours worked, PTO, Sick Time, In-service Time, Jury Duty, or Bereavement pay.

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Regular employees are entitled to holiday pay in proportion to the number of hours paid in the holiday pay period:

- Less than 40 hours: 0 hours holiday pay
- 40 - 44 hours paid: 4 hours holiday pay
- 45 - 49 hours paid: 5 hours holiday pay
- 50 - 59 hours paid: 6 hours holiday pay
- 60 - 69 hours paid: 7 hours holiday pay
- 70 - up hours paid: 8 hours holiday pay

Holiday pay will be paid in the pay period, which contains the holiday for all regular and exempt employees. Exempt employees will not be paid extra for working on a holiday. Holiday time will not be added to your PTO balance.

6.4 BEREAVEMENT LEAVE

Scheduled employees, with approval of the CEO, will be granted a leave with pay of 40 hours for regular employees in the event of a death in the immediate family. The Supervisor must be notified and the bereavement leave must be requested immediately. Employee may be requested to provide written documentation supporting the leave. Immediate family is defined as *parents, parents-in-law, spouse, children, grandchildren, grandparents, brothers, sisters, and domestic partners.*

6.5 JURY DUTY

Employees must notify their supervisor when they are notified that they are on call for jury duty. Also, please notify your supervisor when you have been released from the courthouse.

Employees, who are called to serve on Jury Duty, will be compensated by the Medical Center for his/her regular pay for the regularly scheduled time missed. Employees are allowed to keep any compensation offered by the court system for their service.

6.6 LOW CENSUS DAYS

When more personnel are scheduled than required because of intermittent low patient census, a low census period may be given to employees who request it, or it may be assigned to employees if there are no requests. Assignment will depend upon the particular needs of the Medical Center

for that period; however, every effort will be made to equitably rotate such periods where feasible.

A low census period is a period without regular pay, but one for which benefits are accrued for all regular employees. Employees may elect to use PTO for low census periods.

A low census period must be assigned at least one hour before the scheduled shift, unless the supervisor and staff member agree to a lesser time period. Low census hours must be authorized by the supervisor in writing.

Low census periods do not contribute to overtime calculations.

Low Census Periods must be designated by the CEO. The CEO will designate a beginning and ending date for low census periods.

6.7 BREAK TIME FOR NURSING MOTHERS

Wrangell Medical Center allows sufficient break time for breastfeeding employees to express milk or nurse infants at work for up to one year after the child's birth. Supervisors are encouraged to consider flexible schedules to accommodate employee's needs. Wrangell Medical Center will provide a private room or space close to an employee's work area to express milk or nurse an infant. Supervisors will ensure that employees are aware of these workplace accommodations.

It is Wrangell Medical Center's intent to fully comply with Section 4207 of the Patient Protection and Affordable Care Act. The actual federal regulations will govern any questions arising under this policy. In accordance with these regulations, breastfeeding time ~~taken beyond~~ in excess of the normal ~~time allotted any employee for a~~ break will be taken as leave without pay or ~~vacation~~ personal time.

SECTION 7 – WORK PERFORMANCE

7.1 PERSONNEL FILES

A personnel file will be kept for each employee of Wrangell Medical Center. The personnel file will contain his/her application for employment, hiring records, federal tax forms, salary records, job performance evaluations, current certifications, correspondence relating to the employee, reprimands and other disciplinary actions. Employee health records are maintained in a separate file by the Employee Health coordinator. ~~Records of continuing education are maintained by the In-service Coordinator.~~

For the purpose of maintaining complete and accurate personnel files, employees are required to report any changes in their personal status to the ~~Personnel-Human Resources~~ department. This information should include:

- Change of address or telephone number
- Any change affecting your tax withholding status
- Legal change of name
- Changes that would affect your insurance or retirement benefits

Personnel files are the property of Wrangell Medical Center, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the medical center who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the ~~Personnel-Human Resources~~ department. With reasonable advance notice, employees may review their own personnel files in the ~~Personnel-Human Resources~~ department office. The examination of the personnel file will be supervised and will be scheduled during regular office hours. If an employee requests a photocopy of the contents of her or her personnel file, the request must be made in writing.

7.2 PERFORMANCE EVALUATIONS

Performance evaluations for each job title will be ~~at six (6) months, and one (1) year, and done at least annually thereafter.~~ The purpose of the employee evaluation is to take a personal inventory, to pin-point weaknesses and strengths, and to outline and agree upon a practical improvement program. The evaluations will provide a history of development and progress. Additional evaluations may be performed at any time. Employee evaluations will be in writing, signed by the supervisor and the employee and become part of the permanent personnel file. Employees may request a copy of the evaluation from their supervisor.

Supervisors and the executive team will be notified in writing of all evaluations that have not been completed in the past calendar year.

7.3 DISCIPLINARY ACTIONS

The supervisor has the right to discipline any employee for cause. New probationary employees may be terminated for any reason with or without cause. "Cause" shall include, but is not limited to: the abuse of a patient or resident, behavior detrimental to patient/resident welfare, incompetence, excessive or unexcused absenteeism, insubordination, unsatisfactory performance of duties, being under the influence of alcohol or unauthorized drugs, or violation of Wrangell Medical Center's personnel policies.

The supervisor may follow a policy of progressive discipline with the severity of the disciplinary measures progressing from verbal warning, to written reprimand, to suspension without pay, to termination, or any combination of the foregoing, all of which will be documented in the employee's personnel file. However, the supervisor reserves the right to discipline any employee at any level of discipline based upon the severity or frequency of his/her misconduct. Employees shall acknowledge receipt of written disciplinary action by signature. Signature by the employee does not constitute admission of guilt.

After twelve (12) months from the date of a disciplinary action, an employee may request that his/her personnel file be expunged of that disciplinary action. This request must be presented in writing. The CEO, in consultation with the employee's supervisor, shall make a determination, based upon the severity of the offense and the employee's performance since the offense, whether to expunge that disciplinary action from the personnel file. If so, all copies of the disciplinary action shall either be returned to the employee or destroyed.

Prior to any termination of an employee for cause, the CEO ~~and the hospital attorney~~ will be consulted, and the CEO may seek legal advice.

7.4 PROBLEM RESOLUTION PROCEDURE

Wrangell Medical Center is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Medical Center supervisors and management.

Wrangell Medical Center strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect in accordance with Wrangell Medical Center's Standards of Performance. If an employee disagrees with established policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Medical Center in a reasonable, business-like manner, or for using the problem resolution procedure. If a situation occurs where an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

Step One: Discussion of the problem with the employee's immediate supervisor is encouraged as a first step. Within ten (10) working days of the act or event being grieved, the employee shall present the grievance verbally to his or her immediate supervisor. The supervisor shall note the date and time of the presentation of the grievance. An untimely grievance may be rejected.

Step Two: If no mutually satisfactory adjustment is reached between the employee and the immediate supervisor within five (5) working days after the verbal presentation, the employee may present the grievance in writing to the immediate supervisor. The supervisor shall then inform the CEO of the existence and nature of the grievance.

Step Three: If no mutually satisfactory adjustment is reached between the employee and the supervisor, the employee may present the grievance in writing to the CEO within five (5) working days.

Step Four: The CEO, after a full examination of the facts will advise the employee of his or her decision within ten (10) working days.

Step Five: If no mutually satisfactory adjustment of the grievance is reached between the employee and the CEO, the employee may appeal the grievance to a grievance committee by notifying the CEO in writing of his or her intention to do so within five (5) working days.

The grievance committee shall be composed of:

- One supervisor selected by the CEO.
- One regular employee not from the grievant's department and selected by the grievant.
- One other Wrangell Medical Center employee chosen by the first two members of the committee.
- No member of the grievance committee shall be related by blood or marriage to the grievant or the supervisor whose action is being grieved.

This step is allowed only when the grievance involves the layoff, suspension without pay, any disciplinary action that could result in a written record being placed in the personnel file, or discharge ~~or removal~~ of an employee who has successfully completed the probationary period.

~~The grievance committee shall be composed of:~~

- ~~• One supervisor selected by the CEO.~~
- ~~• One regular employee not from the grievant's department and selected by the grievant.~~
- ~~• One other Wrangell Medical Center employee chosen by the first two members of the committee.~~
- ~~• No member of the grievance committee shall be related by blood or marriage to the grievant or the supervisor whose action is being grieved.~~

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The grievance committee shall commence a closed hearing within fifteen (15) working days of the filing of the appeal, unless that time is extended by the committee for good cause. Due and proper notice of the hearing shall be given to the grievant and the supervisor involved. Both sides may be represented by counsel or anyone of their choosing. Both may call and examine witnesses subject to cross-examination by the other and rebut relevant evidence presented. The hearing need not be conducted according to technical rules of evidence. Relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons customarily rely in the conduct of their serious affairs. Irrelevant and unduly repetitious evidence upon hearsay evidence unless it would be admissible over objection in a civil action. The proceedings shall be recorded in their entirety.

Within ten (10) working days following the hearing, the grievance committee shall issue written findings of fact and its decision on the grievance, and shall cause them to be served on the grievant and the supervisor involved. The findings and decision shall be based solely on the evidence presented at the hearing. The grievance committee's decision shall be final and binding.

SECTION 8 – TECHNOLOGY AND MEDIA

8.1 USE OF PERSONAL TECHNOLOGY

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for use of personal technology in the work place. The term “personal technology” refers to portable or stationary devices/resources personally owned by anyone covered by the scope of this policy and includes, but is not limited to desktops, laptops, notebooks, palmtops, handhelds, portable digital assistants (PDA), smart tablets, iPods, thumb drives, USB keys, flash memory, portable storage devices, BlackBerries, smart phones, and any other computer or media.

Wrangell Medical Center supports a healthy balance between work and personal life and understands the need for staff members to occasionally connect with their personal life while at work. We expect staff to act in a way that lives out our Mission, Vision and Values and our Standards of Performance when considering use of personal technology in the work environment. Therefore, during work hours, staff should limit their use of personally-owned technology to break times, except in cases of emergency. Use of personal technology in patient care areas should be limited to activities authorized by Wrangell Medical Center.

The use of personal technology should not interfere with an employee’s work performance or direct patient or resident care and should otherwise be in accordance with all other applicable Wrangell Medical Center and/or department policies or procedures.

Personal technology behavioral expectations:

- No device with earphones will be allowed to be used in the facility, **unless for a work-related purpose.**
- **No personal cell phones are allowed in clinical areas.**
- Ringers/alerts on personal technology should be silenced during working time and in patient care areas, unless authorized by WMC administration.
- Even in circumstances where personal technology use is permitted at work, the viewing of sexually explicit or offensive material, or any material that is contrary to Wrangell Medical Center’s Mission, Vision and Values and our Standards of Performance is strictly prohibited.
- To protect the privacy of our patients, no photographs or video, audio or voice recordings may be made that contain any protected patient information, in adherence with HIPAA

and applicable state health information privacy laws and to be consistent with Wrangell Medical Center policies.

- Electronic messages on personal technology (for example emails or text messages), even those that have been deleted, are typically discoverable in legal proceedings to the same extent as hard copies. By transmitting a message electronically, a user may be deemed to have waived certain personal privacy protections that would otherwise be available.
- Wrangell Medical Center is not liable for the loss or damage of personal technology brought into the workplace.
- Violations of this policy may result in corrective action, up to and including termination of employment.

8.2 USE OF WRANGELL MEDICAL CENTER TECHNOLOGY

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for the use of e-mail, voice mail and Internet usage on equipment and devices provided by Wrangell Medical Center.

Staff members should have no expectation of privacy in e-mail or voice mail communication, whether to supervisors, co-workers, or others. Even if e-mail is deleted from the device, it is not deleted from the system. Internet activity may be monitored by Wrangell Medical Center administration and privileges may be changed or revoked at any time.

Use of e-mail, voice mail or Internet on Wrangell Medical Center equipment and devices should be in accordance with all applicable Wrangell Medical Center and/or department policies or procedures. Any device or equipment that is the property of Wrangell Medical Center must be surrendered immediately upon termination.

Wrangell medical center technology expectations:

- All e-mail and voice mail are the property of Wrangell Medical Center. Wrangell Medical Center reserves the right to monitor the communications. E-mail should be restricted to Wrangell Medical Center business use.
- Wrangell Medical Center reserves the right to determine, at the sole discretion of Wrangell Medical Center administration, what constitutes permissible use of e-mail in the event of a dispute.
- Internet access is provided for Wrangell Medical Center business use. Internet users have a responsibility to use the Internet appropriately in conducting the business of Wrangell

Medical Center. Misuse of the Internet can result in disciplinary action, including termination. Some examples of behavior that could result in disciplinary action are:

- Illegally downloading electronic files, including those that may be copyrighted.
- Downloading, transmission and possession of pornographic, profane or sexually explicit material.
- Sending threatening messages/files.
- Sending racial, ethnic, religious, sexually harassing or offensive message/files.
- Sending chain letters through e-mail.
- Attempting to access any computer system without proper authorization.
- Sending or posting confidential information.
- Using company time or resources for personal gain.

8.3 SOCIAL MEDIA

All Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members” will be expected to follow the established policy regarding the appropriate use of social media for business and personal reasons.

Wrangell Medical Center recognizes that social media has changed the way people communicate and that this form of communication will continue to evolve in the future. For those in the health care field, our responsibility to our patients means special caution is necessary in maintaining a separation of personal and professional life. While Wrangell Medical Center has no desire to restrict our staffs’ ability to have an online presence, staff are expected to be mindful of our Mission, Vision and Values and our Standards of Performance in how they present themselves and represent this organization when using or accessing social media sites. Staff members are the ambassadors for Wrangell Medical Center in our community and should use good judgment and sound ethics when posting to social media sites.

Social media can take many different forms including, but not limited to: internet forums, chat rooms, blogs and micro-blogs, online profiles, wikis, podcasts, pictures, videos, instant messaging, music-sharing and voice over IP. Whether posting for business or personal reasons, staff members are prohibited from posting confidential patient or Wrangell Medical Center confidential or proprietary information unless it is within the course and scope of their position. Additionally, staff members are expected to keep their focus on work and refrain from utilizing social media during work hours, with the exception of approved business-related activities. Nothing in this policy is intended to prohibit activities protected by law such as union organizing, whistleblower protection or other protected concerted employee activity.

If a posting includes information that could directly or indirectly identify a Wrangell Medical Center patient or resident, even if the patient or resident is not identified by name, it could violate Wrangell Medical Center policy and state and federal law.

Social media behavioral expectations: Whether you are posting for business or personal reasons, the following are expected of all staff members:

- Always act consistently with Wrangell Medical Center Mission, Vision & Values and our Standards of Performance.
- Know and follow laws, regulations and Wrangell Medical Center policies regarding privacy and confidentiality at all times.
- Always be aware that written messages are, or can become, public. The Internet is immediate and nothing posted is ever truly private or anonymous.
- If a staff member sees unfavorable opinions, negative comments or criticism about Wrangell Medical Center on a social media site, he or she should not attempt to rebut it nor have it removed as that may escalate the situation. Instead, he or she should forward the information to the CEO.
- Any staff member who believes they have been the target of harassment through another staff member's social media activity should report the incident to their supervisor. Abusive or harassing behavior violates Wrangell Medical Center's policy and is subject to disciplinary action.
- Any unauthorized information posted on a social media site that discloses confidential or proprietary Wrangell Medical Center information or implies official Wrangell Medical Center opinion violates Wrangell Medical Center policy and may be used as grounds for discipline, up to and including termination, even if the action was on personal time and equipment.
- A suspected Breach of Confidentiality will be dealt with according to Wrangell Medical Center's Confidentiality policy.
- Wrangell Medical Center administration has the right to view, monitor and request removal of any posting on a social media site that does not meet the requirements of this policy.

Personal Social Media Activity: The majority of social media sites on the Wrangell Medical Center network are blocked. This section pertains to staff members' personal social media use not related to their work, position or responsibilities at Wrangell Medical Center. If a staff member's personal posting includes comments on any aspect of Wrangell Medical Center's business, they must reveal their relationship and include a disclaimer stating: *"The opinions expressed in this post are my own and do not represent the views of Wrangell Medical Center."* Staff members should not use their Wrangell Medical Center e-mail address or include any reference to Wrangell Medical Center in their personal username when posting online.

~~*Social Media Activity for Business Purposes:* Business social media activity refers to developing, writing, and posting content for social media sites within the staff members' job duties for Wrangell Medical Center.~~

- ~~• Any media release must be approved by the Wrangell Medical Center CEO.~~
- ~~• When you post or comment on social media, always state your name or be speaking as a representative of Wrangell Medical Center.~~
- ~~• Always act consistently with Wrangell Medical Center's Mission, Vision, Values and our Standards of Performance. You are accountable for what you write, produce or record. Participation in social media within a staff member's role at Wrangell Medical Center must be taken seriously.~~
- ~~• Be a leader. Frame what you write to invite differing points of view. Refrain from denigrating our competitors or any other businesses or individuals. Once the words or other material are out there, you cannot get them back.~~
- ~~• Reply to comments quickly when a response is appropriate.~~
- ~~• Requests for staff member references must be processed through Human Resources only.~~
- ~~• Stick to posting Wrangell Medical Center materials and information. Do not share third party copyrighted publications, logos or other trademarked images. If you do use someone else's material, give them credit. In some cases, you may also need their written permission.~~
- ~~• Write what you know. Write and post about your area of expertise, especially as it relates to Wrangell Medical Center or health/medical care. Write in the first person. Talk to your readers as you would talk to people in professional conversations. Consider content that invites response and encourages comments.~~
- ~~• Quality matters. Use a spell checker. You must make an effort to be clear, complete and concise. There are very few first drafts that cannot be shortened and improved.~~

~~(PULL ABOVE SECTION OUT – PUT IN ADMIN POLICY MANUAL)~~

Use of Wrangell Medical Center Resources and Relationship: Staff may not link their personal websites or blogs to Wrangell Medical Center's internal or external web site.

- Staff members should not be in the position of endorsing anything on behalf of Wrangell Medical Center without prior approval.

Wrangell Medical Center, as an entity of the City and Borough of Wrangell, cannot support or endorse candidates for office. Support or opposition to legislation on behalf of Wrangell Medical Center is limited to authorized personnel.

8.4 MEDIA RELEASES

| Only ~~authorized~~ spokespersons authorized by the CEO may give information to the media. If a contact is made by the media directly to an unauthorized staff person, the staff should require the name of the visitor/caller, the telephone number where the person can be reached and the name of the media represented. The employee must inform the visitor/caller that the employer's spokesperson will return the call or make arrangements to meet with them at an alternate site or time. The employee shall advise the employer of any such call or visit at once.

Staff should never release the home telephone number of any other staff member, including the supervisory staff. No member of the press should be allowed in the patient care areas without the approval of Wrangell Medical Center.

SECTION 9 – EMPLOYEE HEALTH AND SAFETY

9.1 SAFETY

Wrangell Medical Center makes every effort to maintain a safe working environment, and safety is the shared responsibility of every employee. Employees must always use their best judgment and avoid carelessness and risky situations. If an accident involving an employee, patient or visitor should occur, the employee must report it immediately to his/her supervisor, who will then make certain that all necessary steps are taken. All incidents and accidents must be reported in writing. In the absence of your supervisor or designee, advise the R.N. on duty.

Employees have a right to know about the chemicals and materials used in the workplace. Wrangell Medical Center has identified hazardous chemicals/materials, labeled containers and secured Material Safety Data Sheets. Employees have been oriented with regard to the safe utilization of all hazardous chemicals and materials in the workplace.

Employees may be required to receive immunizations. Employees are required to participate in infectious disease screening to include Tuberculosis, Rubella and Hepatitis B. Low risk employees may request Hepatitis B vaccinations. Their insurance will be billed and the hospital will write off any portion not covered by insurance.

~~9.2 EMPLOYEE PHYSICALS~~

~~As soon as possible after hire, an employee will have a physical exam. The cost of the exam will be paid by Wrangell Medical Center.~~

~~Employees will also be tested for Rubella and TB. Some employees may be tested for Hepatitis B, depending on department in which the employee will be working.~~

9.32 MEDICAL ~~EXAMINATION~~EVALUATIONS

The supervisor reserves the right at any time to require the employee to submit to a medical examination verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities from a physician selected by the employer at the employer's expense. The employer also reserves the right at its sole discretion and expense to require an employee who is presently working and is not on any leave of absence, to provide a physician's statement verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities.

SECTION 10 – BENEFITS

10.1 WORKER’S COMPENSATION

All employees are protected while on the job by Workers’ Compensation insurance. This insurance will provide coverage for work-related injuries, occupational illness and prolonged absences due to such injuries. In case of an accident or injury, no matter how slight, the employee must notify their supervisor and fill out an accident report immediately. In the absence of your supervisor, advise the RN on duty. It is the supervisor’s responsibility to forward the report to the Director of Quality. It is the employee’s responsibility to keep his or her supervisor updated on their ongoing medical care for the injury or illness. Payments for medical expenses and lost time at work are determined by state law. Wrangell Medical Center pays the full cost of this protection. Failure to promptly report an injury may result in loss of benefits.

10.2 HEALTH AND WELLNESS PROGRAM

Wrangell Medical Center has a Health and Wellness program to promote personal wellness among employees. Wrangell Medical Center sponsors a variety of temporary programs throughout the year to encourage healthy lifestyles, including good nutrition, physical activity, and stress reduction. Staff is encouraged to participate in these programs.

All employees of Wrangell Medical Center have a corporate ~~membership-punch card to~~ at the Wrangell Parks and Recreation facility, and have free use of the pool, weight room, racquetball court, and cardio equipment. ~~Family passes for immediate family members are also provided.~~

~~Wrangell Medical Center encourages smoking cessation through the State Quit Line and Alaska Island Community Services, both of which are free to employees. Employees who wish to quit smoking by use of medications may get their co-pays reimbursed by the Medical Center so the entire expense of those medications can be obtained at no cost. This benefit is subject to change at the discretion of the CEO, so employees should first inquire about program status.~~

Routine adult immunizations and Health Fair blood draws will be offered to regular employees at no cost to the employee. Flu vaccination will be offered on a yearly basis in the fall. The employee’s insurance will be billed and the hospital will write off any portion not covered by insurance. The Health Fair blood draws will be offered on a yearly basis in the spring, insurance will not be billed for Health Fair blood draws.

10.3 HEALTH INSURANCE PLAN

All regular employees who exceed a minimum of 40 hours worked per pay period are eligible for membership in the facility's employee group health insurance program. Coverage will begin on the first day of the month following the date of hire. To maintain health insurance coverage, the employee must be paid for at least 40 hours per pay period. Paid hours will consist of Regular hours worked, PTO, Sick Time, Holiday, Jury Duty or Bereavement Pay. Overtime **does not** apply to the 40 hour minimum requirement.

If an employee is paid for less than 40 hours per pay period, PTO will be applied to make up the difference. If PTO is exhausted, the employee will be required to pay the employer and employee portion of the health insurance premium for yourself and your dependents unless your absence falls under the Family Medical Leave Act. The amount for the insurance will be prorated based on the number of hours missing from the 40 hour requirement.

The Medical Center provides 100% of the cost of employee coverage and 2/3 of the cost for dependent coverage for those who are paid for at least 40 hours per pay period.

Premiera Blue Cross Blue Shield of Alaska provides online information about your health care plan at www.Premiera.com. Benefit booklets, forms and all kinds of useful health and wellness information are available on this website.

10.4 INSURANCE DEDUCTIBLE

Wrangell Medical Center will forgive the \$1,500.00 annual deductible for regular employees and any employee's spouse, domestic partner or dependent children that are covered under Wrangell Medical Center's group health insurance plan for services received at Wrangell Medical Center. That means that employees and their covered dependents will not be required to pay any deductible expense for services received at Wrangell Medical Center. For services that are received outside of Wrangell Medical Center through other providers, the employee and any covered dependents will be responsible for the first \$500.00 of the deductible expense up to \$1,500.00 annually for the family coverage. Any deductible expenses incurred over \$500.00 per individual will need to be submitted to the Wrangell Medical Center Health Reimbursement Arrangement program for reimbursement. The Health Reimbursement Arrangement will reimburse the deductible expenses incurred from \$501.00 - \$1,500.00 for each individual family member for the calendar year.

10.5 FLEXIBLE SPENDING ACCOUNTS

Wrangell Medical Center currently offers an employee funded Flexible Spending Account plan to regular employees. At the beginning of each new plan year, plan participants may elect an annual amount of flexible dollars on a pre-tax basis to pay for eligible health care expenses. The Flexible Spending Account covers a wide variety of expenses and may include medical or dental insurance deductibles, co- payments and out of pocket costs for vision care and dental services. See the [Personnel-Human Resources](#) department for enrollment information.

10.6 LIFE INSURANCE

Wrangell Medical Center has life insurance programs available for regular employees. Coverage will begin on the first day of the month following the date of hire. The basic life insurance program is provided at no cost to the employee. Supplemental life insurance may be purchased by the employee and paid for through regular payroll deductions. See the [Personnel-Human Resources](#) department for more information.

10.7 EDUCATION REIMBURSEMENT

Wrangell Medical Center's Standards of Performance encourages the professional and personal development of employees through continuing education. In keeping with this philosophy, Wrangell Medical Center has established a reimbursement program for tuition expenses incurred through approved institutions of learning. All regular employees are eligible for education assistance once they have completed the six month probationary period. Employees interested in participating in this education assistance program must complete a Personnel Action Form prior to registering for any courses for which they request to be reimbursed. The employee's supervisor must approve the courses (in his or her sole discretion) prior to registration. Courses eligible for tuition reimbursement must either offer growth in an area related to the employee's current position or might lead to promotional opportunities. Budgetary limitations will also be considered when approving tuition assistance.

Approved coursework must be completed on the employee's own time. Reimbursement is contingent upon the student earning a grade of "C" or better or a "Pass" grade on a pass/fail class. Wrangell Medical Center will reimburse an employee for tuition, books and required course fees for all passing grades up to a maximum of \$3,000 per calendar year. Failure to satisfy the minimum passing grade will result in denial of reimbursement for the course. An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if they terminate employment prior to completion of an approved course.

To receive tuition reimbursement, the employee should:

- Provide his or her supervisor with information about the course and complete a Personnel Action Form outlining the costs of the course.
- The supervisor must approve the class by signing the Personnel Action Form prior to the employee enrolling in the class. A copy of the Personnel Action Form will be given to the Personnel department.
- The employee can then enroll in the course. The employee must pay all tuition, book and course fees.
- Upon completion of the course, the employee must submit the receipts for the tuition and fees, along with a transcript or evidence of a passing grade in the course.

In some cases, the CEO may grant tuition reimbursement above the annual maximum reimbursement limit. In cases where extensive funds are spent on tuition assistance, the employee may be required to sign an agreement to pay back the tuition assistance if he or she leaves employment within a certain period of time.

10.8 SUPPLEMENTAL BENEFITS SYSTEM (SBS)

Wrangell Medical Center participates in the Alaska Supplemental Annuity Plan for its eligible employees. Employee and employer contributions are made pre-tax to this plan instead of contributing to Social Security. SBS plan information may be accessed online at www.doa.alaska.gov/drb/retirement. PRN and contract employees will not be eligible for the SBS plan and will remain with Social Security.

10.9 DEFERRED COMPENSATION

Wrangell Medical Center has a deferred compensation plan for employees who wish to participate. The Personnel department will provide further information for those employees desiring to join the plan. Wrangell Medical Center provides a matching funds program for participating employees.

10.10 RETIREMENT PLAN

Wrangell Medical Center has a defined contribution retirement plan for all eligible employees. Information about the program can be obtained from the ~~Personnel~~ Human Resources department. Participation in the retirement plan is free of charge to the employee. An employee

must complete one year of service and work at least 1,000 hours before they are eligible for the retirement plan. Retirement plan information can be accessed at www.LincolnFinancial.com.

SECTION 11 – TERMINATION POLICIES

11.1 EMPLOYMENT TERMINATION

There are many routine reasons for termination. Below are examples of some of the most common circumstances under which employment is terminated:

- *Resignation:* Voluntary employment termination initiated by an employee. Three days without reporting to work or contacting the supervisor may be considered a voluntary resignation, at the discretion of the supervisor and the CEO. Written notice of voluntary resignation is required. It is requested that the written notice be given as far in advance as possible. Generally, failure to give adequate notice will make the employee ineligible for re-hire.
- *Discharge:* Involuntary employment termination initiated by the medical center.
- *Layoff:* Involuntary employment termination initiated by the medical center for non-disciplinary reasons.
- *Retirement:* Voluntary employment termination initiated by the employee meeting age, or any other criteria for retirement from the medical center.

Employees shall be paid in full, at their request within three working days of termination. All accrued, vested benefits that are due at termination will be paid.

Wrangell Medical Center will generally schedule an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Wrangell Medical Center and the return of any Medical Center owned property. Suggestions, complaints, and questions can also be voiced at the exit interview.

Layoffs: When it is necessary to reduce the number of employees because of any lawful reason, including lack of work or funds, the supervisor concerned, in conjunction with the Medical Center CEO, will thoroughly investigate the fiscal alternatives and develop a plan for necessary lay-offs and/or curtailment of activities. Consideration shall be given to the length of service employees affected and the possibility of demoting employees in higher grades to lower grades; however, the decision shall also be made on the relative merit of the employees and their function in the Medical center. The decision shall be made at the discretion of the supervisor with the approval of the CEO.

11.2 COBRA

Employees who terminate their employment or are laid off, discharged from employment or there is a reduction in scheduled work hours, and are covered by the employer's group medical plan may continue their coverage by notifying the ~~Personnel~~Human Resources department. The employee must complete a COBRA application form and pay up to 102% of the premium costs. By law, other employment related events may qualify the employee or his or her dependents for COBRA benefits. See the ~~Personnel~~Human Resources department for more information on your COBRA rights.

WRANGELL MEDICAL CENTER
EMPLOYEE TESTING CONSENT/REFUSAL FORM
(12.1)

I, _____
Print Name

have been told that I must take and pass a drug test. I have been given a copy of the "Substance Screen" policy, which gives a summary of the collection and testing processes and of my options. I understand what will happen if I refuse to be tested or test positive for alcohol or drugs.

I have freely and knowingly decided to cooperate. I consent and agree to be tested.

I authorize the release of the test results to Wrangell Medical Center's Employee Health Department.

Signature Date & Time

I have decided not to be tested; I understand WMC will terminate me if I do not resign, if presently employed, or deny me employment if an applicant.

Signature Date & Time

Witness Date & Time

WRANGELL MEDICAL CENTER
RETURN-TO-WORK AGREEMENT
(12.2)

A Return to Work Agreement is used to establish a set of conditions for an employee returning to work following participation in the Employee Assistance Program. This agreement will be completed by the employee's supervisor. Check all boxes that apply to the employee's specific situation. This agreement will be signed by the employee, the supervisor and the CEO prior to the employee returning to work.

- ☐ The employee tested positive for alcohol and/or drugs.
- ☐ A supervisor referred the employee to the EAP or treatment due to declining job performance.
- ☐ The employee has violated a work rule that could result in termination.
- ☐ The employee acknowledges receipt of the organization's drug and alcohol policy and agrees to comply with all provisions.
- ☐ The employee has voluntarily signed the Release of Information form allowing the organization to receive information from counseling professionals regarding continuing care recommendations and compliance. The employee understands that they must supply their supervisor with the recommendations given to them by their EAP provider. All documentation will be kept in the employee's health file.
- ☐ The employee agrees to comply with all aspects of the counseling professional's recommendations.
- ☐ The employee agrees to be subject to unannounced follow-up testing for a period of up to 24 months after being returned to work.
- ☐ The employee agrees that WMC will monitor compliance by receiving updates from professionals regarding compliance with continuing care recommendations. The employee will maintain documentation of attendance.
- ☐ The employee agrees that all costs of treatment and monitoring not covered by the employee's insurance plan are the financial responsibility of the employee.
- ☐ If absence from work is required as part of rehabilitation, PTO will be used prior to FMLA medical leave.

- ☐ The employee agrees to comply with all WMC policies and procedures and understands that nothing in this agreement prohibits WMC from applying discipline for other violations.
- ☐ The employee understands this is his/her last chance to successfully address his/her problem as it relates to their employment at Wrangell Medical Center. The employee must satisfactorily meet WMC's expectations and standards. The employee understands that failure to comply fully with this agreement will result in IMMEDIATE termination.
- ☐ Other: _____

Signature of Employee _____ Date:

Signature of Supervisor _____ Date:

Signature of CEO _____ Date:

WRANGELL MEDICAL CENTER
AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION
(12.3)

I hereby authorize _____ to disclose my individually identifiable protected health information as described below, which may include information concerning communicable diseases such as Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), mental illness (except for psychotherapy notes), chemical or alcohol dependency, laboratory test results, medical history, treatment or any other such related information. I understand that this authorization is voluntary and I may refuse to sign this authorization. I further understand that my health care and the payment of my health care will not be affected if I do not sign this form.

I understand that if the recipient authorized to receive the information is not a covered entity (insurance company or health care provider); the released information may no longer be protected by federal and state privacy regulations.

Printed Patient Name Date of Birth Social Security Number

Description of information to be released: Dates of Service (if known): _____

- | | | |
|---|---|---|
| <input type="checkbox"/> Admission/Registration Records | <input type="checkbox"/> Emergency Room | <input type="checkbox"/> Nurses Notes |
| <input type="checkbox"/> Billing Records | <input type="checkbox"/> History & Physical | <input type="checkbox"/> Operative Records |
| <input type="checkbox"/> Chemical/alcohol dependency | <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Physician's Orders |
| <input type="checkbox"/> Consultation Reports | <input type="checkbox"/> Laboratory Reports | <input type="checkbox"/> Progress Notes |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Radiology Reports |
| <input type="checkbox"/> Other: _____ | | |

Description of the purpose of the use and/or disclosure: _____

The health information described herein shall be released to:

☐ Hospital ☐ Physician ☐ Insurance Company ☐ Attorney ☐ Patient ☐ Other

Name Address City State Zip

I understand that this authorization will expire 90 days from the date of this authorization unless I otherwise specify.

I desire this authorization to remain in effect until _____
Expiration Date

I further understand that I may revoke this authorization at any time by notifying the Health Information Management Department above named entity in writing. I also understand that the written revocation must be signed and dated at a date later than the date on this authorization. The revocation will not affect any actions taken before the receipt of the written revocation.

Signature of Patient/Patient Representative Date Relationship

Printed Name of Patient Representative Witness

WRANGELL MEDICAL CENTER
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK
(12.4)

I acknowledge that I have received a copy of the Wrangell Medical Center Employee Handbook in its most current form. I understand that this handbook replaces any and all previous editions of the Wrangell Medical Center Personnel Policies.

I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. I have received the Personnel Policies and I understand that it is my responsibility to read and comply with the policies contained in this handbook.

Employee signature

Date

Employee name (please print)

WRANGELL MEDICAL CENTER
EMPLOYER ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK
(12.5)

I acknowledge that I have received a copy of the Wrangell Medical Center Employee Handbook in its most current form. I understand that this handbook replaces any and all previous editions of the Wrangell Medical Center Personnel Policies.

I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. I have received the Personnel Policies and I understand that it is my responsibility to read and comply with the policies contained in this handbook.

Employee signature

Date

Employee name (please print)



WRANGELL MEDICAL CENTER

PERSONNEL POLICIES 2016

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SECTION 1 – WELCOME

1.1 MISSION, VISION AND VALUES

Our mission: To enhance the quality of life for all we serve.

Our vision: Honor our heritage and be the pride of the community

By being a community driven organization;

By being an active participant in planning for the future of our community;

By being the leader in our industry and region in providing high quality care for patients;

By being ready and responsive to meet health care needs;

By being the hospital and long term care facility of choice;

By providing a beautiful, comfortable setting for our patients and our long term care residents;

By being the employer of choice;

By being financially healthy; and

By being a model of excellence in promoting wellness and restoring health.

Our values:

Integrity

We do the right thing, even if it is not the easy choice. We hold ourselves to high standards in the work that we do - this means we have a strong work ethic and do our jobs to the best of our abilities. We are honest, fair, and respectful to our patients, our community and ourselves.

Compassion and caring

Patients are always the focus and center of everything we do. Regardless of our role in the organization, we go above and beyond to provide services in a manner that lets patients know that we care deeply about them.

Trust

It is absolutely important to us that our patients and our community trusts us. We will provide patient care and conduct our business such that they always do.

Transparency

We are open and forthright with our community, our partners, and ourselves. Our community and patients have a right to know how we are planning for the future. They deserve to know how we are performing in the present, both financially and on quality measures.

Loyalty

We are loyal to our patients, because we care about them deeply as our friends, family, and neighbors. We are also loyal to Wrangell Medical Center, and always act as excellent ambassadors of the organization. We treat each other with respect, and work cooperatively as members of a cohesive team.

Honoring our heritage

We respect and remember our long history of caring for the diverse people in our community and region. We are committed to honoring this heritage by holding in the highest esteem our elders who came before us. We will focus on planning for our future so our elders can age in place, and maximize the potential that all patients may be served right here in the community.

Quality

Above all, we provide safe, high quality health care. We strive for excellence in everything we do, regardless of whether or not it is related directly to patient care. We hold ourselves accountable for this excellence. We embrace growth and change that comes with constantly improving ourselves. We focus on creating strong systems, and do not blame individuals for outcomes related to weak systems.

Fiscal responsibility

We believe in the prudent use of our resources. We deliver high quality services in a manner that is cost-effective while not compromising our services. Good stewardship of our finances benefits our community in the form of improvements and expansion of the services available.

1.2 PURPOSE OF THIS HANDBOOK

This handbook has been prepared to inform new employees of Wrangell Medical Center's policies and procedures and to establish WMC's expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the company.

WMC reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

1.3 AT-WILL EMPLOYMENT

Employment with the Wrangell Medical Center is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary.

SECTION 2 - WORKPLACE COMMITMENTS

2.1 EQUAL OPPORTUNITY EMPLOYMENT

Wrangell Medical Center is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, WMC makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Human Resources Department.

2.2 NON-HARASSMENT / NON-DISCRIMINATION POLICY

Wrangell Medical Center is committed to providing and promoting an atmosphere in which employees, non employees, and employee applicants can be assured of a workplace free of discrimination or harassment on the basis of sex, color, race, religion, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. Harassment will not be tolerated, condoned or permitted. Such harassment or discrimination is in direct violation of federal and state law, and is inconsistent with Wrangell Medical Center's policy on equal opportunity and its Standards of Performance.

Persons who knowingly engage in or instigate such discrimination or harassment will be subject to disciplinary actions which may lead to suspension or discharge. Additionally, managers and supervisors who knowingly permit discrimination or harassment activity to occur without further action will be subject to disciplinary action. Where such prohibited activity is perpetrated by a non-employee, Wrangell Medical Center will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

Persons making frivolous or malicious accusations of discrimination or harassment may be subjected to disciplinary actions. This policy is not intended to restrict bonafide activities such as reprimands, disciplinary actions and employee performance evaluations which are clearly within the scope of a supervisor's duties and responsibilities, and which serve a legitimate management purpose.

Definitions:

Discrimination: An act committed on the basis of prejudice or bias based on the sex, race, color, religion, national origin, age disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. There are two types of discrimination:

- 1) Overt - conscious actions against individuals and
- 2) Systemic - a result of often normal and seemingly neutral practices throughout the employment. This act can be intentional or unintentional. The result of this act is that an individual or group is subject to unequal treatment or physical conduct.

Quid Pro Quo Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes “quid pro quo sexual harassment” when

- 1) submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing, or
- 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting that employee, non employee or employee applicant.

As defined here, “quid pro quo sexual harassment” normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or it may be indirect when the harasser has the power to influence others who have authority over the victim.

Hostile Environment Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute “hostile environment sexual harassment” when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of

- 1) creating an intimidating, hostile, or offensive work or academic environment, or
- 2) unreasonably interfering with another’s work performance. Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets or requests repeatedly may constitute hostile environment sexual harassment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

Guidelines for implementation:

Responsibility for Implementation: Overall responsibility for the administration of this policy is delegated to the CEO. All managers and supervisors within Wrangell Medical Center are responsible for taking immediate and appropriate corrective action where they have any knowledge of such prohibited practices.

Complaints: Complaints should be made within ninety (90) days of the last discriminatory incident. Employees believing they have been subjected to discrimination or harassment should contact a member of the Executive Team.

A complaint may be filed in writing and a copy given to a member of the CEO. Appropriate steps will be taken to investigate any reported incidents of sexual harassment and discrimination, in order to remedy the situation. Disciplinary action will be taken as warranted.

Any form of retaliation, reprisal or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of such alleged discrimination or harassment is prohibited and will be dealt with severely. Such disciplinary action may include suspension or dismissal.

Dissemination of Policy: The policy is to be posted in the facility.

2.3 WORKPLACE VIOLENCE

Violence or threats of violence in the workplace will not be tolerated. If an employee engages in any violence in the workplace, or threatens violence in the workplace, the employee's employment may be terminated immediately subject to the progressive discipline policy.

Violence includes, but is not limited to, physically harming another, pushing, harassing, bullying, intimidating, coercing, brandishing weapons, or threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with WMC, including employees, patients, and residents, never feel threatened by any employee's actions or conduct.

By nature, bullying is the repeated, unreasonable actions of an individual directed toward an employee intended to intimidate, and by doing so, can create a risk to the health and safety of

an employee. Bullying includes behavior that intimidates, degrades, offends, or humiliates a worker often in front of others or on a social media site.

Workplace security measures:

In an effort to fulfill this commitment to a safe work environment for employees, patients and visitors, the following rules have been created. These are:

- Access to WMC's property is limited to those with a legitimate business interest.
- All employees are furnished a name badge upon 1st day of employment and are required to wear it at all times while working.

Weapons prohibited: WMC specifically prohibits the possession of weapons by any employee while on Medical Center property. Employees are prohibited from carrying a weapon while performing services for Wrangell Medical Center.

Weapons include guns, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Reporting violence: Wrangell Medical Center is committed to trying to provide a safe working environment for its employees. It is every employee's responsibility to prevent violence in the workplace. An employee must immediately report to a supervisor what he or she sees or hears in the workplace that could indicate a co-worker may be in a potentially violent situation.

Any private conversations overheard or private messages received that constitute a threat against another individual will be reported to the proper authorities. These threats will also be used as the basis for disciplinary action, up to and including termination.

Employees are encouraged to report any incident that may involve a violation of WMC's policies that are designed to provide a safe working environment. All complaints will be treated on a confidential basis to the extent possible. No disciplinary or retaliatory action will be taken against any employee filing a complaint in good faith.

All reports will be investigated by the supervisor and CEO and may be reported to the authorities as required by law.

2.4 SMOKE FREE WORKPLACE

In order to provide a smoke-free workplace, smoking is allowed in designated areas only. Employees may smoke during his/her break times and meal periods only. The designated staff smoking area is at the back of the covered area where the LTC van is parked. Containers will be provided for the extinguishing and disposal of smoking materials. Smoking is not allowed in WMC vehicles.

2.5 DRUG-FREE / ALCOHOL-FREE ENVIRONMENT

It is the policy of Wrangell Medical Center to maintain a drug free work environment for all employees. Drug and alcohol testing will be conducted by a laboratory certified by CLIA.

Substances to be tested: Alcohol, Amphetamines, Cannabinoids, Cocaine, Opiates, Oxycodone, PCP, TCH, Methamphetamines

Pre-employment substance screening:

All new job applicants will be informed that a substance screen is required. All offers of employment will be contingent upon the applicant passing a pre-employment substance screen. Testing methodology and procedures will follow the same guidelines established for employee testing. Wrangell Medical Center will pay the fees for the pre-employment substance screen.

A written consent from the applicant will be obtained prior to the drug and alcohol testing being performed. Completed consents will be kept in personnel records.

If the applicant refuses to submit to the drug and alcohol test, the offer of employment will be withdrawn.

An individual will not be allowed to begin work or orientation until test results are received by the Employee Health Coordinator.

Any applicant who has a positive test for the presence of any illegal or unauthorized substance will be denied employment.

Reasonable suspicion testing:

Employees who are reasonably suspected of being under the influence of any illegal or unauthorized substance will be subject to drug and alcohol testing. Before an employee can be requested to have a drug and alcohol test, the recommendation must be approved by the CEO, who will consider the reasonableness of the suspicion and the specific evidence on which the suspicion is based in granting or denying the recommendation.

Examples of reasonable suspicion may include but are not limited to:

- Observed alcohol or drug use during work hours or on-call shifts.
 - Apparent physical or mental impairment or abnormal conduct including fights, assaults, flagrant violations of established safety, security or other operating procedures.
 - Deteriorating work performance that does not respond to normal corrective action.
 - Job-related accidents or other incidents.
 - Excessive or unusual absenteeism.
 - Actions, appearance, conduct or odors which reasonably cause an employee to suspect that another employee is impaired or under the influence of drugs or alcohol.
- Any suspicion should be immediately reported to a supervisor.

When an employee is asked to submit to drug or alcohol testing, the employee will be informed of the reasons they are being asked to submit to the test. The test must be performed within 2 hours of notification.

The employee must consent or refuse to substance testing in writing. Failure to indicate consent or non-consent will be deemed refusal.

An employee under reasonable suspicion of impairment will be suspended in writing without pay until the investigation is complete. If test is negative, pay will be restored retroactive to time of suspension, according to normally scheduled hours.

The employee will be informed that refusal to timely submit to the drug test, tampering with the sample during testing, or similar non-cooperation constitutes misconduct or insubordination and is grounds for corrective action up to and including discharge.

In all circumstances of suspected drug or alcohol use, the facility will offer appropriate transportation. If the employee refuses to accept transportation and attempts to drive, authorities will be notified.

Consequences of testing positive:

A preliminary *positive* test result for a specific drug indicates that the sample may contain drug/drug metabolite near or above the cutoff level. It does not indicate the level of intoxication or the specific concentration of drug in the urine sample. Positive samples will be sent to a reference laboratory for more definitive testing.

If test results are positive, the employee may be administratively referred to the Employee Assistance Program (EAP). Failure to diligently comply with EAP assessment and referral will result in discharge.

If the test results are positive, an employee may be granted a leave of absence for rehabilitation. The employee will be required to participate in all recommended continuing care and work rehabilitation programs. Upon successful completion of all or part of these required programs, the employee may be released to resume work but must agree to unannounced testing for up to 24 months after being returned to work. A specific return to work agreement will be required by WMC to document rehabilitation terms.

Employees who test positive or who possess, use, buy, sell, dispense or distribute drugs or alcohol during working time, on-call time, at work or while located on or near WMC premises are subject to appropriate discipline including termination.

For safety sensitive positions and for positions where the violation results in loss or substantial reduction of authorization to perform the responsibilities of the employee's position, WMC reserves the right to dismiss employees for first violations and for any repeat violations. In lieu of dismissal, WMC may transfer or demote the employee to a less sensitive position, on a temporary or permanent basis. However, due to the small size of the work force and the limited number of openings, this option may not be feasible or appropriate.

Privacy and confidentiality

To the maximum extent feasible, individual privacy and confidentiality will be respected in WMC's testing program. This policy shall not restrict WMC's duties towards its patients or the public, and shall not limit disclosure, which are authorized or permitted by applicable laws, WMC policies, or court order.

Employee drug test results will be released without the written authorization of the tested employee to their supervisor, Employee Health and the CEO. It is the responsibility of the supervisor to discuss the test results with the employee. At the discretion of the CEO, the

results may be released to the Medical Center board, legal counsel, professional licensing boards, credentialing bodies, government authorities and similar entities, with or without the employee's consent.

Written records regarding drug testing and/or communication with the employee regarding substance use and abuse will not become part of the employee's personnel file, but will be maintained as a separate record. Drug testing results will be stored in the employee's health record.

WMC will not seek disclosure or access to medical or counseling records developed as a result of the EAP, absent the employee's consent to the release.

Responsibility

Commitment to a Drug-Free Workplace requires the cooperative efforts of everyone who works at Wrangell Medical Center.

It is the responsibility of WMC supervisors to monitor job performance. Supervisors should not attempt to diagnose the nature of an employee's problem, but will be alert to changes in behavior and will observe and document problems related to job performance and safety. Supervisors who knowingly or negligently disregard the requirements of this policy may be subject to corrective action.

It is the responsibility of all WMC employees to maintain an acceptable standard of job performance and to comply with all regulations, rules, policies and the Standards of Performance regardless of the underlying cause or circumstances of an employee's problem. Employees are encouraged to seek assistance before personal difficulties affect job performance.

A Return to Work Agreement will be required. The Return to Work Agreement form can be found in Chapter 12: "Return to Work Agreement". Failure to correct unsatisfactory job performance or behavior will result in appropriated corrective action up to and including discharge.

2.6 EMPLOYEE ASSISTANCE PROGRAM

Wrangell Medical Center recognizes that a wide range of problems, not directly related to job function, can have an adverse effect on an employee's job performance. In most instances, the employee will overcome such problems independently, and the affect on job performance

will be negligible. In other instances, supervisory assistance may be needed as motivation or guidance so problems can be resolved. In some cases, however, efforts of the supervisor and of the employee may not have the desired effect of resolving the employee's problems. WMC recognizes many problems can be successfully treated, provided they are identified in their early stages, and individual referral is made to an appropriate treatment resource. It is in the interest of the employee, the employee's family and the employer and community to provide this employee service. Therefore, it is the policy of WMC, and in the best interest of the employees, to handle such problems within the following framework.

Purpose of the EAP

The Employee Assistance Program (EAP) is a benefit, which provides confidential assistance to employees and their immediate family members (spouse and children). WMC is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include, but are not limited to, emotional, physical, mental illnesses, family and marital stress, financial difficulties, and abuse of alcohol or other drugs.

Employees whose job performance problems are not related to a lack of skill may be in need of professional help in order to return to acceptable job performance.

The EAP is an integral part of the Facility's Drug-Free Workplace Program. The EAP provides confidential assessment and referral to employees and their dependents up to a maximum of three counseling sessions at no cost to the employee. All referrals to the EAP program will be with prior authorization of the CEO.

AICS or a similar approved licensed agency will provide services under the EAP program.

Treatment costs: If a referral to a provider outside the initial EAP program is necessary, costs may be covered by the employee's medical insurance benefit, but the cost of such outside services is ultimately the employee's responsibility.

Rehabilitation: Any employee identified under this policy as having a substance abuse problem will be given the same consideration extended to employees having other health problems, including use of FMLA medical leave to pursue a professionally prescribed program of treatment.

As a condition of continuing employment, the employee will be required to sign a Return to Work agreement and successfully complete any program (including aftercare) recommended by the treatment professional and approved by the EAP. The Supervisor must receive

information about the recommendations of the EAP from the employee. The supervisor will forward all documentation to Employee Health.

Confidentiality and privacy: All written documentation regarding the EAP should be added to the employee's health file. Information regarding the nature of substance abuse and related problems will be maintained with the strictest confidentiality allowable. Once an employee becomes an EAP client, information about the personal problem, treatment, or substance abuse obtained by the provider will not be revealed to WMC without the employee's knowledge and consent, except as permitted or required by law. Records are kept confidential in accord with professional codes of ethics and applicable federal and state regulations. However, critical situations requiring third-party warnings, medical emergencies, and appropriate legal action may require information release without client consent. Where, in the EAP counselor's professional judgment, the employee's situation poses a significant potential health or safety risk to others, the EAP counselor will as required by law, require the employee to inform WMC of this fact, but not the nature of the problem, and will confirm with WMC that this contact was made.

The "Return to Work Agreement" and "Authorization for Disclosure of Protected Health Information" forms can be found in Chapter 12.

2.7 WHISTLEBLOWER PROTECTION

If any employee reasonably believes that some policy, practice, or activity of Wrangell Medical Center is in violation of law, a written complaint must be filed by that employee with the CEO or the Board President.

It is the intent of WMC to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of Wrangell Medical Center and provides WMC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

WMC will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of WMC or of another individual or entity with whom WMC has a business relationship, or on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

WMC will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Wrangell Medical Center that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

It is Wrangell Medical Center's intent to fully comply with the Whistleblower Protection Act. The actual federal regulation will govern any questions arising under this policy.

SECTION 3 – COMPANY POLICIES AND PROCEDURES

3.1 STANDARDS OF PERFORMANCE

We commit to provide fully informed quality healthcare which encompasses respect, dignity, compassion and confidentiality.

Teamwork: We commit to teamwork that is based on reliable, supportive and committed engagement with each other at all times and under all circumstances.

Communication: We commit to conducting ourselves with integrity in an approachable, receptive and respectful manner in order to foster a positive work environment.

Education: We commit to encouraging all employees to reach their full potential through education and personal growth; our goal being to provide safe, efficient and quality healthcare.

Accountability: We commit to honoring ourselves and our coworkers by being punctual, focused, prepared and responsive to provide professional patient centered care.

3.2 CODE OF CONDUCT

Wrangell Medical Center expects its employees to adhere to a standard of professional conduct and integrity. Please refer to the document “WMC Code of Conduct” for clarification of these expectations.

3.3 CONFIDENTIALITY OF INFORMATION

Employees have access to a wide range of confidential information. “Confidential information” is information which is not generally known and which the employee obtained solely as a result of his or her employment. It includes, but is not limited to, written records, lists, and any information pertaining to patients. Employees should only share or discuss confidential information with other employees on a need to know basis. It is not information which should be gossiped about or discussed with any other employees who do not have a need to be aware of that information. Employees should never discuss confidential information with anyone outside of the facility. As a condition of employment, employees must sign a confidentiality agreement. That agreement is a legally binding document in which employees acknowledge their obligation to maintain and protect the confidential information of Wrangell Medical Center.

Any breach in confidentiality should be reported to the employee's supervisor. The supervisor must file an incident report with the Quality Director and place a statement of the incident in the employee's personnel file.

Information to press and radio is restricted; do not give information to these sources unless you have been designated to do so by the CEO. If at any time an employee has any questions concerning what is or is not confidential and what their duties are with regard to confidential information, they should not hesitate to discuss those questions with their immediate supervisor.

3.4 PERSONAL APPEARANCE

Employees are expected to maintain high standards of neatness, cleanliness and personal hygiene. All employees should arrive for work in modest, neat and clean clothing appropriate for work. Wrangell Medical Center is an important part of our community and our employee's attire should be reflective of our professional commitment to those we serve. Our appearance should not distract from our professionalism individually or collectively, and should not be distracting or offensive.

Clothing must be clean, safe, non-wrinkled, in good repair and sized appropriately (no wrinkled, torn or revealing apparel) with no slogans, or inappropriate pictures/graphics. No sweatshirts, bare midriffs, low riding pants or tank tops can be worn. Employees providing direct patient care should wear scrubs or appropriate attire. Wrangell Medical Center and Wrangell Medical Center Foundation logo attire is acceptable. Note: Department heads will orient staff to particular departmental uniform requirements upon orientation.

All employees must wear a facility issued photo identification badge. This must be worn in a visible location above the waist at all times. The Human Resources department will issue these upon hire. Duplicate identification badges may be obtained from the Human Resources department.

Cosmetics, colognes and fragrances must be kept to a minimum so as to prevent discomfort or allergic reactions from co-workers and patients. These include, but are not limited to, heavy cologne, perfume, or after shave lotions.

Body piercings and jewelry must be conservative in nature and should not compromise health, sanitation or safety. Tattoos should not be perceived as offensive to patients, visitors or other staff.

Footwear should be appropriate and safe for each employee's daily work activities. For reasons of safety and infection control, no open toe shoes, thong type footwear or any type of shoes with openings are allowed in work areas with the exception of office personnel.

Supervisors are responsible for enforcing dress codes. Employees are responsible to know and follow the hospital and departmental dress codes. If any employee reports to work improperly dressed or groomed, the supervisor will instruct the employee to obtain a pair of scrubs, shower if necessary and return to their shift, or be asked to return home to change into appropriate attire. The employee will not be compensated during such time away from work. Repeated violations may result in disciplinary action.

3.5 PARKING

There is available parking for employees in the parking lots. No employee parking is allowed on the street from the first driveway of the Medical Center entrance to the driveway of the rehab parking lot. The parking in front of the ER, and the three designated visitor spaces near the gazebo are to be kept free for patients, visitors, and family.

3.6 EMERGENCY PREPAREDNESS PLAN

Employees are expected to review the Emergency Preparedness Plan, as established by the Medical Center. Emergency Preparedness Drills are held periodically. Employees present at the facility, for any reason, are expected to participate in Fire Drills. All employees are expected to participate in mandatory Emergency Preparedness Drills. Copies of the Emergency Preparedness Plan are available in all departments and electronically on the shared drive.

3.7 NEPOTISM

The employment of a relative of a current employee is permitted by Wrangell Medical Center as long as qualifications for the position are met and, in the opinion of the Medical Center, employing the relative will not create an actual or perceived conflict of interest. Supervisors who seek to hire, transfer or promote any relative (as defined below) must obtain prior written approval from the CEO.

Relative defined: Relatives includes a spouse, parent, parent-in-law, child, grandparent, grandchild, sister/brother, sister/brother-in-law, aunt/uncle, niece/nephew and any individual with who an employee has a personal relationship.

Personal relationships may create an actual or perceived conflict of interest, and/or create the risk of sexual harassment/hostile work environment related claims. A personal relationship includes, but is not limited to a romantic or intimate social relationship. Thus, a supervisor may not hire, promote or directly supervise any person with whom they have a personal relationship, nor may they engage in any personal relationships with their subordinates.

An employee must notify his/her supervisor if his or her relationship to another employee changes to fit the definition of “relative” above. If a personal relationship develops between a supervisor and subordinate, both employees are required to inform the CEO of the relationship.

Company Discretion: Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning and transferring relatives in a manner calculated to eliminate potential conflicts of interest or other employment complaints. To do this, the CEO will take action that is fair and equitable and that will remove any direct reporting or management relationship between employees who are defined as “relatives”.

Similarly, Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning or transferring employees who have personal relationships with co-workers. The CEO will take action that is fair and equitable to eliminate any direct reporting or management relationship between employees who are involved in a personal relationship.

Finally, Wrangell Medical Center may change the placement of relatives and individuals involved in a personal relationship regardless of whether there is a direct reporting or management relationship if the CEO determines that the personal relationship actually or potentially interferes with the employees’ job performance.

3.8 ACCEPTANCE OF GIFTS

Employees should not accept gifts from any patient or resident unless it is a gift to all the staff, such as box of candy, fruit, etc. Employees and their families may accept gifts from long term care residents on special occasions, i.e., Christmas with the value of the gift not to exceed \$25.

Money should never be accepted from patients or residents by individual employees. Employees are not permitted to borrow money from patients or residents under any circumstances. Patients or residents may make contributions to Wrangell Medical Center or Wrangell Medical Center Foundation.

SECTION 4 – PRIOR TO AND UPON EMPLOYMENT

4.1 RECRUITMENT

Prior approval from the Chief Executive Officer is required before establishing a new position or filling an existing position.

Any position that opens or is created at Wrangell Medical Center will be advertised for five working days. The position and its qualifications will be posted publicly in the staff dining room, on the WMC website, and on the two Medical Center public information boards. The position may be advertised out of house concurrently with in-house posting.

Applicants will complete the application forms provided by Wrangell Medical Center and/or submit a resume. The written application will be reviewed by the supervisor. Upon review, the supervisor will select those applicants to interview, check references, and all other processing of the application. All employees will be required to have a drug and alcohol screen and a criminal background check performed prior to hire.

Successful applicants will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

Any present employee of WMC who is successful in being hired for a new position or promotion will be subject to a six-month probation period with the exception that all present benefits will continue. The date of promotion to a new position will become the anniversary date of the employee for annual step increases.

4.2 BACKGROUND CHECKS

Wrangell Medical Center will conduct background screening checks on all new employees in accordance with the State of Alaska Department of Health and Social Services regulations. The background check will be processed through the Alaska Background Check Program. A background check will be done prior to employment at Wrangell Medical Center. Any offer of employment at Wrangell Medical Center is contingent on the successful completion of the background check. The Alaska Background Check Program also requires current employees to have their background check clearance renewed every six years. Employees will be notified when they are required to have their background check renewed. Wrangell Medical Center will pay for all costs of the background check screening. If a barrier crime is committed while you are employed by Wrangell Medical Center, the State of Alaska may revoke your clearance for employment. If an employee's background check clearance is

revoked, Wrangell Medical Center must comply with the findings of the Background Check Unit.

4.3 CLASSIFICATION OF EMPLOYMENT

For the purposes of administration and eligibility for overtime compensation and benefits, Wrangell Medical Center has classified its employees as follows:

- *Exempt employees:* are appointed by the CEO and are compensated at a daily rate. They regularly receive, each pay period, a predetermined amount. An exempt employee is not eligible for overtime pay or shift differential. Based on the needs of Wrangell Medical Center it is to be expected that exempt employees may be required to work after hours or on weekends (outside their standard work week). Deductions from pay may be made when an exempt employee is absent from work for one or more full days. Accrued Paid Time Off (PTO) will be used to cover the deductions in pay if the exempt employee has enough accumulated PTO to cover the absence. If an exempt employee is absent from work during their standard work week for one or more full days, the exempt employee cannot work on a different day of the week to make-up the time unless it has been approved in advance by the CEO.
- *Non-exempt employees:* are those employees whose compensation is based on an hourly wage rate. These employees are hired to work at least 20 hours per week on a regular basis. Non-exempt employees will be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a work week.

Overtime: all hourly employees who are scheduled up to twelve (12) hours or less, shall be paid at time and a half for all hours worked in excess of:

- Your regularly scheduled shift
- Forty (40) hours in a seven (7) day work period

All overtime will be computed to the nearest quarter (1/4) hour.

Shift Differential: Personnel in departments that regularly schedule two or more shifts per day will be eligible for shift differential. Normally, the evening shift differential pay is from 4:00 p.m. to 12:00 midnight and night shift differential pay is from midnight to 8:00 a.m.

Employees working within two (2) shift differential periods shall be paid the respective differential rate for hours worked within each period. Differential is

paid only for hours worked. Paid time off, call back time, inservice time, and other non-worked benefit time do not qualify for differential pay.

- *PRN employees:* Those scheduled on an "as needed" basis. These employees receive none of the regular employee benefits. Monetary compensation will be at the proper grade and step for the position, plus ten percent. PRN employees will not be eligible for PTO accrual, holiday pay, group health insurance, life insurance, step raises, or the retirement plan. Supervisors will determine the need for PRN employees in their departments. PRN employees hours will be monitored and PRN Employees will be moved to non-exempt status as required.
- *Contract employees:* Contract employees' pay terms are negotiable.

4.4 COMPENSATION

The compensation plan of Wrangell Medical Center is established by assigning each job classification a salary grade which reflects the knowledge, skills and abilities needed to fill that position. Each employee will be compensated based upon the salary grade that is assigned to his or her position. The compensation plan establishes a salary range within each job. It is designed to provide for annual step increases to an employee as a reward for their increased value to the Medical Center.

New employees will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

4.5 ORIENTATION

All employees shall be appropriately oriented to the facility, to their departments, and to the duties of their job positions upon hire. All employees will be provided with a copy of their current job description and personnel policies. It is the responsibility of the supervisor to notify the Human Resources department of a new hire.

Each employee shall be provided with a facility orientation checklist. This checklist must be completed and signed by the employee by the end of a two-week period. The checklist shall then be returned to the supervisor for placement in the employee's personnel file.

The supervisor is responsible for providing adequate employee orientation within their department. A signed checklist for department orientation will be placed in the personnel file.

Contract employees and students will be oriented in specific departments as appropriate. Contract employees must complete a contract employee orientation form.

Following a break in service of 6 months or more or at the discretion of the supervisor, an employee will be reoriented.

4.6 PROBATIONARY PERIOD

The first six calendar months of employment are considered probationary. The probationary period is designed so that the new employee may determine whether or not he/she is satisfied with his/her position and the supervisor may decide whether or not a new employee is satisfactorily performing his/her duties. The supervisor may extend the probationary period with the approval of the CEO. Any employee may be requested to leave for any reason, whatsoever, at the close of, or any time during, the probationary period.

4.7 JOB DESCRIPTION

Upon application, each employee will receive a written job description which describes the following:

- Qualifications necessary for the position
- Essential functions of the position
- Job classification
- Brief description of responsibilities and duties
- Title of immediate supervisor

Any job description distributed by Wrangell Medical Center is not inclusive of all duties that the employee will be required to perform. The employer expressly reserves the right to change the responsibilities and duties at its sole discretion. Upon hire, the job description will be signed by the employee to indicate acceptance and knowledge of the responsibilities of the position. The signed job description will be placed in the employee's personnel file.

4.8 LICENSURE AND CERTIFICATION

Those employees required by law, regulation or Wrangell Medical Center to be licensed or certified shall have the appropriate license or certification, and shall maintain such license in force during employment. Failure to acquire or maintain a required license or certification may result in suspension or termination.

SECTION 5 – ATTENDANCE AND SHIFT POLICIES

5.1 ATTENDANCE POLICY

To insure adequate staff for patient and resident care and safety, Wrangell Medical Center encourages excellent attendance and punctuality by all employees. While there are sometimes legitimate reasons for employees to be absent or late on occasion, excessive absenteeism and tardiness impacts other employees and impedes the organization's progress toward meeting its goals. Excessive absenteeism and tardiness are not acceptable behaviors, and employees will be counseled when their poor attendance record is excessive. Should an employee be unable to correct the excessive absence or tardiness, corrective action up to and including possible termination will be taken.

Requirements

A. Employees who must be absent or late are required to notify their supervisor or his/her designee at least 30 minutes before the start of their appointed shift.

-For Nursing and Support Services: employees must give at least a 2-hour prior notice of his/her absence.

B. All requested time off will be pre-approved by employee's supervisor at least 2-weeks prior.

-For Nursing staff: If there is a shift that an employee is already scheduled for and the employee wants that shift off, then it is the employee's responsibility to find someone to cover the shift without accruing overtime by the employee who will cover the shift. A "trading shift" form must be filled out and given to the Chief Nursing Officer (CNO) at least 24 hours prior to the start of the shift in question.

C. Employees requesting leave under one of our specific leave policies (FMLA, Earned Time, Military Leave, etc.) must follow the notification and approval procedures contained in that leave policy. These absences and approved disability accommodations do not count as unscheduled absences under this policy.

D. Employees who fail to report his/her absence within three consecutive scheduled working days are considered to have voluntarily terminated his/her employment.

E. Improper notification or failure to notify of an absence will be considered just cause for corrective disciplinary action, which may include termination.

F. Consecutive absences for different reasons will be treated as separate occurrences. For example, an employee who is sick on one day, and then fails to show up for work the next day because of car problems, would have two occurrences. Any absenteeism from a scheduled workday or tardiness greater than an hour that has not been prearranged with the department supervisor/manager is considered an absenteeism occurrence. Note: For Nursing

Staff, a trading shift form must be filled out in advance and approved when an employee needs someone else to cover any hours of a shift for him/her.

G. The provision of a physician's note does not prevent the absence from constituting an absenteeism occurrence under this policy.

H. Excessive absenteeism which adversely affects your ability to fulfill your duties may lead to termination.

I. All absences will be reviewed by the department manager.

J. Refer to the Wrangell Medical Center Policy for absenteeism for administration and corrective action guidance

Attendance Point System

Each absence = 1 point

Failing to call-in at least 2 hours prior to the beginning of your shift = 2 points

Each tardiness greater than 15 minutes = ½ point

Each no call/no show = 4 points

Each on-call shift absence = 1 point

Any removal of call from the call sheet after the start of the schedule without getting preapproved coverage through the trading shifts form is an absence and equals 1 point.

Any call shift where the employee cannot be reached and the supervisor has also tried to contact the employee is considered an absence and equals 1 point.

Any shift that the employee leaves more than 15 minutes prior to the end of the shift without prior approval from the supervisor = 1 point

Points will fall off one year after the date on which they were earned. For example: If an employee earns 2 points on January 14, 2016, those points will not fall off until January 14 2017.

If an employee goes 120 consecutive days with no absences, tardiness, or missed time clock punches, 2 points will be deducted from their record. Point deductions cannot be accumulated to create a negative point balance.

Clocking In and Out

Employees are required to clock in at the beginning of their shift and clock out at the end of their shift. Attendance points will be given to those who excessively do not use the time clock properly. Once three missed time clock punches are recorded in a 90 day period, the

employee will receive 1 attendance point. Each missed time clock punch will fall off or reset 120 calendar days after they occur.

Progressive disciplinary action is determined by the following:

3 points= verbal warning

4 points= written warning

6 points= 3 day suspension of scheduled shifts without the option to use PTO

7 points= termination

5.2 MEAL PERIODS

The meal period must be at least a 30-minute non-paid break to be scheduled where possible in the middle of each shift scheduled over six hours. The meal period should be taken. The omission is no basis for leaving work early. If you leave the WMC Campus you must clock out and clock back in when you return.

A dining room is available for staff to take breaks and eat meals. Staff members are responsible for keeping dining room clean and neat after use.

5.3 REST PERIODS

When working conditions permit, and pending a supervisor's approval, a paid rest period of 15 minutes is allowed for each four hours worked. Rest periods should be taken prior to the last hour of your scheduled shift. Their omission is no basis for leaving work early, nor qualifying for overtime. If you leave the WMC Campus you must clock out and clock back in when you return.

5.4 ON CALL AND CALLBACK

Designated employees are scheduled to take call and will do so as a requirement for employment. During call time, employees will abstain from any consumption of alcohol or the use of drugs. Violations of this policy will be subject to disciplinary procedures at the discretion of the supervisor. Employees who are on-call will be responsible for being able to be reached by Wrangell Medical Center and available to report for work at all times. On-call employees must arrive at the medical center no later than 30 minutes after being called. On-call pay continues when called in. This is in addition to the call back pay.

Employees will be guaranteed a minimum of 1 hour pay when called back to work. Call back pay is 1.5 times employee's regular rate of pay.

5.5 TIME CLOCK

All employees are expected to be at their work areas ready and able to start work at the scheduled time and are expected to remain in their work areas until their scheduled quitting time. A time clock is provided for employees to keep an accurate record of attendance, time worked and leave taken for pay purposes. It is the employee's responsibility to clock in at the beginning of his/her shift and out at the end of the shift. As long as the employee remains on campus, employees are not required to punch out and back in at lunch time - a lunch break will be automatically deducted. If an employee leaves campus for personal reasons, they are required to clock out, and clock back in upon return. Employees should not clock in over 7 minutes before the beginning of the shift or more than 7 minutes after the shift ends. Employees working in multiple departments need to clock in to the appropriate department. It is the employee's responsibility to report any problems he/she may have clocking in or clocking out, or any exceptions to pay that need to be reported by completing a Payroll Exceptions form. Call Pay, In-service time and PTO may also be recorded on the time clock. Supervisors will review their employee's time and attendance and sign a Supervisor Review form at the end of the pay period. The signed Review form must be turned in to the Human Resources Department by **noon** on the Monday of the week of payday. Any time not recorded or any problems not reported by this time will be paid or adjusted on the next regular pay period.

5.6 TIME STUDIES

Time Studies are mandatory and must be done one week of every month for salary allocation on the Medicare cost report. These studies must be on rotating weeks. The personnel affected are the Nursing staff and Activities.

5.7 MEETINGS AND INSERVICES

All necessary training required by the employer or any state, federal or local agency must be completed by all employees. Documentation of attendance at training will be kept by the department's supervisor. Direct patient care personnel are required to take CPR. Staff meetings are mandatory. You will be paid for the time, but are expected to attend unless you are needed on the floor for patient care at the time of the meeting.

5.8 PAYDAY AND CREDIT UNION MEMBERSHIP

Employees are paid on a bi-weekly basis every other Friday. Direct deposit of funds is available to either a savings or checking account at the employee's bank of choice. To activate direct deposit, a Direct Deposit Authorization form must be completed and returned to the Human Resources department. Wrangell Medical Center employees are eligible for membership in the Alaska USA Federal Credit Union. See the Human Resources department for membership application.

Any paycheck not picked up by 5:00 pm on pay day will be mailed on the next regular business day to the employee.

There will be no employee advances between pay days.

5.9 TRAVEL AND MEALS

An employee must fill out a Personnel Action Form for any employee travel. Travel funds must be approved in advance by the supervisor and the CEO. The Medical Center will pay the employee's regular salary while they are attending education or business meetings. Travel and Education pay will not exceed 8 hours per day.

Airline tickets should be charged to the hospital. Registration fees, meal per diem and lodging expenses may be obtained in advance, if the employee wishes. Airline and lodging reservations should be made through the Administrative Assistant. Receipts for expenses must be returned to the Accounts Payable department within 30 days of travel.

A meal per diem allowance is paid for any out of town travel resulting in an overnight stay. One day of meal per diem will be given for each night the employee is out of town.

Rental cars must be charged to employee's own credit card and the receipt turned in to Accounts Payable for reimbursement. Employees may be asked to present a written or oral report on information learned while traveling at the Medical Center's expense.

SECTION 6 – LEAVE POLICIES

6.1 LEAVES OF ABSENCE

Family medical leave act:

Wrangell Medical Center offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for the newborn child;
- The placement with the employee of a child by adoption or foster care;
- Care for a spouse, child or parent with a serious health condition; or
- Care for the employee's own serious health condition.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Leave taken under this act will run after all PTO, and sick time has been used. The anniversary date of the employee will be adjusted by the length of the leave of absence.

If an employee decides not to return to work following FMLA leave and you fail to provide your supervisor with advance notice, you will be considered to have voluntarily resigned. If you need to apply for additional time off, the additional time will fall under the non-family medical leave policy.

WMC will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like WMC to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to the Human Resources department.

Upon returning from FMLA leave, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

It is Wrangell Medical Center's intent to fully comply with the Family Medical Leave Act. The actual federal regulation will govern any questions arising under this policy. This is intended as a general summary of Wrangell Medical Center's compliance with FMLA.

Non - family medical leave policy:

For special, personal or urgent reasons, an employee employed one year or more may apply for a leave of absence without pay up to 120 consecutive calendar day's duration. A leave of absence must be requested in writing on the Leave of Absence Request Form and submitted to your supervisor and CEO as far in advance as possible. The request must state the reasons for the leave and the amount of time requested. The supervisor will give consideration to the circumstances of each application and shall have the right to determine whether or not the leave shall be granted and the duration. A major consideration in granting or denying a requested leave of absence for other than medical related conditions, or those conditions covered under the Family Medical Leave Act, will be the ability of the Medical Center to

provide adequate coverage without extra cost. All accumulated PTO hours will be used prior to the granting of leave of absence without pay. Benefits will not accrue during a leave of absence without pay. The employee will be responsible for the entire expense of continued health insurance coverage (COBRA) during personal leave. The employee must pay the entire premium at the regularly scheduled payment date. Failure to make timely payments will result in termination of benefits. Approval of a leave of absence without pay does not guarantee employment at the Medical Center at the end of the leave. Upon returning from a leave of absence, the anniversary date of the employee will be adjusted by the length of the leave. All benefits will resume immediately upon return to work from a leave of absence. Leave may be extended with CEO approval. If an employee decides not to return to work following personal leave, you will be considered to have voluntarily resigned.

Military leave policy:

Wrangell Medical Center will comply with its obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA). The Act applies to persons who perform duty, voluntarily or involuntarily, in the “uniformed services.” These services include the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service Commissioned Corps, including their reserve components.

6.2 PAID TIME OFF AND PERSONNEL ACTION FORMS

Employees requesting Paid Time Off (PTO) will fill out a Personnel Action Form for scheduling purposes. A personnel action form must be filled out for any time off the job which will be claimed for pay, with the exception of regular holidays. This form will be filled out in advance when requesting vacation, leave, travel and education. Employees are responsible for managing their PTO balances.

All employees accrue Paid Time Off for purposes of vacation and sick leave. Employees in temporary or PRN status do not accrue Paid Time Off.

Rate of Accrual:

The rate of accrual shall be based upon the total number of hours worked during a pay period, and your accrual rate for length of service.

- 0-1 years .084616 per hour worked
6.77 maximum accrual per pay period 176 Hrs.
- 1-4 years .103847 per hour worked
8.31 maximum accrual 216 Hrs.
- 4-9 years .123077 per hour worked

	9.85 maximum accrual	256 Hrs.
• 9 + years	.142308 per hour worked	
	11.38 maximum accrual	296 Hrs.

Paid Time Off Pay: PTO shall be paid at the employee's base rate of pay and will be figured into that pay period during which the leave was taken. PTO used for leave from work will be used at least at the rate an employee is normally scheduled to work, which has been determined by your supervisor. No regular employee shall have a negative PTO balance.

Accumulation: PTO accrued, but not used, shall accumulate from pay period to pay period to a maximum of 500 hours. Anything beyond this cap will periodically be paid in cash.

Conversion to Cash: Employees may request a cash payment of hours accumulated in their PTO banks on a quarterly basis. Any conversions over four in one year must be approved by the CEO. PTO shall be paid at 100% of the employee's base rate. Cash conversions are subject to normal payroll withholdings. Requests for conversion to cash will be paid with the regular payday.

Required Time Off: All employees regularly scheduled for full-time will be required to take ten days off during the calendar year. Employees regularly scheduled for part-time will be required to take off five days during the calendar year.

Scheduling: Employees shall present written requests for Paid Time Off at least four (4) weeks in advance. PTO is subject to supervisor approval, and will be granted according to the convenience of the Medical Center.

Payment on Termination: An employee shall be paid upon termination for all PTO accumulated but not used. PTO shall be paid at 100% of the employee's base rate.

6.3 HOLIDAYS

The following days are approved holidays:

- New Year's Day¹
- President's Day*
- Seward's Day*
- Memorial Day
- Independence Day¹
- Labor Day
- Alaska Day*
- Veteran's Day*

- Thanksgiving¹
- Christmas¹

Holidays designated with a “1” are considered major holidays, any employee scheduled to work by their supervisor on these holidays will be paid time and a half plus holiday pay (holiday pay will be in proportion to the number of hours paid in that pay period). Holidays designated with an asterisk (*) are considered minor holidays. Departments will need to schedule staff for these holidays as determined by the supervisor.

You must be paid for at least 40 hours in the pay period, which contains the holiday to be eligible for holiday pay. Paid hours will consist of regular hours worked, PTO, In-service Time, Jury Duty, or Bereavement pay.

Regular employees are entitled to holiday pay in proportion to the number of hours paid in the holiday pay period:

Less than 40 hours: 0 hours holiday pay
 40 - 44 hours paid: 4 hours holiday pay
 45 - 49 hours paid: 5 hours holiday pay
 50 - 59 hours paid: 6 hours holiday pay
 60 - 69 hours paid: 7 hours holiday pay
 70 - up hours paid: 8 hours holiday pay

Holiday pay will be paid in the pay period, which contains the holiday for all regular and exempt employees. Exempt employees will not be paid extra for working on a holiday. Holiday time will not be added to your PTO balance.

6.4 BEREAVEMENT LEAVE

Scheduled employees, with approval of the CEO, will be granted a leave with pay of 40 hours for regular employees in the event of a death in the immediate family. The Supervisor must be notified and the bereavement leave must be requested immediately. Employee may be requested to provide written documentation supporting the leave. Immediate family is defined as *parents, parents-in-law, spouse, children, grandchildren, grandparents, brothers, sisters, and domestic partners.*

6.5 JURY DUTY

Employees must notify their supervisor when they are notified that they are on call for jury duty. Also, please notify your supervisor when you have been released from the courthouse.

Employees, who are called to serve on Jury Duty, will be compensated by the Medical Center for his/her regular pay for the regularly scheduled time missed. Employees are allowed to keep any compensation offered by the court system for their service.

6.6 LOW CENSUS DAYS

When more personnel are scheduled than required because of intermittent low patient census, a low census period may be given to employees who request it, or it may be assigned to employees if there are no requests. Assignment will depend upon the particular needs of the Medical Center for that period; however, every effort will be made to equitably rotate such periods where feasible.

A low census period is a period without regular pay, but one for which benefits are accrued for all regular employees. Employees may elect to use PTO for low census periods.

A low census period must be assigned at least one hour before the scheduled shift, unless the supervisor and staff member agree to a lesser time period. Low census hours must be authorized by the supervisor in writing.

Low census periods do not contribute to overtime calculations.

Low Census Periods must be designated by the CEO. The CEO will designate a beginning and ending date for low census periods.

6.7 BREAK TIME FOR NURSING MOTHERS

Wrangell Medical Center allows sufficient break time for breastfeeding employees to express milk or nurse infants at work for up to one year after the child's birth. Supervisors are encouraged to consider flexible schedules to accommodate employee's needs. Wrangell Medical Center will provide a private room or space close to an employee's work area to express milk or nurse an infant. Supervisors will ensure that employees are aware of these workplace accommodations.

It is Wrangell Medical Center's intent to fully comply with Section 4207 of the Patient Protection and Affordable Care Act. The actual federal regulations will govern any questions arising under this policy. In accordance with these regulations, breastfeeding time in excess of the normal break will be taken as leave without pay or personal time.

SECTION 7 – WORK PERFORMANCE

7.1 PERSONNEL FILES

A personnel file will be kept for each employee of Wrangell Medical Center. The personnel file will contain his/her application for employment, hiring records, federal tax forms, salary records, job performance evaluations, current certifications, correspondence relating to the employee, reprimands and other disciplinary actions. Employee health records are maintained in a separate file by the Employee Health coordinator.

For the purpose of maintaining complete and accurate personnel files, employees are required to report any changes in their personal status to the Human Resources department. This information should include:

- Change of address or telephone number
- Any change affecting your tax withholding status
- Legal change of name
- Changes that would affect your insurance or retirement benefits

Personnel files are the property of Wrangell Medical Center, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the medical center who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources department. With reasonable advance notice, employees may review their own personnel files in the Human Resources department office. The examination of the personnel file will be supervised and will be scheduled during regular office hours. If an employee requests a photocopy of the contents of her or her personnel file, the request must be made in writing.

7.2 PERFORMANCE EVALUATIONS

Performance evaluations for each job title will be done at least annually. The purpose of the employee evaluation is to take a personal inventory, to pin-point weaknesses and strengths, and to outline and agree upon a practical improvement program. The evaluations will provide a history of development and progress. Additional evaluations may be performed at any time. Employee evaluations will be in writing, signed by the supervisor and the employee and become part of the permanent personnel file. Employees may request a copy of the evaluation from their supervisor.

Supervisors and the executive team will be notified in writing of all evaluations that have not been completed in the past calendar year.

7.3 DISCIPLINARY ACTIONS

The supervisor has the right to discipline any employee for cause. New probationary employees may be terminated for any reason with or without cause. "Cause" shall include, but is not limited to: the abuse of a patient or resident, behavior detrimental to patient/resident welfare, incompetence, excessive or unexcused absenteeism, insubordination, unsatisfactory performance of duties, being under the influence of alcohol or unauthorized drugs, or violation of Wrangell Medical Center's personnel policies.

The supervisor may follow a policy of progressive discipline with the severity of the disciplinary measures progressing from verbal warning, to written reprimand, to suspension without pay, to termination, or any combination of the foregoing, all of which will be documented in the employee's personnel file. However, the supervisor reserves the right to discipline any employee at any level of discipline based upon the severity or frequency of his/her misconduct.

Employees shall acknowledge receipt of written disciplinary action by signature. Signature by the employee does not constitute admission of guilt.

After twelve (12) months from the date of a disciplinary action, an employee may request that his/her personnel file be expunged of that disciplinary action. This request must be presented in writing. The CEO, in consultation with the employee's supervisor, shall make a determination, based upon the severity of the offense and the employee's performance since the offense, whether to expunge that disciplinary action from the personnel file. If so, all copies of the disciplinary action shall either be returned to the employee or destroyed.

Prior to any termination of an employee for cause, the CEO will be consulted, and the CEO may seek legal advice.

7.4 PROBLEM RESOLUTION PROCEDURE

Wrangell Medical Center is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Medical Center supervisors and management.

Wrangell Medical Center strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect in accordance with Wrangell Medical Center's Standards of Performance. If an employee

disagrees with established policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Medical Center in a reasonable, business-like manner, or for using the problem resolution procedure. If a situation occurs where an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

Step One: Discussion of the problem with the employee's immediate supervisor is encouraged as a first step. Within ten (10) working days of the act or event being grieved, the employee shall present the grievance verbally to his or her immediate supervisor. The supervisor shall note the date and time of the presentation of the grievance. An untimely grievance may be rejected.

Step Two: If no mutually satisfactory adjustment is reached between the employee and the immediate supervisor within five (5) working days after the verbal presentation, the employee may present the grievance in writing to the immediate supervisor. The supervisor shall then inform the CEO of the existence and nature of the grievance.

Step Three: If no mutually satisfactory adjustment is reached between the employee and the supervisor, the employee may present the grievance in writing to the CEO within five (5) working days.

Step Four: The CEO, after a full examination of the facts will advise the employee of his or her decision within ten (10) working days.

Step Five: If no mutually satisfactory adjustment of the grievance is reached between the employee and the CEO, the employee may appeal the grievance to a grievance committee by notifying the CEO in writing of his or her intention to do so within five (5) working days.

The grievance committee shall be composed of:

- One supervisor selected by the CEO.
- One regular employee not from the grievant's department and selected by the grievant.
- One other Wrangell Medical Center employee chosen by the first two members of the committee.
- No member of the grievance committee shall be related by blood or marriage to the grievant or the supervisor whose action is being grieved.

This step is allowed only when the grievance involves the layoff, suspension without pay, any disciplinary action that could result in a written record being placed in the personnel file, or discharge of an employee who has successfully completed the probationary period.

The grievance committee shall commence a closed hearing within fifteen (15) working days of the filing of the appeal, unless that time is extended by the committee for good cause. Due and proper notice of the hearing shall be given to the grievant and the supervisor involved. Both sides may be represented by counsel or anyone of their choosing. Both may call and examine witnesses subject to cross-examination by the other and rebut relevant evidence presented. The hearing need not be conducted according to technical rules of evidence. Relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons customarily rely in the conduct of their serious affairs. Irrelevant and unduly repetitious evidence upon hearsay evidence unless it would be admissible over objection in a civil action. The proceedings shall be recorded in their entirety.

Within ten (10) working days following the hearing, the grievance committee shall issue written findings of fact and its decision on the grievance, and shall cause them to be served on the grievant and the supervisor involved. The findings and decision shall be based solely on the evidence presented at the hearing. The grievance committee's decision shall be final and binding.

SECTION 8 – TECHNOLOGY AND MEDIA

8.1 USE OF PERSONAL TECHNOLOGY

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for use of personal technology in the work place. The term “personal technology” refers to portable or stationary devices/resources personally owned by anyone covered by the scope of this policy and includes, but is not limited to desktops, laptops, notebooks, palmtops, handhelds, portable digital assistants (PDA), smart tablets, iPods, thumb drives, USB keys, flash memory, portable storage devices, BlackBerries, smart phones, and any other computer or media.

Wrangell Medical Center supports a healthy balance between work and personal life and understands the need for staff members to occasionally connect with their personal life while at work. We expect staff to act in a way that lives out our Mission, Vision and Values and our Standards of Performance when considering use of personal technology in the work environment. Therefore, during work hours, staff should limit their use of personally-owned technology to break times, except in cases of emergency. Use of personal technology in patient care areas should be limited to activities authorized by Wrangell Medical Center.

The use of personal technology should not interfere with an employee’s work performance or direct patient or resident care and should otherwise be in accordance with all other applicable Wrangell Medical Center and/or department policies or procedures.

Personal technology behavioral expectations:

- No device with earphones will be allowed to be used in the facility, unless for a work-related purpose.
- No personal cell phones are allowed in clinical areas.
- Ringers/alerts on personal technology should be silenced during working time and in patient care areas, unless authorized by WMC administration.
- Even in circumstances where personal technology use is permitted at work, the viewing of sexually explicit or offensive material, or any material that is contrary to Wrangell Medical Center’s Mission, Vision and Values and our Standards of Performance is strictly prohibited.

- To protect the privacy of our patients, no photographs or video, audio or voice recordings may be made that contain any protected patient information, in adherence with HIPAA and applicable state health information privacy laws and to be consistent with Wrangell Medical Center policies.
- Electronic messages on personal technology (for example emails or text messages), even those that have been deleted, are typically discoverable in legal proceedings to the same extent as hard copies. By transmitting a message electronically, a user may be deemed to have waived certain personal privacy protections that would otherwise be available.
- Wrangell Medical Center is not liable for the loss or damage of personal technology brought into the workplace.
- Violations of this policy may result in corrective action, up to and including termination of employment.

8.2 USE OF WRANGELL MEDICAL CENTER TECHNOLOGY

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for the use of e-mail, voice mail and Internet usage on equipment and devices provided by Wrangell Medical Center.

Staff members should have no expectation of privacy in e-mail or voice mail communication, whether to supervisors, co-workers, or others. Even if e-mail is deleted from the device, it is not deleted from the system. Internet activity may be monitored by Wrangell Medical Center administration and privileges may be changed or revoked at any time.

Use of e-mail, voice mail or Internet on Wrangell Medical Center equipment and devices should be in accordance with all applicable Wrangell Medical Center and/or department policies or procedures. Any device or equipment that is the property of Wrangell Medical Center must be surrendered immediately upon termination.

Wrangell medical center technology expectations:

- All e-mail and voice mail are the property of Wrangell Medical Center. Wrangell Medical Center reserves the right to monitor the communications. E-mail should be restricted to Wrangell Medical Center business use.

- Wrangell Medical Center reserves the right to determine, at the sole discretion of Wrangell Medical Center administration, what constitutes permissible use of e-mail in the event of a dispute.
- Internet access is provided for Wrangell Medical Center business use. Internet users have a responsibility to use the Internet appropriately in conducting the business of Wrangell Medical Center. Misuse of the Internet can result in disciplinary action, including termination. Some examples of behavior that could result in disciplinary action are:
 - Illegally downloading electronic files, including those that may be copyrighted.
 - Downloading, transmission and possession of pornographic, profane or sexually explicit material.
 - Sending threatening messages/files.
 - Sending racial, ethnic, religious, sexually harassing or offensive message/files.
 - Sending chain letters through e-mail.
 - Attempting to access any computer system without proper authorization.
 - Sending or posting confidential information.
 - Using company time or resources for personal gain.

8.3 SOCIAL MEDIA

All Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members” will be expected to follow the established policy regarding the appropriate use of social media for business and personal reasons.

Wrangell Medical Center recognizes that social media has changed the way people communicate and that this form of communication will continue to evolve in the future. For those in the health care field, our responsibility to our patients means special caution is necessary in maintaining a separation of personal and professional life. While Wrangell Medical Center has no desire to restrict our staffs’ ability to have an online presence, staff are expected to be mindful of our Mission, Vision and Values and our Standards of Performance in how they present themselves and represent this organization when using or accessing social media sites. Staff members are the ambassadors for Wrangell Medical Center in our community and should use good judgment and sound ethics when posting to social media sites.

Social media can take many different forms including, but not limited to: internet forums, chat rooms, blogs and micro-blogs, online profiles, wikis, podcasts, pictures, videos, instant messaging, music-sharing and voice over IP. Whether posting for business or personal reasons, staff members are prohibited from posting confidential patient or Wrangell Medical Center confidential or proprietary information unless it is within the course and scope of their position. Additionally, staff members are expected to keep their focus on work and refrain from utilizing social media during work hours, with the exception of approved business-related activities. Nothing in this policy is intended to prohibit activities protected by law such as union organizing, whistleblower protection or other protected concerted employee activity.

If a posting includes information that could directly or indirectly identify a Wrangell Medical Center patient or resident, even if the patient or resident is not identified by name, it could violate Wrangell Medical Center policy and state and federal law.

Social media behavioral expectations: Whether you are posting for business or personal reasons, the following are expected of all staff members:

- Always act consistently with Wrangell Medical Center Mission, Vision & Values and our Standards of Performance.
- Know and follow laws, regulations and Wrangell Medical Center policies regarding privacy and confidentiality at all times.
- Always be aware that written messages are, or can become, public. The Internet is immediate and nothing posted is ever truly private or anonymous.
- If a staff member sees unfavorable opinions, negative comments or criticism about Wrangell Medical Center on a social media site, he or she should not attempt to rebut it nor have it removed as that may escalate the situation. Instead, he or she should forward the information to the CEO.
- Any staff member who believes they have been the target of harassment through another staff member's social media activity should report the incident to their supervisor. Abusive or harassing behavior violates Wrangell Medical Center's policy and is subject to disciplinary action.
- Any unauthorized information posted on a social media site that discloses confidential or proprietary Wrangell Medical Center information or implies official Wrangell Medical Center opinion violates Wrangell Medical Center policy and may be used as grounds for discipline, up to and including termination, even if the action was on personal time and equipment.
- A suspected Breach of Confidentiality will be dealt with according to Wrangell Medical Center's Confidentiality policy.

- Wrangell Medical Center administration has the right to view, monitor and request removal of any posting on a social media site that does not meet the requirements of this policy.

Personal Social Media Activity: The majority of social media sites on the Wrangell Medical Center network are blocked. This section pertains to staff members' personal social media use not related to their work, position or responsibilities at Wrangell Medical Center. If a staff member's personal posting includes comments on any aspect of Wrangell Medical Center's business, they must reveal their relationship and include a disclaimer stating: *"The opinions expressed in this post are my own and do not represent the views of Wrangell Medical Center."* Staff members should not use their Wrangell Medical Center e-mail address or include any reference to Wrangell Medical Center in their personal username when posting online.

Use of Wrangell Medical Center Resources and Relationship: Staff may not link their personal websites or blogs to Wrangell Medical Center's internal or external web site.

- Staff members should not be in the position of endorsing anything on behalf of Wrangell Medical Center without prior approval.

Wrangell Medical Center, as an entity of the City and Borough of Wrangell, cannot support or endorse candidates for office. Support or opposition to legislation on behalf of Wrangell Medical Center is limited to authorized personnel.

8.4 MEDIA RELEASES

Only spokespersons authorized by the CEO may give information to the media. If a contact is made by the media directly to an unauthorized staff person, the staff should require the name of the visitor/caller, the telephone number where the person can be reached and the name of the media represented. The employee must inform the visitor/caller that the employer's spokesperson will return the call or make arrangements to meet with them at an alternate site or time. The employee shall advise the employer of any such call or visit at once.

Staff should never release the home telephone number of any other staff member, including the supervisory staff. No member of the press should be allowed in the patient care areas without the approval of Wrangell Medical Center.

SECTION 9 – EMPLOYEE HEALTH AND SAFETY

9.1 SAFETY

Wrangell Medical Center makes every effort to maintain a safe working environment, and safety is the shared responsibility of every employee. Employees must always use their best judgment and avoid carelessness and risky situations. If an accident involving an employee, patient or visitor should occur, the employee must report it immediately to his/her supervisor, who will then make certain that all necessary steps are taken. All incidents and accidents must be reported in writing. In the absence of your supervisor or designee, advise the R.N. on duty.

Employees have a right to know about the chemicals and materials used in the workplace. Wrangell Medical Center has identified hazardous chemicals/materials, labeled containers and secured Material Safety Data Sheets. Employees have been oriented with regard to the safe utilization of all hazardous chemicals and materials in the workplace.

Employees may be required to receive immunizations. Employees are required to participate in infectious disease screening to include Tuberculosis, Rubella and Hepatitis B. Low risk employees may request Hepatitis B vaccinations. Their insurance will be billed and the hospital will write off any portion not covered by insurance.

9.2 MEDICAL EVALUATIONS

The supervisor reserves the right at any time to require the employee to submit to a medical examination verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities from a physician selected by the employer at the employer's expense. The employer also reserves the right at its sole discretion and expense to require an employee who is presently working and is not on any leave of absence, to provide a physician's statement verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities.

SECTION 10 – BENEFITS

10.1 WORKER’S COMPENSATION

All employees are protected while on the job by Workers’ Compensation insurance. This insurance will provide coverage for work-related injuries, occupational illness and prolonged absences due to such injuries. In case of an accident or injury, no matter how slight, the employee must notify their supervisor and fill out an accident report immediately. In the absence of your supervisor, advise the RN on duty. It is the supervisor’s responsibility to forward the report to the Director of Quality. It is the employee’s responsibility to keep his or her supervisor updated on their ongoing medical care for the injury or illness. Payments for medical expenses and lost time at work are determined by state law. Wrangell Medical Center pays the full cost of this protection. Failure to promptly report an injury may result in loss of benefits.

10.2 HEALTH AND WELLNESS PROGRAM

Wrangell Medical Center has a Health and Wellness program to promote personal wellness among employees. Wrangell Medical Center sponsors a variety of temporary programs throughout the year to encourage healthy lifestyles, including good nutrition, physical activity, and stress reduction. Staff is encouraged to participate in these programs.

All employees of Wrangell Medical Center have a corporate punch card at the Wrangell Parks and Recreation facility, and have free use of the pool, weight room, racquetball court, and cardio equipment.

Routine adult immunizations and Health Fair blood draws will be offered to regular employees at no cost to the employee. Flu vaccination will be offered on a yearly basis in the fall. The employee’s insurance will be billed and the hospital will write off any portion not covered by insurance. The Health Fair blood draws will be offered on a yearly basis in the spring, insurance will not be billed for Health Fair blood draws.

10.3 HEALTH INSURANCE PLAN

All regular employees who exceed a minimum of 40 hours worked per pay period are eligible for membership in the facility's employee group health insurance program. Coverage will begin on the first day of the month following the date of hire. To maintain health insurance coverage, the employee must be paid for at least 40 hours per pay period. Paid

hours will consist of Regular hours worked, PTO, Sick Time, Holiday, Jury Duty or Bereavement Pay. Overtime **does not** apply to the 40 hour minimum requirement.

If an employee is paid for less than 40 hours per pay period, PTO will be applied to make up the difference. If PTO is exhausted, the employee will be required to pay the employer and employee portion of the health insurance premium for yourself and your dependents unless your absence falls under the Family Medical Leave Act. The amount for the insurance will be prorated based on the number of hours missing from the 40 hour requirement.

The Medical Center provides 100% of the cost of employee coverage and 2/3 of the cost for dependent coverage for those who are paid for at least 40 hours per pay period.

Premiera Blue Cross Blue Shield of Alaska provides online information about your health care plan at www.Premiera.com. Benefit booklets, forms and all kinds of useful health and wellness information are available on this website.

10.4 INSURANCE DEDUCTIBLE

For services received that are applied to the annual deductible expense, the employee and any covered dependents will be responsible for the first \$500.00 of the deductible expense up to \$1,500.00 annually for the family coverage. Any deductible expenses incurred over \$500.00 per individual will need to be submitted to the Wrangell Medical Center Health Reimbursement Arrangement program for reimbursement. The Health Reimbursement Arrangement will reimburse the deductible expenses incurred from \$501.00 - \$1,500.00 for each individual family member for the calendar year.

10.5 FLEXIBLE SPENDING ACCOUNTS

Wrangell Medical Center currently offers an employee funded Flexible Spending Account plan to regular employees. At the beginning of each new plan year, plan participants may elect an annual amount of flexible dollars on a pre-tax basis to pay for eligible health care expenses. The Flexible Spending Account covers a wide variety of expenses and may include medical or dental insurance deductibles, co-payments and out of pocket costs for vision care and dental services. See the Human Resources department for enrollment information.

10.6 LIFE INSURANCE

Wrangell Medical Center has life insurance programs available for regular employees. Coverage will begin on the first day of the month following the date of hire. The basic life insurance program is provided at no cost to the employee. Supplemental life insurance may be purchased by the employee and paid for through regular payroll deductions. See the Human Resources department for more information.

10.7 EDUCATION REIMBURSEMENT

Wrangell Medical Center's Standards of Performance encourages the professional and personal development of employees through continuing education. In keeping with this philosophy, Wrangell Medical Center has established a reimbursement program for tuition expenses incurred through approved institutions of learning. All regular employees are eligible for education assistance once they have completed the six month probationary period. Employees interested in participating in this education assistance program must complete a Personnel Action Form prior to registering for any courses for which they request to be reimbursed. The employee's supervisor must approve the courses (in his or her sole discretion) prior to registration. Courses eligible for tuition reimbursement must either offer growth in an area related to the employee's current position or might lead to promotional opportunities. Budgetary limitations will also be considered when approving tuition assistance.

Approved coursework must be completed on the employee's own time. Reimbursement is contingent upon the student earning a grade of "C" or better or a "Pass" grade on a pass/fail class. Wrangell Medical Center will reimburse an employee for tuition, books and required course fees for all passing grades up to a maximum of \$3,000 per calendar year. Failure to satisfy the minimum passing grade will result in denial of reimbursement for the course. An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if they terminate employment prior to completion of an approved course.

To receive tuition reimbursement, the employee should:

- Provide his or her supervisor with information about the course and complete a Personnel Action Form outlining the costs of the course.
- The supervisor must approve the class by signing the Personnel Action Form prior to the employee enrolling in the class. A copy of the Personnel Action Form will be given to the Personnel department.

- The employee can then enroll in the course. The employee must pay all tuition, book and course fees.
- Upon completion of the course, the employee must submit the receipts for the tuition and fees, along with a transcript or evidence of a passing grade in the course.

In some cases, the CEO may grant tuition reimbursement above the annual maximum reimbursement limit. In cases where extensive funds are spent on tuition assistance, the employee may be required to sign an agreement to pay back the tuition assistance if he or she leaves employment within a certain period of time.

10.8 SUPPLEMENTAL BENEFITS SYSTEM (SBS)

Wrangell Medical Center participates in the Alaska Supplemental Annuity Plan for its eligible employees. Employee and employer contributions are made pre-tax to this plan instead of contributing to Social Security. SBS plan information may be accessed online at www.doa.alaska.gov/drb/retirement. PRN and contract employees will not be eligible for the SBS plan and will remain with Social Security.

10.9 DEFERRED COMPENSATION

Wrangell Medical Center has a deferred compensation plan for employees who wish to participate. The Personnel department will provide further information for those employees desiring to join the plan. Wrangell Medical Center provides a matching funds program for participating employees.

10.10 RETIREMENT PLAN

Wrangell Medical Center has a defined contribution retirement plan for all eligible employees. Information about the program can be obtained from the Human Resources department. Participation in the retirement plan is free of charge to the employee. An employee must complete one year of service and work at least 1,000 hours before they are eligible for the retirement plan. Retirement plan information can be accessed at www.LincolnFinancial.com.

SECTION 11 – TERMINATION POLICIES

11.1 EMPLOYMENT TERMINATION

There are many routine reasons for termination. Below are examples of some of the most common circumstances under which employment is terminated:

- *Resignation:* Voluntary employment termination initiated by an employee. Three days without reporting to work or contacting the supervisor may be considered a voluntary resignation, at the discretion of the supervisor and the CEO. Written notice of voluntary resignation is required. It is requested that the written notice be given as far in advance as possible. Generally, failure to give adequate notice will make the employee ineligible for re-hire.
- *Discharge:* Involuntary employment termination initiated by the medical center.
- *Layoff:* Involuntary employment termination initiated by the medical center for non-disciplinary reasons.
- *Retirement:* Voluntary employment termination initiated by the employee meeting age, or any other criteria for retirement from the medical center.

Employees shall be paid in full, at their request within three working days of termination. All accrued, vested benefits that are due at termination will be paid.

Wrangell Medical Center will generally schedule an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Wrangell Medical Center and the return of any Medical Center owned property. Suggestions, complaints, and questions can also be voiced at the exit interview.

Layoffs: When it is necessary to reduce the number of employees because of any lawful reason, including lack of work or funds, the supervisor concerned, in conjunction with the Medical Center CEO, will thoroughly investigate the fiscal alternatives and develop a plan for necessary lay-offs and/or curtailment of activities. Consideration shall be given to the length of service employees affected and the possibility of demoting employees in higher grades to lower grades; however, the decision shall also be made on the relative merit of the employees and their function in the Medical center. The decision shall be made at the discretion of the supervisor with the approval of the CEO.

11.2 COBRA

Employees who terminate their employment or are laid off, discharged from employment or there is a reduction in scheduled work hours, and are covered by the employer's group medical plan may continue their coverage by notifying the Human Resources department. The employee must complete a COBRA application form and pay up to 102% of the premium costs. By law, other employment related events may qualify the employee or his or her dependents for COBRA benefits. See the Human Resources department for more information on your COBRA rights.

WRANGELL MEDICAL CENTER
EMPLOYEE TESTING CONSENT/REFUSAL FORM
(12.1)

I,

Print Name

have been told that I must take and pass a drug test. I have been given a copy of the "Substance Screen" policy, which gives a summary of the collection and testing processes and of my options. I understand what will happen if I refuse to be tested or test positive for alcohol or drugs.

I have freely and knowingly decided to cooperate. I consent and agree to be tested.

I authorize the release of the test results to Wrangell Medical Center's Employee Health Department.

Signature

Date & Time

I have decided not to be tested; I understand WMC will terminate me if I do not resign, if presently employed, or deny me employment if an applicant.

Signature

Date & Time

Witness

Date & Time

WRANGELL MEDICAL CENTER
RETURN-TO-WORK AGREEMENT
(12.2)

A Return to Work Agreement is used to establish a set of conditions for an employee returning to work following participation in the Employee Assistance Program. This agreement will be completed by the employee's supervisor. Check all boxes that apply to the employee's specific situation. This agreement will be signed by the employee, the supervisor and the CEO prior to the employee returning to work.

- ☐ The employee tested positive for alcohol and/or drugs.
- ☐ A supervisor referred the employee to the EAP or treatment due to declining job performance.
- ☐ The employee has violated a work rule that could result in termination.
- ☐ The employee acknowledges receipt of the organization's drug and alcohol policy and agrees to comply with all provisions.
- ☐ The employee has voluntarily signed the Release of Information form allowing the organization to receive information from counseling professionals regarding continuing care recommendations and compliance. The employee understands that they must supply their supervisor with the recommendations given to them by their EAP provider. All documentation will be kept in the employee's health file.
- ☐ The employee agrees to comply with all aspects of the counseling professional's recommendations.
- ☐ The employee agrees to be subject to unannounced follow-up testing for a period of up to 24 months after being returned to work.
- ☐ The employee agrees that WMC will monitor compliance by receiving updates from professionals regarding compliance with continuing care recommendations. The employee will maintain documentation of attendance.
- ☐ The employee agrees that all costs of treatment and monitoring not covered by the employee's insurance plan are the financial responsibility of the employee.
- ☐ If absence from work is required as part of rehabilitation, PTO will be used prior to FMLA medical leave.

- ☐ The employee agrees to comply with all WMC policies and procedures and understands that nothing in this agreement prohibits WMC from applying discipline for other violations.
- ☐ The employee understands this is his/her last chance to successfully address his/her problem as it relates to their employment at Wrangell Medical Center. The employee must satisfactorily meet WMC's expectations and standards. The employee understands that failure to comply fully with this agreement will result in IMMEDIATE termination.
- ☐ Other: _____

Signature of Employee _____ Date:

Signature of Supervisor _____ Date:

Signature of CEO _____ Date:

WRANGELL MEDICAL CENTER
AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH
INFORMATION

(12.3)

I hereby authorize _____ to disclose my individually identifiable protected health information as described below, which may include information concerning communicable diseases such as Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), mental illness (except for psychotherapy notes), chemical or alcohol dependency, laboratory test results, medical history, treatment or any other such related information. I understand that this authorization is voluntary and I may refuse to sign this authorization. I further understand that my health care and the payment of my health care will not be affected if I do not sign this form.

I understand that if the recipient authorized to receive the information is not a covered entity (insurance company or health care provider); the released information may no longer be protected by federal and state privacy regulations.

Printed Patient Name Date of Birth Social Security Number

Description of information to be released: Dates of Service (if known): _____

<input type="checkbox"/> Admission/Registration Records	<input type="checkbox"/> Emergency Room	<input type="checkbox"/> Nurses Notes
<input type="checkbox"/> Billing Records	<input type="checkbox"/> History & Physical	<input type="checkbox"/> Operative Records
<input type="checkbox"/> Chemical/alcohol dependency	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Physician's Orders
<input type="checkbox"/> Consultation Reports	<input type="checkbox"/> Laboratory Reports	<input type="checkbox"/> Progress Notes
<input type="checkbox"/> Discharge Summary	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Radiology Reports
<input type="checkbox"/> Other: _____		

Description of the purpose of the use and/or disclosure: _____

The health information described herein shall be released to:

☐ Hospital ☐ Physician ☐ Insurance Company ☐ Attorney ☐ Patient ☐ Other

_____ Name	_____ Address	_____ City	_____ State	_____ Zip
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I understand that this authorization will expire 90 days from the date of this authorization unless I otherwise specify.

I desire this authorization to remain in effect until _____
Expiration Date

I further understand that I may revoke this authorization at any time by notifying the Health Information Management Department above named entity in writing. I also understand that the written revocation must be signed and dated at a date later than the date on this authorization. The revocation will not affect any actions taken before the receipt of the written revocation.

_____ Signature of Patient/Patient Representative	_____ Date	_____ Relationship
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_____ Printed Name of Patient Representative	_____ Witness
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WRANGELL MEDICAL CENTER
EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK
(12.4)

I acknowledge that I have received a copy of the Wrangell Medical Center Employee Handbook in its most current form. I understand that this handbook replaces any and all previous editions of the Wrangell Medical Center Personnel Policies.

I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. I have received the Personnel Policies and I understand that it is my responsibility to read and comply with the policies contained in this handbook.

Employee signature

Date

Employee name (please print)

WRANGELL MEDICAL CENTER
EMPLOYER ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK
(12.5)

I acknowledge that I have received a copy of the Wrangell Medical Center Employee Handbook in its most current form. I understand that this handbook replaces any and all previous editions of the Wrangell Medical Center Personnel Policies.

I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. I have received the Personnel Policies and I understand that it is my responsibility to read and comply with the policies contained in this handbook.

Employee signature

Date

Employee name (please print)

Agenda Item 13e

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

Approval of an engagement letter from Svend Brandt-Erichsen of Nossaman, LLC, Attorneys at Law

Attachments:

1. **Memo from Jeff Jabusch, Borough Manager**
2. Draft engagement letter

RECOMMENDED ACTION:

Move to approve the letter of engagement from Svend Brandt-Erichsen of Nossaman, LLP, Attorneys at Law as the Borough's electric power attorney.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: Approval of Electric Power Attorney Engagement Letter

DATE: JUNE 9TH, 2016

Background:

Svend Brandt-Erichsen has been our power attorney for approximately 10 years. He was the one that represented Wrangell when the Four Dam Pool disbanded and SEAPA was formed. Prior to that he worked with Eric Redman, who was our power attorney since the Four Dam Pool was formed. Mr. Brandt-Erichsen had worked with a firm called Bradley Marten. He recently moved to a company called Nossaman, LLP, Attorneys at Law.

We would like to retain him as our power attorney for several reasons. He has the history of our community and what went into the forming of SEAPA and the history before that through Eric Redman's knowledge. We also used him during the disbanding of Thomas Bay Power Authority. Although we do not use him very often, we believe his knowledge warrants keeping him as our attorney for power issues.

We have normally made it a practice to stick with the people doing good work rather than the firm they represent. Within the last couple of years we did the same thing with our bond attorney when he moved to another company.

I have had the city attorney review the letter of engagement and he made several changes which are reflected in the attached letter of engagement.

Attachments:

A. Letter of Engagement

Recommended Motion:

Move to approve the letter of engagement from Svend Brandt-Erichsen of Nossaman, LLP, Attorneys at Law as the Borough's electric power attorney.



ATTORNEYS AT LAW

801 Second Avenue
Suite 800
Seattle, WA 98104

T 916.206.489.5633
F 206.206.489-5501

Svend Brandt-Erichsen
D 206.489.5633
sbrandterichsen@nossaman.com

May 4, 2016

Jeff Jabusch
Borough Manager
City and Borough of Wrangell
Box 531
Wrangell, AK 99929

Re: Representation

Dear Mr. Jabusch,

We are very pleased to have the opportunity to provide legal services to the **City and Borough of Wrangell, Alaska**. ("Client"). (The terms "you" and "yours" as used in this letter shall refer to the Client). We expect that these services will be provided principally by attorneys resident in our **Seattle** office, although we may call upon attorneys in our other offices to provide advice or assistance on your matter if appropriate. This letter will serve to record our agreement of the terms and conditions of our representation only after completing a review of all conflicts and credit as acceptance of the engagement by Firm Management.

Our engagement by you does not extend beyond the matters described in this letter. When work on those matters has ended, your engagement of us has concluded.

1. Client has asked and we agree to represent Client in providing advice and representation on energy supply matters arising from Wrangell's membership in the Southeast Alaska Power Agency.

2. We understand that we are being retained only by the Client. We have performed our conflict check based upon the information you the Client provided to us. You agree that we are not bound to avoid conflicts with any other entities that you have not identified to us.

3. On matters covered by this agreement, we agree to provide such legal services as we determine are reasonably required to represent Client; to take reasonable steps to keep you informed of facts and developments concerning the subject matter of this engagement as they come to our attention; and to respond to your reasonable inquiries. The Firm's lawyers have no obligation to share information, even information material to the representation, if that information was learned while representing other clients and is confidential to those other

clients. You agree to cooperate with us, to keep us informed of developments, to abide by this agreement and to pay our statements for services in accordance with the provisions below.

4. Our fees for services provided to you pursuant to this agreement will be calculated and billed based upon hourly rates established for each attorney, paralegal and clerk rendering services on your matters. Our statements for services will provide you with a description of the services performed, the date they were performed, the time devoted to your matters and the specific hourly rate of the attorney, paralegal or clerk that performed the services on your behalf.

5. The hourly rates of individuals who are currently expected to perform services with respect to your matters are set forth on Attachment A hereto and will generally be recorded and billed in one tenth hour increments. If other personnel are asked to perform services, you will be informed of their billing rates on the first statement following their initial service. We expect that the attorneys listed on Attachment A will render the bulk of the services. From time to time, our rate structure in general, or the rates of particular attorneys, paralegals or clerks, may be increased. If so, you will be advised of the new rates. The new rates shall apply to all work performed after you have been advised of the new rates.

6. Our hourly rates apply to all time spent on your behalf, including but not limited to court appearances; motion practice; preparing, analyzing, reviewing and revising correspondence and documents; factual and legal research; consultation and advice; conducting negotiations; engaging in depositions and other discovery; conferences; preparing for and conducting trials and appeals; travel time; conferring with other attorneys in our Firm, or with witnesses or attorneys also involved in the matter; and such other services of a professional nature as this engagement may require.

7. We will ordinarily incur various costs and expenses or will provide certain in-house services while performing legal services. You agree to pay for these items in addition to our fees for legal services. The costs and expenses and in-house services may include, but will not necessarily be limited to, filing fees fixed by law or assessed by courts or other agencies; court reporters' fees; witness fees; experts' fees; consultants' fees; process server fees; investigation expenses; out of town travel expenses; electronic discovery data hosting charges, long distance telephone charges; messenger and private courier delivery charges; photocopying and other reproduction services; computerized research charges; and similar items.

In accordance with our Firm policies we currently charge \$1 per page for outgoing faxes and 20 cents per page for reprographic and printing services. External costs and expenses are charged at our cost, including computerized research and electronic evidence data processing. Where the Firm maintains a fixed subscription contract with a vendor for computerized research, you will be charged for the actual cost incurred by the Firm during the given month which often results in substantial discounts of the vendor's regular rates. We will not charge you for word processing, overtime expenses associated with administrative or secretarial personnel, telephone calls within the United States and similar items unless these items are unusually large in amount and we obtain your agreement in advance. We will not add a "handling" charge for costs and expenses incurred on your behalf.

8. We are not required to advance payment for any external expenses. If for any reason we advance a payment for external expenses, you agree to promptly pay our invoices with those charges. In addition, we may submit those charges directly to you and ask that you pay such charges directly to the vendors, in a timely manner. If you do not make timely payments to vendors, we reserve the right to pay those vendors on your behalf and include such charges in our statements and require reimbursement from you. It is important that vendors be promptly reimbursed so that we can retain good professional relationships with those vendors.

9. Our files for work prepared pursuant to this agreement are your property. We will release our files for work performed pursuant to this agreement to you or to anyone else you designate upon your written request delivered to the attorney in charge of this matter. However, you agree that we may, in our sole discretion, copy all or any portion of the file and charge the copying costs to you, and that we may have a reasonable period of time before releasing the documents to you or anyone else you designate in order to copy all or any portion of the files you have directed us to surrender. We will, from time to time, send portions of your files that are not currently needed to an off-site storage facility. The cost of this facility will be our sole expense. However, we are not the guarantor of the security of any off-site storage facility. Accordingly, you agree that the Firm will not be responsible for any damages which may occur as a result of the loss of any of your files which we store at an off-site storage facility. You also agree that we may, after the passage of two years without our having performed any work for you pursuant to this engagement for services, destroy your files unless you provide us with written instruction to forward the files to you or to another person you designate.

10. You agree to keep us informed of any change in your address, telephone numbers, or electronic mail address so that we may effectively communicate with you. We will also advise you promptly of any change in the Firm's business address, electronic mail address or telephone or facsimile numbers. You agree that we may communicate with you via electronic mail or wireless telephone even though these media may be less secure than alternative means of communication.

11. To aid in your matters, it may become necessary to hire experts, consultants or investigators. Such persons will be employed by us on your behalf, not by you, so as to protect any privileged work; but we will not hire such persons unless you approve and also agree to pay their fees and charges. The responsibility to pay for their services is solely yours.

12. We will send you monthly statements for fees and costs incurred. Payment is due within 30 days of the date of invoice. If not paid within the 30 days, interest shall accrue at the rate of 12% per annum from said due date. **You agree to read your statements carefully and promptly notify the Firm of any error.**

13. You may discharge us as your attorneys at any time. We may withdraw as your attorneys with or without your consent, as long as permitted by law. Some of the reasons that may cause us to withdraw include but are not limited to the following: your breach of this agreement; your failure to pay our bills on time; your refusal to cooperate with us; your refusal to follow our advice on a material matter; the development of irreconcilable disagreement between you and us as to the conduct of the engagement; or any other fact or circumstance that would render our continuing representation contrary to your interests, or to law, or to the rules of

professional conduct. Failure to withdraw as your attorneys on any one occasion shall not be a waiver of our right to do so if such other occasions arise.

If you discharge us, or if we elect to withdraw, you agree to secure forthwith other counsel of your own selection to represent you and, if we are your attorneys of record in any litigation, to cooperate fully in substituting such new counsel as your attorneys of record in the litigation.

14. Nothing in this agreement and nothing in our statements to you should be construed as a guarantee or promise about the outcome of your matter or any phase thereof. Comments about the course or outcome of your matter or any phase thereof which we may make from time to time are expressions of opinion only. You acknowledge that the amount of legal fees and costs which may be incurred on your behalf pursuant to this agreement is not capable of precise prediction; and you acknowledge that we have made no guarantees or promises and that you have set no limits with regard to the cost of services we provide you.

15. The laws of the State of Alaska govern the interpretation and construction of this Agreement. The Superior Court for the State of Alaska, First Judicial District at Wrangell, Alaska, shall be the exclusive jurisdiction and venue for any action of any kind and any nature arising out of or related to this Agreement or arising out of or relating to any performance or non-performance under this Agreement. For the purposes of enforcing this agreement, and as otherwise required by law, you agree that this agreement may be disclosed to a court or arbitrator.

16. We carry professional liability insurance which would cover the services we will be providing to you under the terms of this agreement. That insurance is subject to a significant self-insured retention.

17. This agreement will take effect when you sign this agreement and return it to us; but its effect will be retroactive to the date we first performed services on your behalf. Client agrees that its performance under this agreement and its payment of the fees and costs required hereunder shall be in Los Angeles, California.

18. This agreement constitutes a single, integrated written contract expressing the entire agreement of the Client and our Firm. There is no other agreement, written or oral, express or implied, between the parties with respect to the subject matter of this agreement. This agreement may be modified only in a writing signed by all the parties. This agreement shall be construed by giving effect to the plain meaning of its terms.

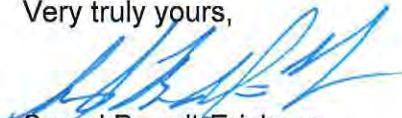
We are very proud of our client relationships, and occasionally identify clients to others who ask about our client base, or in institutional materials. Unless you object in writing, we assume that you agree that we may state that we represent you in such matters as we deem appropriate, although of course we would not publish or disseminate any confidential information.

Please understand that your engagement of the Firm will not become final until we advise you that we have cleared potential conflicts and a credit review of this engagement is approved by the Firm's Management.

If these terms are acceptable to you, please sign in the space provided below on both this copy and the enclosed copy and return one copy of this agreement to us in the envelope enclosed for your convenience, together with any retainers required by this agreement and retain the other copy for your files.

We appreciate your confidence in our Firm and look forward to working with you.

Very truly yours,



Svend Brandt-Erichsen
of Nossaman LLP

SBE:ldl

ACCEPTANCE

I have read and understand the foregoing terms and agree to them as of the date that Nossaman LLP first provided services to **City and Borough of Wrangell, Alaska.**

Dated: _____
ALASKA.

CITY AND BOROUGH OF WRANGELL,

By: _____

Printed Name: Jeff Jabusch

Title: Borough Manager

FOR ACCOUNTING USE ONLY

Client Name: _____

Matter Name: _____

Client Number: _____

ATTACHMENT A

SCHEDULE/EXPLANATION OF FEES

Billing Rates charged in one-tenth hour increments:

TIMEKEEPER

HOURLY RATE

Attorneys

Partners:

Svend Brandt-Erichsen

\$475.00

Paralegals/Clerks

If needed, hourly rates will be billed between \$95 & \$250 per hour.

DISBURSEMENTS

Fax per page\$ 1.00

Copy per page.....\$ 0.20

Interest charged on payment past due 12%



**Nossaman
Partner
Initials**

Client's Initials

Agenda Item 13f

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

Approval of the recommendation from the Planning & Zoning Commission regarding zoning locations for licensed marijuana facilities in Wrangell

Attachments:

1. Recommendation from the Planning & Zoning Commission

Additional Information:

On April 12, 2016, the Borough Assembly held a Workshop. During that Workshop, the Assembly was notified that the Planning & Zoning Commission was working on allowable zoning locations for licensed marijuana facilities in Wrangell. The Assembly will need to approve the recommendation either as presented, or with amendments. In the motion below, the Assembly will need to direct the Borough Clerk to work with the Attorney to draft an ordinance for these zoning changes.

RECOMMENDED ACTION:

Move to approve the recommendation of the Planning and Zoning Commission defining which licensed marijuana businesses should be allowed as a conditional use in each zoning district per the attached Table of Proposed Permissible Uses; and to direct the Borough Clerk to work collectively with the Borough Attorney to draft an Ordinance that outlines these zoning recommendations and for that Ordinance to go the Planning & Zoning Commission for approval and then for the ordinance to come back to the Borough Assembly for consideration at an upcoming meeting.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

**SUBJECT: Recommendation of the Planning and Zoning Commission regarding
locations by zone of licensed marijuana facilities in Wrangell and
clarifications of the Commission's determination of local recreational or
youth centers.**

DATE: May 27, 2016

BACKGROUND:

The Planning and Zoning Commission held a series of workshops and meetings to discuss where marijuana licensed facilities are appropriate to be located in Wrangell.

RECOMMENDATION:

Their recommendation as to what zone these businesses should be allowed in is on the attached Table of Proposed Permissible Uses. The Commission did recommend that any facility that could be permitted should require a conditional use permit so that site specific reviews would be required for appropriateness. Other restrictions were placed on some of the license activities in specific zones, and those restrictions are designated with an * and described underneath the table. During discussions, several questions were raised as to specific buildings or areas and whether these locations would require a marijuana business to be 500 foot away. The Commission's recommendation as to determination of certain facilities is also attached in the Table of Facility Use Determination.

ATTACHMENTS:

1. Zoning Table of Proposed Permissible Uses
2. Table of Facility Use Determination

Table of **Proposed** Permissible Uses - PZ Recommendation to Assembly

CU= Conditional Use

P=Permitted

Marijuana License Activity	SF	MF	RR₁	RR₂	RMU	C	IL	I	WD	SMB	OS/P	TM
Limited Cultivation <500ft			CU****	CU****	CU*	CU	CU	CU	CU			CU
Standard Cultivation >500ft			CU*****	CU*****	CU*	CU**	CU**	CU	CU			CU
Manufacturing			CU***	CU***	CU*,***	CU***	CU***	CU***	CU***			CU***
Testing			CU****	CU****	CU*	CU	CU	CU	CU			CU
Retail			CU****	CU****	CU*	CU	CU	CU	CU			CU
as of:	14-Apr	14-Apr	26-May	26-May	12-May	12-May	12-May	12-May	12-May	12-May	12-May	12-May

* Businesses, including marijuana businesses, not allowed in RMU-U

** maximum of 2000 sqft grow area, and indoors only

***all manufacturing except solvent based processes

**** Minimum of 1 acre of land required, and meet setbacks

***** Minimum of 2 acres of land required, and meet setbacks

Single Family SF

MultiFamily MF

Rural Residential 1 RR1

Rural Residential 2 RR2

Remote Residential Mixed Use RMU

Commercial C

Light Industrial IL

Industrial I

Waterfront Development WFD

Shoemaker Bay Waterfront Development SMB

Open Space/Public OS/P

Timber Management TM

as of 5/27/16

FACILITY USE- PZ RECOMMENDED DETERMINATION of RECREATION OR YOUTH CENTER

<u>Facility</u>	<u>PZ Determination if Recreation or Youth Center</u>	<u>Notes;</u>
Nolan Center	Not a Recreation or Youth Center	Primary Use is Not Recreational or for minors
SNO Building	Not a Recreation or Youth Center	Primary Use is Not Recreational or for minors
Running Track/Flat area	Yes a Recreation area or Youth Center	Primary Use is Recreational for minors
Chief Shakes Tribal House	Not a Recreation or Youth Center	Primary Use is Not Recreational or for minors
Totem Park	Not a Recreation or Youth Center	Primary Use is Not Recreational or for minors Primary use is not recreational for minors; however, minors heavily use the area to recreate. Boundary limits should be defined clearly
Mt Dewey Trail Boundaries	Yes is a Recreation or Youth Center	Primary use is not recreational for minors; however, minors heavily use the area to recreate.
Petroglyph Beach State Park	Yes is a Recreation or Youth Center	Primary use is public sidewalk, shoreline access
Waterfront Walkway - Outerdike	Not a Recreation or Youth Center	
City Hall Lawn	Not a Recreation or Youth Center	Primary use is lawn to City Hall, picnic area in summer, but not specficially for minors

3 AAC 306.990 Definitions (b) (35) "recreation or youth center" means a building, structure, athletic playing field or playground
 (A) run or created by the local government or the state to provide athletic recreational or or leisure activities for minors; or
 (B) operated by a public or private organization licensed to provide shelter, training or guidance for persons under 21 years of age.

Agenda Item 13g

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

PROPOSED ORDINANCE No. 918: AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 13.05.010, PERMITTED ENCROACHMENTS, OF THE WRANGELL MUNICIPAL CODE (*first reading*)

Attachments:

1. **Proposed Ordinance No. 918**
2. Memo from Carol Rushmore, Economic Development Director
3. Current Permit Application

RECOMMENDED ACTION:

Move to approve first reading of Ordinance No. 918 and move to Second, with a Public hearing on June 28, 2016.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 918

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 13.05.010, PERMITTED ENCROACHMENTS, OF THE WRANGELL MUNICIPAL CODE

BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets are to be deleted]**.]

SEC. 1. Action. The purpose of this ordinance is to amend Section 13.05.010 of the Wrangell Municipal Code relating to Permitted Encroachments.

SEC. 2. Amendment of Section. Section 13.05.010 of the Wrangell Municipal Code is amended to read:

Section 13.05.010 Permitted encroachments.

A. **[It shall be unlawful for any]** No person, other than an officer or employee of the City and Borough of Wrangell in the course of his or her employment, **[to]** shall make, cause or permit any construction in, on, under or within a borough right-of-way except as provided for in this chapter.

B. Removable, nonpermanent encroachments attached to permanent structures, beautification activity, and aerial encroachments that are not for the purpose of advertising, may be permitted **[only in that portion of the borough right-of-way located on Front Street, specifically, at its origination where it intersects with Stikine Avenue and Federal Way and extending through the downtown commercial district ending at the intersection of Case Avenue and Shakes Street,]** upon approval by the city and borough planning commission. Except as provided for in WMC 13.05.040, persons who currently own, maintain, or wish to modify, alter, or change an existing encroachment located in the borough right-of-way described above, and persons desiring to construct, place, or erect an encroachment in the borough right-of-way, shall apply for an encroachment permit on a form designated by the commission and, except as provided for in WMC 13.05.040, pay an application fee of \$50.00 to the City and Borough of Wrangell.

C. The commission may provide for any such terms and conditions as the commission deems appropriate prior to approving an encroachment permit. In determining to issue or deny a permit, the commission may consider, at a minimum, the following:

1. The collateral impact of the requested encroachment upon other individuals, the city and borough maintenance efforts, and public safety;

2. The overall beneficial or negative impacts on the use of the right-of-way by individuals or the public at large;

3. The need for the land for public construction projects in the foreseeable future;

4. Whether the encroachment can be considered an advertisement, which is specifically not permissible in the right-of-way;

5. The commission may require the applicant to obtain reviews and/or approvals of construction designs or materials from other state or local government agencies.

...

SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2016.

PASSED IN SECOND READING: _____, 2016.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk

MEMORANDUM

TO: Jeff Jabusch, Borough Manager
Kim Lane, Borough Clerk

FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR

CC: Amber Al-Haddad, Public Works Director

SUBJECT: Proposed changes to Chapter 13.05 Encroachments of the Borough Right-of-way

DATE: May 27, 2016

BACKGROUND:

The State of Alaska is resurfacing Evergreen. Federal Highways is the primary funding source and their regulations require all encroachments must be permitted. Since Evergreen is owned by the City and Borough of Wrangell, it is our responsibility to permit the encroachments or have them removed.

The Borough went through this same process when Front Street was being updated. Chapter 13.05 was developed specifically to assist businesses that had awnings overhang into the Front Street Right-of-Way. Because the code was developed only for Front Street businesses, it needs to be modified to address any encroachments on Evergreen. There are 11 encroachments: of which are landscaping type encroachments (rock wall, fence, plants) and 4 are wooden steps or stairs. We are carefully reviewing the encroachments to insure there are no sight obscuring issues that could create a safety hazard, and access issues for vehicles.

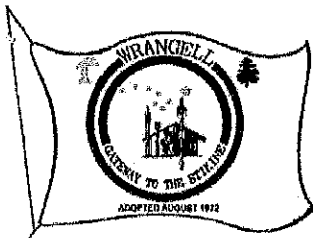
RECOMMENDATION:

Attached are simple suggested changes to the code to allow us to address encroachments throughout the Borough. The State's ROW agent has been very helpful and offered substantial changes to the code and to the permit. At this time, I am suggesting only simple changes to the code and am incorporating some of her suggestions into a new permit form that I am still working on.

Please review and let me know if you have any questions or want to discuss in more detail. Once I get a draft permit together I will submit that for review.

ATTACHMENTS:

1. Initial DRAFT proposed changes to Ch 13.05
2. Current Encroachment Permit Application form



CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

P.O. BOX 531 (907)-874-2381
Wrangell, AK 99929 FAX (907)-874-3952

13g-3

Current

requires P2 approval

(NOT Assembly Approval)

ENCROACHMENT PERMIT APPLICATION

The adopted Encroachment Policy (WMC 13.05) represents the City & Borough of Wrangell's position with regard to proposed encroachments and the private use of public right-of-way within the corporate limits of the City & Borough of Wrangell, Alaska. In the context of this application, "public right-of-way" refers to all public sidewalks; street and alley right-of-way; and parks, open space, and other properties or lots owned or controlled by the City & Borough of Wrangell.

This Encroachment Permit Application solely covers encroaching on the public right-of-way and by no means exempts applicant from obtaining other permits or licenses as may be required by the City & Borough of Wrangell or other agencies. Advertising signs are not allowed in the right-of-way.

1) GENERAL INFORMATION

Physical Address/Location of Encroachment:			
Lot:	Block:	Subdivision:	Parcel#:
Identifying Description of Right-of-Way being encroached upon:			
Name of Applicant:			Phone:
Mailing Address:			
Name of Property Owner:			Phone:
Mailing Address:			

Type of Permit Requested: ☐ PERMANENT ☐ TEMPORARY for an ☐ EXISTING ☐ NEW Encroachment.

If Temporary, When Will the Encroachment Be Removed? Date: _____

Proposed Use of Right-of-Way:

Size of proposed permitted area:

This permit is subject to the provisions of Wrangell Municipal Code, Chapter 13.05, and the following general and special conditions:

1. **Indemnification:** Per 13.05.050, Permittee shall indemnify, defend and hold harmless the the City and Borough, and its officers, employees, and contractors, from any claim resulting from injury, loss, or damage to any person or personal property resulting from Permittee's use of the permitted area.

2. **Waiver of Claims:** Permittee waives any claim or right of action Permittee may have against the City and Borough in the event of damage to property, and injury to or death of any person in the permitted area that arises because of the design, construction, maintenance, management, or operation of a highway in the right of way containing the permitted area.
3. **Reimbursement of Costs:** Permittee shall reimburse the Borough for all costs and expenses incurred by the Borough, including attorney's fees, in any action brought by the Borough to recover any delinquent fees, or for the breach of any terms or conditions contained in this Permit, or to recover possession of the permitted area.
4. **Non-discrimination:** No person, on the basis of race, religion, color, national origin, age, or sex, shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in that person's use of the permitted area.
5. **Assignment:** Permittee may not assign or transfer this permit.
6. **Revocation:** This Permit is not a property right but a temporary authorization, revocable by the City and Borough. Please see W.M.C. 13.05.020 *- change*
7. **Loss of Business:** The City and Borough is not responsible for loss of business related to the issuance or revocation of this permit.
8. **Cancellation by Permittee:** Permittee may cancel this Permit by providing written notice to the City and Borough at the above address. Permittee is not entitled to a refund of any fees or expenses related to the revocation or cancellation of this Permit.
9. **Abandonment by Permittee:** Upon abandonment by Permittee of the permitted area, Permittee's rights under this Permit will immediately terminate, but Permittee's obligations will survive until fulfilled.

2) PROPERTY OWNER ACKNOWLEDGEMENT

Applicant understands that the City & Borough of Wrangell assumes no responsibility or liability for items encroaching into City & Borough.

Property Owner:

Sign: _____ Print: _____ Date: _____

Please attach a site plan and drawing of the proposed encroachment to this completed application and return it to the City & Borough.

3) APPROVALS

Planning & Zoning:

Sign: _____

Date: _____

Building Official:

Sign: _____

Date: _____

3) ATTACH SITE PLAN of the proposed encroachment, showing, linear, height, and area of the encroachment.

Agenda Item 13h

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

Approval to file an Easement and a Disclaimer of Interest for Block 83, Lot 10b, US Survey 1119, owned by Einer Ottesen Credit Shelter Trust

Attachments:

1. Memo from Manager Jabusch
2. Easement paperwork w/map

RECOMMENDED ACTION:

Move to approve the City Easement on Block 83, Lot 10b, US Survey 1119, owned by Einer Ottesen Credit Shelter Trust and to authorize the Borough Attorney to file a Disclaimer of Interest on said property.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: CITY EASEMENT ON OTTESEN PROPERTY

DATE: JUNE 9TH, 2016

Background:

Mike Ottesen of the Einer Ottesen Credit Shelter Trust has been trying to clear title to land adjacent to the boat launch and across from the power plant for well over a year. It has clearly been owned by the Ottesen's and owners before them. They have been paying taxes on the property and shown as the owners in the city records back to the mid 1960's which is as far as our records go.

When they had a title search done, it showed that the city owned it or had interest in it. We believe what happened is that a deed was issued when the city sold it, but the deed was not recorded. All the deeds after this transaction were recorded. It went through multiple owners prior to the Ottesen's purchasing it and they have owned it and paid taxes on it in excess of 50 years.

We are assisting them in their effort to resolve this because the city does not believe we own this property since it has been bought and sold multiple times over the last 80 years. There are two things that we want to do in this process:

1. Secure an easement for our storm sewer drainage pipe that collects water on a portion of Case Avenue and dumps it onto the beach. This drainage pipe is on this property and we need a formal easement to legally be there. The easement you approve solves that requirement.
2. We need to file with the court what is called a disclaimer of interest. The disclaimer of interest assists them with their effort saying that the City will not stand in their way as they file quiet title documents with the court so that the land has a clear title.

Attachments:

A. Easement

Recommended Motion:

Move to approve the city easement on Block 83, Lot 10b, US Survey 1119, owned by Einer Ottesen Credit Shelter Trust and to authorize the borough attorney to file a disclaimer of interest on said property.

PUBLIC USE EASEMENT

The Grantor, Michael V. Ottesen, Trustee of the Ottesen Family Trust, UTA Dated 2/20/92, and Trustee of the Einer Ottesen Credit Shelter Trust, UTA 2/20/92 (hereafter Ottesen), whose mailing address is Post Office 68, Wrangell, Alaska 99901, conveys and warrants to the Grantee, the City and Borough of Wrangell, a municipality whose address is P.O. Box 531, Wrangell, Alaska, 99929, its successors and assignees, a drainage easement, over and across the following described tract of land located in the City & Borough of Wrangell, Alaska,

The property subject to the easement is described as:

That portion of Lot 10, Block 83, U.S. Survey 1119, Wrangell Recording District, First Judicial District, State of Alaska, shown on the attached Exhibit 1 as Lot "10B," more particularly described as:

Beginning at Corner #1, the **TRUE POINT OF BEGINNING**, monumented with a rebar and aluminum cap, located at the Right-of-Way of Case Avenue being the Southeast Corner of this description, and common to the Southwest corner of a Portion of Lot 9, Block 83. From which a rebar and aluminum cap, bears S 25d 00m 00s E, a distance of 26.96 feet, located thru and across Case Avenue at the Northeast Corner of Lot 10D (Plat # 96-6 Wrangell Recording District). Said aluminum cap and a rebar and an aluminum cap and rebar that bears S 25d 00m 00s E, a distance of 236.03 feet, form the Basis of Bearing for this legal description; thence, South West with a curve to the right, with an arc length of 16.18 feet, and a radius length of 245.00 feet, along the Case Avenue Right-of-Way, to the Point of Curvature (Sta. 17+91.69), Corner No. 2; thence, S 52d 38m 17s W, along the Right-of-Way of Case Avenue, a distance of 54.77 feet, to an angle point in the Right-of-Way, Corner No. 3; thence, S 55d 50m 34s W, along the Right-of-Way of Case Avenue, a distance of 108.62 feet, to the Southwest Corner, of this description, common to a Right-of-Way parcel as depicted on Plat # 75-7 Wrangell Recording District, Corner No. 4; thence, N 18d 30m 00s W, along the Right-of-Way as depicted on Plat # 75-7, Wrangell Recording District, a distance of 45.80 feet, to the Northwest Corner, of this description, common to the South West corner of Lot 3, Block 83A, Wrangell Tidelands Addition, recorded as Plat # 65-87, Wrangell Recording District, Corner No. 5; thence, N 60d 18m 00s E, along the (mean high water line of Etolin Harbor) line common to the aforementioned Lot 3, Block 83A, and portion of Lot 10, Block 83, U.S. Survey 1119, a distance of 171.81 feet, to the North East corner, of this description, common to the Northwest Corner of a

Portion of Lot 9 and the South West corner of Lot 4, Block 83A, Corner No. 6; thence, S 25d 00m 00s E, along the line common to Portion Lot 10 and Portion Lot 9, Block 83, a distance of 26.59 feet, more or less, to Corner No. 1, the **TRUE POINT OF BEGINNING**.

The Grantor hereby conveys:

A 17 foot wide storm drain easement, located along the eastern border of the property 10B abutting Lot 9, from Corner No. 1 to Corner No. 6.

The Grantor has good title to the above-described tract of land, and grants the Grantee quiet and peaceable possession of the easement.

This easement is for the maintenance and continued use of an existing drainage pipe and storm sewer drainage and future replacements as needed. All costs incurred to maintain the existing drainage pipe will be at the Grantee's expense. The Grantee also agrees to pay all costs associated with the preparation and recording of this easement. The Grantor will not interfere with the easement or interfere with access to the easement for maintenance, inspection, or repair.

IT IS ALSO UNDERSTOOD that the Easement herein granted does not convey any right or interest in the above-described property, except as stated herein, nor does it prevent Grantor from the use of said property; provided, however that such use does not interfere with the rights granted to the Grantee as described above. In addition, the Grantee, its successors, assigns, agents, contractors, and employees agree to the following conditions of entry:

1. **DAMAGE TO PROPERTY:** Grantee will exercise care to avoid damaging the property in any manner not consistent with the purpose for which this agreement is issued.
2. **COOPERATION WITH GRANTOR:** Grantee shall, at all times, cooperate with Grantor and comply with reasonable requests not inconsistent with the purpose for which this agreement is issued.
3. **ACCEPTANCE:** All parts of the easement site used by the Grantee shall be left in acceptable condition.
4. **INDEMNITY:** Grantee shall indemnify and hold Grantor harmless from all damages arising out of any claim for injury or loss to any persons or property, directly related to or directly arising from the Grantee's use of the property or Grantee's activities on the property described above.

NOW THEREFORE, in consideration of the City forgoing a claim to the remaining property and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, said Grantor hereby grants to Grantee the above-described drainage easement.

Executed this _____ day of _____, 2016 in Wrangell, Alaska.

GRANTOR: _____ Date: _____
Michael V. Ottesen, Trustee of the Ottesen Family Trust and the Einer Ottesen Credit Shelter
Trust

GRANTEE: _____ Date: _____
Jeff Jabusch, Borough Manager
City & Borough of Wrangell, Alaska

ACKNOWLEDGMENT OF GRANTOR

STATE OF ALASKA

FIRST JUDICIAL DISTRICT

On this _____ day of _____, 2014, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared _____, known to me to be the identical individual(s) who executed the foregoing instrument, and they acknowledged to me that they executed the same as the free and voluntary act of said company, with full authority to do so and with full knowledge of its contents, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

[NOTARY SEAL]

Notary Public in and for the State of Alaska

My Commission Expires: _____

CERTIFICATE OF ACCEPTANCE

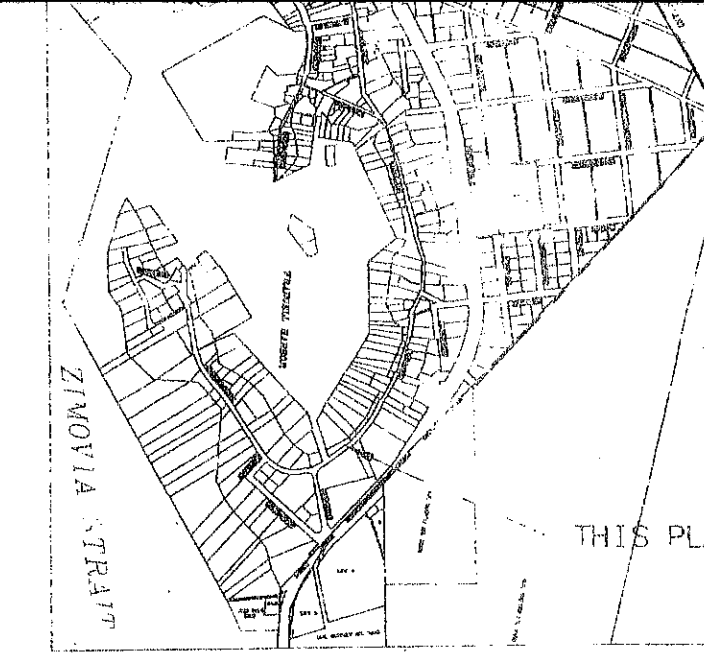
THIS IS TO CERTIFY that the CITY and BOROUGH OF WRANGELL, ALASKA Grantee herein, acting by and through its Manager, hereby accepts for public purposes the real property, or interest therein, described in this instrument and consents to the recordation thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2014.

CITY and BOROUGH OF WRANGELL

By: _____
Jeff Jabusch
Borough Manager

BLOCK 83A WRANGELL TIDELANDS ADDITION



VICINITY MAP
SCALE 1"=100'

LEGEND

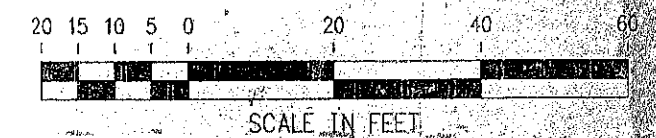
- PRIMARY BRASS CAP (RECOVERED)
- REBAR & ALUMINUM SURVEY CAP (SET)
- REBAR & ALUMINUM SURVEY CAP (RECOVERED)
- POWER OF SERVICE
- POWER POLE
- RECORD BEAR
- MEASURED BEARING AND DISTANCE
- CALCULATED BEARING AND DISTANCE
- ANGLE POINT
- POINT OF INTERSECTION

NOTE

- REFERENCE PLAT # 75-7, WRANGELL RECORDING DISTRICT
- AN EASEMENT DOCUMENT WAS NOT SUPPLIED TO THIS COM FOR THE POWER POLE & GUY ANCHOR LOCATED ON THIS LOT. A DOCUMENT MAY OR MAY NOT EXIST.

CURVE DATA

Δ = 3°47'05"	Δ = 13°47'47"
R = 245.00'	R = 260.00'
L = 16.18'	L = 62.81'
C = 16.18'	C = 62.45'
CHORD BEARING = N50°44'45"E	CHORD BEARING = N45°44'24"E



DESIGNED: N/A DRAWN: WAO/ACAD CHECKED: GREGORY G. SCHEFF DATE OF SURVEY: 3/28/97 DATE OF PLAT: 3/28/97	<p>SURVEYOR'S CERTIFICATE</p> <p>I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN MARCH 1997, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DATA ARE CORRECT.</p>	<p>STATE OF ALASKA</p> <p>49TH</p>	<p>GREG SCHEFF & ASSOCIATES</p> <p>LAND SURVEYORS</p>	<p>PROJECT: PARTIAL BOUNDARY SURVEY</p> <p>LOT 10B, BLOCK 83, WRANGELL TOWNSHIP</p> <p>1100 SURVEY 1100</p>
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Agenda Item 13i

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM June 14, 2016

INFORMATION:

Approval of a Letter of Support for an amendment delaying the signing of a Transition Record of Decision (*requested by Assembly Member Decker*)

Attachments:

1. Proposed Letter to be sent to Senator Murkowski
2. Sample letter from SE Conference

RECOMMENDED ACTION:

Move to approve a letter of support to be sent to Senator Murkowski, delaying the signing of a Transition Record of Decision until a comprehensive inventory and financial analysis of the Tongass is completed.



CITY AND BOROUGH OF WRANGELL
INCORPORATED MAY 30, 2008

Office of the Borough Mayor

P.O. Box 531
Wrangell, AK 99929

907-874-2381
907-874-3952

June 14, 2016

Honorable Senator Lisa Murkowski
709 Hart Senate Office Building
Washington, DC 20510

Re: Support for an amendment delaying the signing of a Transition Record of Decision

Dear Senator Murkowski,

We support your effort to delay the signing of a TLMP Transition Amendment until a comprehensive inventory and financial analysis of the Tongass is completed.

The proposed Transition to young growth as currently planned is detrimental to the timber industry in Southeast Alaska currently, less than 10mmbf of young growth is proposed for harvesting in the next 10 years – not enough for any company to capitalize equipment modifications, new markets and production. Add to that, the lack of old growth timber that is supposed to remain available to the existing industry to maintain operations until the young growth volume allows for a transition is already forcing businesses to close. Lawsuits and delayed sales of old growth and young growth further reduce the ability of the timber industry to sustain itself.

Our existing sawmills cannot manufacture their current high value lumber from small diameter young growth trees and the cost of shipping small-log commodity lumber to the Puget Sound region places our sawmills at a competitive disadvantage to mills that are already producing similar lumber in the Pacific Northwest. The volume of young growth that is currently available and potentially planned based on known inventoried resource is not enough to transition smoothly.

The City and Borough of Wrangell's economic vitality has historically relied in part on the timber industry. In recent years we have seen a huge shift to marine industries and tourism due to the lack of timber available in various working circles to provide for multiple mills. Wrangell supports the timber industry, but wants to see much of the logs harvested in southeast Alaska processed in southeast Alaska. Wrangell tried to incentivize the development of a small mill, but the uncertainty of timber of any kind eliminated that option.

If the USFS signs the ROD now, without a full understanding of how much available young growth is really out there, and how sales can be developed to create a long term sustainable transition, the USFS is setting us up for further industry and economic failures. The Tongass Advisory Committee made a recommendation to transition, if the young growth was actually available and sales could be structured to provide the necessary volume. We as a community do not know if the USFS is committed, has the wood available, and will be able to make the transition as proposed. Until we are certain that the young growth is actually available through the recently started inventory and a transition can actually occur because of availability of timber in a sustainable fashion, we support the delay of signing the ROD.

The political decision to transition to young growth has caused the Forest Service to divert most of its timber sale preparation efforts to young growth projects. Wrangell Island Sale, for example was delayed at least 3 years, the draft EIS just released. It is not a young growth sale and its volume offered is less than half what was originally "thought" could be available by the USFS. Inventory data as well as additional political

influence has reduced the volume available. In addition, the high-cost impact of the 2008 TLMP (Tongass Land Management Plan) constraints causes even the young growth log export sales to be marginally economic.

Rather than attempting to lock-in a premature transition away from mature timber with a TLMP Amendment, a comprehensive inventory and analysis should be completed. Once that is complete, then a review of the financial feasibility of harvesting and manufacturing young growth timber in Southeast Alaska can be discussed utilizing the known volumes, time of availability, and sale structures for financial feasibility.

In the long term, we need to establish a State Forest so our timber supply is not subject to the whims of the federal government.

Sincerely,

David L. Jack
Borough Mayor

cc: Ray Matiashowski, State Lobbyist
Dan Ortiz, Local Representative
Wrangell Borough Assembly

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David L. Jack
Borough Mayor

cc: Ray Matiashowski, State Lobbyist
Dan Ortiz, Local Representative
Wrangell Borough Assembly



612 W. Willoughby Ave., Suite B
P.O. Box 21989, Juneau, AK 99802
Phone (907) 586-4360
www.seconference.org
Email info@seconference.org

SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

June 7, 2016

Honorable Senator Lisa Murkowski
709 Hart Senate Office Building
Washington, DC 20510

Re: Support for an amendment delaying the signing of a Transition Record of Decision

Dear Senator Murkowski,

We support your effort to delay the signing of a TLMP Transition Amendment until a comprehensive inventory and financial analysis of the Tongass is completed.

The proposed Transition to young growth would be very detrimental to the timber industry in Southeast Alaska. Our sawmills cannot manufacture their current high value lumber from small diameter young growth trees and the cost of shipping small-log commodity lumber to the Puget Sound region places our sawmills at a competitive disadvantage to mills that are already producing similar lumber in the Pacific Northwest.

Southeast Conference was incorporated in 1958 to assist in the creation and development of the regional transportation system that eventually became the Alaska Marine Highway System. After that success, that group of leaders stayed together to continue to advocate for issues that are key to the southeast region as a whole. The goal was then and still is, to help develop strong economies, healthy communities, and a quality environment in Southeast Alaska. Through our membership network and our committee process we support local projects that will benefit the region and regional projects that will benefit the local communities.

The current timber supply crisis has resulted in large part because the Forest Service diverted some of its timber sale preparation efforts to young growth projects. In addition, the high-cost impact of the 2008 TLMP (Tongass Land Management Plan) constraints causes even the young growth log export sales to be marginally economic.

Rather than attempting to lock-in a premature transition away from mature timber with a TLMP Amendment, the Forest Service should continue selling mature timber for the sawmills until a comprehensive inventory and analysis is completed. Then a review of the financial feasibility of manufacturing young growth timber in Southeast Alaska can be discussed.

In the long term, we need to establish a State Forest so our timber supply is not subject to the whims of the federal government.

Sincerely,

Shelly Wright



612 W. Willoughby Ave., Suite B
P.O. Box 21989, Juneau, AK 99802
Phone (907) 586-4360
www.seconference.org
Email info@seconference.org

SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

June 7, 2016

Honorable Senator Lisa Murkowski
709 Hart Senate Office Building
Washington, DC 20510

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Sincerely,

Shelly Wright

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
June 14, 2016**

INFORMATION:

ATTORNEY'S FILE – None.

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
June 14, 2016**

Executive Session – None.