

City and Borough of Wrangell

PERSONNEL POLICY

Prepared by:

City and Borough of Wrangell

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ORGANIZATION DESCRIPTION

I. General Purpose

The purpose of these policies is to promote the following:

- a. To recruit and retain the best personnel available for the municipal service;
- b. To furnish sound training, supervision, and administrative direction;
- c. To establish probationary periods for new permanent employees and standards of work performance and conduct for all employees;
- d. To promote opportunities in the municipal service based on merit and fitness;
- e. To provide a mechanism for municipal employees to have their concerns and grievances heard and adjusted;
- f. To create an exempt service not fully covered by these policies.

II. Applicability

These policies shall apply to employees of the municipality except hospital employees and school district employees. There shall also be an exempt group to which the personnel policies shall apply with the exception of those specifically denoted provisions.

The following positions are in the exempt service:

- a) Borough Manager
- b) Borough Clerk
- c) Borough Attorney
- d) Finance Director
- e) Police Chief
- f) Director of Public Works and Capital Projects
- g) Electric Utility Superintendent
- h) Library Director
- i) Harbormaster
- j) Parks and Recreation Director
- k) Fire Chief
- l) Museum Director/Curator
- m) Civic Center Manager
- n) Economic Development/Planning Director
- o) Any other position so designated by the Borough Assembly

Employees in the exempt service shall serve under such terms and conditions as the Assembly may from time to time specifically provide, and when terminated, termination shall be for cause. Exempt personnel may request that the reason for their termination be put in writing, with a copy given to them and put in their personnel file. The employee will have ten days to submit a written statement, if they wish, for inclusion in their personnel file with the reasons for termination.

III. The History of the City and Borough of Wrangell

The City and Borough of Wrangell is a home rule borough with an Assembly – Manager form of government. There is a seven member Borough Assembly, including an elected Mayor. Wrangell has been a home rule city since October 1960. The City incorporated on June 15, 1903 and became a borough in May of 2008.

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INTRODUCTORY STATEMENT

This personnel policy is designed to acquaint employees with the City and Borough of Wrangell and provide employees with information about working conditions, employee benefits, and some of the policies affecting their employment. Employees should read, understand, and comply with all provisions of the personnel policy. It describes many of their responsibilities and outlines the programs developed by the City and Borough of Wrangell for their benefit. One of the objectives of the City and Borough of Wrangell is to provide a work environment that is conducive to both personal and professional growth.

No Personnel Policy can anticipate every circumstance or question about employment policy. As the City and Borough of Wrangell continues to grow, the need may arise, for which City and Borough of Wrangell reserves the right, to revise, supplement, or rescind any policies or portion of the personnel policy from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the personnel policy as they occur. In some cases, individual department policies will be inconsistent with the terms established in this personnel policy. When that occurs, those policies specific to departments that have been approved by the assembly shall supersede the policies laid out here.

Some borough employees belong to the IBEW union. The Personnel Policy applies to all employees. When there is a difference between the Personnel Policy and the Collective Bargaining Agreement for union employees, the Collective Bargaining Agreement will be followed for union employees only.

If any of this policy is found to be in conflict or out of compliance with any state or federal rules, regulations, or laws, those requirements will take precedent over this policy.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Personnel Policy describes important information about the City and Borough of Wrangell, and I understand that I should consult the Finance Department regarding any questions not answered in the personnel policy.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the personnel policy may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Borough Assembly of the City and Borough of Wrangell has the ability to adopt any revisions to the policies in this personnel policy. Revisions will be done by resolution.

Furthermore, I acknowledge that this personnel policy is neither a contract of employment nor a legal document. I have received the personnel policy, and I understand that it is my responsibility to read and comply with the policies contained in this personnel policy and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

SUPERVISOR'S SIGNATURE: _____

DATE: _____

100 General Provisions

The purpose of these policies is to establish a personnel system that will recruit, select, develop and maintain an effective and responsible work force for the City and Borough of Wrangell.

The **governing body** will establish personnel policies and rules, including the classification and pay plan. The governing body will adopt or provide for rules and regulations, resolutions, or ordinances concerning personnel policies and other measures that promote the hiring and retention of capable, diligent, and honest employees, to be administered by the Borough Manager. The governing body will prescribe the office hours, workdays and holidays to be observed by the various offices and departments of the City and Borough of Wrangell. The governing body has approved the City and Borough of Wrangell's personnel policy.

The **Borough Manager** shall be responsible for assisting in the preparation and maintenance of the position classification plan and the pay plan, and shall perform such other duties in connection with a modern personnel program as are required. All matters dealing with personnel shall be routed to the Borough Manager, who shall maintain a complete system of personnel files and records. The Borough Manager may perform any or all of these duties and responsibilities or assign them to staff employees.

In the City and Borough of Wrangell, the Borough Assembly is the governing body.

101 Nature of Employment

This personnel policy is intended to provide employees with a general understanding of borough personnel policies. Employees are encouraged to familiarize themselves with the contents of this personnel policy, for it will answer many common questions concerning employment with the City and Borough of Wrangell. However, this personnel policy cannot anticipate every situation or answer every question about employment.

Policies set forth in this personnel policy are not intended to create a contract, nor should they be construed to constitute contractual obligations of any kind or a contract of employment between the City and Borough of Wrangell and any of its employees.

In order to retain necessary flexibility in the administration of policies and procedures, the City and Borough of Wrangell reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this personnel policy. The only recognized deviations from the stated policies are those authorized and signed by the Borough Manager of the City and Borough of Wrangell.

102 Employee Relations

Recruitment, appointments, and promotions of employees are made on the basis of merit, except for employees appointed to confidential or managerial positions that have been designated by ordinance to be appointed by the Borough Assembly.

Retention of employees with regular status should be based on the adequacy of their performance and separation of regular employees, including exempt employees, will be for cause. Employees who have acquired regular status can be terminated, suspended without pay, or made to suffer other direct adverse

financial consequences only after being given an opportunity to explain or rebut the facts given as the basis of the adverse action.

Employees appointed to exempt or partially exempt positions are to be separated or terminated for cause, and shall receive such benefits as are required by law, as well as those as to which there is an agreement between the employee and the appointing authority. Insofar as the termination of such employees is concerned, these employees have the right to a hearing or any other sort of grievance procedure as may be established by law and/or agreement with the appointing authority.

Written notice of the proposed adverse action shall be given to the employee as provided in these policies and shall contain a description of the facts that are the basis for the adverse action, the date upon which the adverse action will take effect, and the right of the employee at any reasonable time before the adverse action takes effect to explain or rebut the facts given.

The City and Borough of Wrangell believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other area employers for similar work. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment is excellent, communications are clear, and attitudes are positive. The City and Borough of Wrangell believes that it amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City and Borough of Wrangell will be based on merit, qualifications, and abilities. The City and Borough of Wrangell does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, sexual orientation, age, disability, or any other characteristic protected by law.

It is the policy of the City and Borough of Wrangell to not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. So long as it does not pose a direct threat to the concerned individual or to others in the workplace, the City and Borough of Wrangell will reasonably accommodate qualified individuals with disabilities to allow them to perform the essential functions of their jobs.

The City and Borough of Wrangell also recognizes that equal opportunity does not come about through non-discrimination alone. Rather, in order to overcome the systematic historical discrimination and accumulated burdens imposed upon women and minorities, the City and Borough of Wrangell also takes affirmative action to recruit, hire, and promote all job classifications without regard to race, color, creed, marital status, ancestry, sex, religion, or qualified disability, except where such a category is a bona fide occupational qualification or it is impossible to reasonably accommodate a qualified disability in the position being considered; and to base decisions in this regard on employment so as to further the equal employment opportunity.

Similarly, the City and Borough of Wrangell will ensure that all its facilities are available to employees on a non-discriminatory basis, and that all social and recreational programs sponsored for employees be open to participation without regard to race, color, creed, marital status, sexual orientation, ancestry, national origin, sex, religion, or qualified disability.

The successful achievement of true equality of opportunity requires maximum cooperation among employees. In fulfilling its part in this cooperative effort, management will establish and implement affirmative procedures and practices which will achieve the objective of equal opportunity for all.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Borough Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 Code of Ethics and Conduct

The successful operation and reputation of the City and Borough of Wrangell is built upon the principles of fair dealing and ethical conduct of its employees. The City and Borough of Wrangell's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the City and Borough of Wrangell is dependent upon its citizens' trust and the City and Borough of Wrangell is dedicated to preserving that trust. Employees owe a duty to the City and Borough of Wrangell, its customers, and the public to act in a way that will merit continued trust and confidence.

The City and Borough of Wrangell will comply with all applicable local, state, and federal laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an immediate supervisor and, if necessary, with the Borough Manager for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every City and Borough of Wrangell employee. The City and Borough of Wrangell continually monitors its employees, staff, and institutional practices to ensure their compliance with the standards of both ethical conduct and the law. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

105 Employment of Relatives

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

For purposes of this policy, terms and phrases shall have the following meanings:

“Immediate relative” means a person’s spouse and the following individuals, whether in a full, half, or step relationship to the person: parent, child, brother, sister, grandparent, or grandchild; and the following individuals related to the person’s spouse, whether in a full, half, or step relationship to the spouse: parent, child, brother, sister, grandparent, or grandchild. Persons related by adoption are treated the same as persons related by blood.

“Domestic partner” means a person cohabitating with the employee in a committed relationship with the intent to reside together indefinitely where each person is each other’s sole domestic partner and both parties are responsible for the common welfare of the other.

“Dating relationship” means an intimate association primarily characterized by the expectation of affectionate or romantic involvement over a period of time. The term does not include a casual relationship or an association between persons in a business or social context.

This policy applies to all employees without regard to gender or sexual orientation.

Immediate relatives and domestic partners of, as well as persons in a dating relationship with current employees may not occupy a position directly under or supervising that person. The City and Borough of Wrangell also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If after appointment to borough employment two employees become immediate relatives or domestic partners, or if a dating relationship is established between them, and those employees hold positions that are in one of the supervisory or reporting situations described in subsection (B) of this section, the borough manager will take steps to transfer one of the employees to another open position if such position exists and is suitable; if a transfer cannot be accomplished due to the unavailability or unsuitability of an open position, the borough manager may, if the manager deems it appropriate, reassign the supervisory or reporting responsibilities of one of the employees to another employee who is not so related or, if necessary, one of the employees must resign, or the manager may terminate one of the employees.

All decisions on transfer, reassignment, resignation, or termination, shall be made by the manager and will be based on the best interests of the borough. The manager’s decisions shall be final.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

An immediate relative of the borough manager, a domestic partner of the manager, or anyone with whom the manager is in a dating relationship, may not be appointed to a position of employment with the borough without the prior approval of the borough assembly.

A current employee may not, without the approval of the borough assembly, continue their employment with the borough if an immediate relative of the employee, the employee’s domestic partner, or anyone with whom the employee is in a dating relationship, is hired as the borough manager.

106 Employee Medical Examinations

To help ensure that employees are able to perform their duties safely, drug testing (and a medical examination when determined to be necessary) will be required of all new permanent employees. After an offer has been made to an applicant entering a designated job category, a drug test will be required at the City and Borough of Wrangell’s expense by a health professional of the City and Borough of Wrangell’s

choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of these requirements.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

107 Immigration Law Compliance

The City and Borough of Wrangell is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. This documentation will be photocopied and attached to the Employment Verification form I-9. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City and Borough of Wrangell within the past three years, or if their previous I-9 is no longer retained or valid.

The City and Borough of Wrangell participates in the federal E-Verify program for the purposes of federal contracting. New employees hired to work federal contracts and existing employees who directly work on these contracts must meet the requirements and obligations set forth by law.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Finance Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City and Borough of Wrangell wishes the business of its employees to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Borough Manager for more information or with questions about conflicts of interest.

Transactions with all firms must be conducted within a framework established and controlled by the executive level of the City and Borough of Wrangell. Business dealings with all firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City and Borough of Wrangell's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the City and Borough of Wrangell as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City and Borough of Wrangell does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City and Borough of Wrangell.

An employee shall not accept a gift, gratuity, consideration or extraordinary favor from any person doing business, or likely to do business with the municipality and shall immediately report to his or her department director any offer, promise or suggestion that such a gift be made. In the event that an offer is made to a department director, he or she shall report the same to the Assembly. Any person either offering or receiving such a gift, gratuity, consideration or extraordinary favor is subject to criminal penalties prescribed under state statutes. This section does not apply to the giving of ceremonial gifts of nominal value, or gifts received from an employee's family or ordinary circle of friends when not offered for a corrupt purpose.

109 Outside Employment

Employees may hold outside work as long as they meet the performance standards of their job with the City and Borough of Wrangell. All employees will be judged by the same performance standards and will be subject to the City and Borough of Wrangell's scheduling demands, regardless of any existing outside work requirements.

If the City and Borough of Wrangell determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City and Borough of Wrangell as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City and Borough of Wrangell.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City and Borough of Wrangell for materials produced or services rendered while performing their jobs. No employee should be engaged in off-time activity both pertaining to outside employment and otherwise that will create a conflict of interest between the Borough and the outside activity.

110 Protection for Whistleblowers

The City and Borough of Wrangell, per statute as a public employer, provides protection for whistleblowers. The City and Borough of Wrangell may not and will not discharge, threaten, demote, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for any reason pertaining to an employee's good faith report to a public body on a matter of what the employee reasonably believes to be public concern, or an employee's participation in a court action, investigation, hearing, or inquiry held by a public body on a matter of what the employee reasonably believes to be public concern.

111 Disability Accommodation

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City and Borough of Wrangell to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The City and Borough of Wrangell will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Borough. Employees should contact their department director with any questions or requests for accommodation.

The City and Borough of Wrangell will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City and Borough of Wrangell's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

The City and Borough of Wrangell will make all reasonable modifications to its policies and programs to ensure that people with disabilities have the opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City and Borough of Wrangell should contact the finance department as soon as possible but no later than 48 hours before the scheduled event.

The City and Borough of Wrangell will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids or services or reasonable modifications of policy.

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation. Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The finance department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues. The finance director or his or her designee is the City and Borough of Wrangell's ADA Coordinator. The ADA Coordinator is responsible for coordinating the efforts of the Borough to comply with Title II of the Americans with Disabilities Act, and investigating any complaints that the Borough has violated Title II. Complaints that a program, service, or activity of the City and Borough of Wrangell is not accessible to persons with disabilities should be directed to the ADA Coordinator.

Terms used in the policy

As used in this ADA policy, the following terms have the indicated meaning:

Disability means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

Major life activities include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

The ADAAA also includes the term “**major bodily functions**,” the loss of which may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether impairment substantially limits a major life activity **requires an individualized assessment, and** an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADAAA regulations.

Direct threat means a significant risk to the health, safety or well being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such a facility; the effect on expenses and resources; or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the employer, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- The impact of the accommodation on the operation of the facility.

Essential functions of the job refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

Grievance Procedure under the ADA

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City and Borough of Wrangell. Other portions of this Personnel Policy govern employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as the name, address, and phone number of the complainant and the location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant or his or her designee as soon as possible but no later than 60 days after the alleged violation to the ADA Coordinator. Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City and Borough of Wrangell and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his or her designee does not satisfactorily resolve the issue, the complainant or his or her designee may appeal the decision within 15 calendar days after receipt of the response to the Borough Manager or his or her designee. Within 15 calendar days after receipt of the appeal, the Borough Manager or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Borough Manager or his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his or her designee, appeals to the Borough Manager or his or her designee, and responses from these two offices will be retained by the City and Borough of Wrangell for at least three years.

This policy is neither exhaustive nor exclusive. The City and Borough of Wrangell is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

112 Job Posting

The City and Borough of Wrangell provides employees with an opportunity to indicate their interest in open positions and advance within the municipality according to their skills and experience. In general, notices of all job openings are posted, although the City and Borough of Wrangell reserves its discretionary right to not post a particular opening when it is in the best interest of the Borough and approved by the Borough Manager.

Job openings will be posted in the workplace and advertised outside of the City and Borough of Wrangell. Job openings will normally remain open for a minimum of 15 days. Each job posting notice will include the dates of the posting period, job title, department, location, and may include a job summary, essential duties, and qualifications (required skills and abilities) or how to obtain this information. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

Job posting is a way to inform employees and the public of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the municipality.

201 Employment Categories

It is the intent of the City and Borough of Wrangell to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

An employee who is assigned to a position that is defined below is not entitled to work or be paid for any minimum or maximum number of hours in a day, week or other period. The number of hours an employee works in any period is dependent upon the City and Borough of Wrangell's needs and will be determined by management. An employee who believes the work performed or required for a position is inconsistent with the category assigned to the position may request a review of the position's category, but is not entitled to the benefits of a different position category until management formally changes the employee's position category.

Each employee is designated as either NONEXEMPT (overtime eligible) or EXEMPT (overtime ineligible) from federal wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal wage and hour laws. EXEMPT employees are excluded from specific provisions of federal wage and hour laws. An employee's eligibility for non-overtime (EXEMPT) or overtime (NONEXEMPT) classification may be changed by resolution passed by the

Borough Assembly. The classification of an employee as Exempt must meet the applicable requirements and definitions under federal law.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the City and Borough of Wrangell's full-time schedule of at least 30 hours per week. Generally, they are eligible for the City and Borough of Wrangell's benefit package, subject to the terms, conditions, and limitations of each benefit program.

A regular full-time employee is protected under the merit system and may be terminated for cause with the right to a pre-termination hearing and any other procedures as may be determined bylaw.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 15 hours per week. Regular part-time employees are eligible for some benefits sponsored by the City and Borough of Wrangell, subject to the terms, conditions, and limitations of each benefit program.

A regular part-time employee is protected under the merit system and may be terminated for cause with the right to a pre-termination hearing.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 15 hours per week or whose schedule varies depending on need. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the City and Borough of Wrangell's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the City and Borough of Wrangell is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. Employees may be terminated at any time with or without cause, without prior notice and without a right to a hearing on the termination.

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City and Borough of Wrangell uses this period to evaluate employees' capabilities, work habits, and overall performance; the City and Borough of Wrangell may establish longer introductory periods for designated positions.

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Employees who are promoted or transferred within the City and Borough of Wrangell must complete a new introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the City and Borough of Wrangell determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for up to 90 days.

In cases of promotions or transfers within the City and Borough of Wrangell, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the new position's introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the

availability of such positions and the City and Borough of Wrangell's needs. An employee removed from a new position has no right to a hearing or appeal of this decision.

Upon completion of the initial introductory period, employees enter the "regular" employment classification. An employee may be dismissed during the initial introductory period for any reason that, in the sole judgment or belief of management, is sufficient to indicate that the employee may not be completely satisfactory in the position. Management may, but need not, provide its reason for dismissing such an employee. An employee dismissed during the initial introductory period has no right to a hearing or an appeal of the decision to dismiss.

Employment benefit status is not changed during the secondary introductory period that results from a promotion or transfer within the City and Borough of Wrangell.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project or projects. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the City and Borough of Wrangell's other benefit programs, if any, and may be terminated at any time with or without cause, without prior notice and without the right to a hearing on the termination.

202 Access to Personnel Files

The City and Borough of Wrangell maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City and Borough of Wrangell, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City and Borough of Wrangell who have a legitimate reason to review information in a file are allowed to do so. Access to these files by other than the Borough Manager, his or her designee, the employee's immediate supervisor, and the employee's department head must be approved by the Borough Manager, save for the fact that the Finance Director may have access to payroll records. Employees shall be advised as to other persons who may be granted access to these files.

An employee, in the presence of the Borough Manager or his or her designee, shall have the right to see and copy any information placed in his/her personnel file. An employee may submit a rebuttal or clarification statement regarding letters of warning or reprimand which shall remain as part of the employee's permanent record.

203 Employment Reference Checks

To ensure that individuals who join the City and Borough of Wrangell are well qualified and have a strong potential to be productive and successful, it is the policy of the City and Borough of Wrangell to check the employment references of all applicants being considered for hire.

The City and Borough of Wrangell will respond to all reference check inquiries from other employers.

Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No additional employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 Personnel Data Changes

It is the responsibility of each employee to promptly notify the City and Borough of Wrangell of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Finance Department.

205 Employment Applications

The City and Borough of Wrangell relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Effective March 1, 2020 all permanent employees hired on or after March 1, 2020 shall be required to consent to a pre-employment drug test and a criminal background check.

206 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's introductory period. This allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire.

The City and Borough of Wrangell awards step increase pay adjustments in an effort to recognize that the employee has been performing work that consistently meets and occasionally exceeds standards. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

207 Merit Increases

Merit increases may be made at any time to recognize outstanding performance of duty based on written recommendations of the department director and approved by the Borough Manager. Such increases are not afforded to union positions because the rate of pay for those positions is established by contract.

208 Job Descriptions

The City and Borough of Wrangell makes every effort to create and maintain accurate job descriptions for all positions within the municipality. Each description includes the job title, department/site where work is performed, supervisor, salary grade, distinguishing career features, essential duties and responsibilities, knowledge and skills, abilities, physical demands, education and experience, licenses and certificates, and working conditions. Some job descriptions may contain additional requirements and information.

The City and Borough of Wrangell maintains job descriptions to aid in orienting new employees to their jobs, to identify the requirements of each position, to establish hiring criteria, to set standards for employee performance evaluations, and to establish a basis for making reasonable accommodations for individuals with disabilities and to determine if transitional work opportunities exist.

The Borough Manager and hiring department director prepare job descriptions, which are adopted by the Borough Assembly when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Employees should contact their department director if they have any questions or concerns about their job description.

209 Salary Administration

The salary administration program at the City and Borough of Wrangell was created to achieve consistent pay practices, compliance with applicable labor laws, mirror the Borough's commitment to Equal Employment Opportunity, and offer competitive salaries within the labor market. Although every effort will be made to offer borough employees competitive wages, local economic conditions are also a factor in setting wages. Because recruiting and retaining talented employees is critical to success, the City and Borough of Wrangell is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in the local labor market.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The City and Borough of Wrangell periodically reviews its salary administration program with the assistance of a wage administration consultant and restructures it as necessary. Step increase pay adjustments may be awarded in conjunction with the performance evaluation process. Generally employees become more valuable to an organization the longer they are there and step increases are a way to reward employees for their length of service. Step increases are also meant to be a way of adjusting employees' salaries to reflect rising costs of living.

Following are miscellaneous items related to salary administration:

Step increases function such that each year, upon the employee's anniversary of date of hire under the

current position, all employees shall receive a one step increase subject to a satisfactory performance evaluation, until the final step on the salary schedule, providing such step is funded in that fiscal year's budget. When an employee is promoted or transferred to a higher grade, the employee will be placed in the first step of the new grade that provides a wage increase of at least three percent (3%). In the event the employee returns to his/her original job within an allowed time, he/she will return to his or her original pay status prior to moving and at the same status as if the move did not occur. If a permanent transfer to a lower grade level is required, the employee will move to the step that approximates the employee's current wage or to step 15 if the entire grade is less than the current wage of the employee. When it is necessary to pay a salaried employee an hourly rate, the rate shall be determined by taking the monthly salary X (multiplied by) 12 divided by 2080.

The department director shall be responsible for assignment of positions when changes and responsibilities justify such action, all subject to the approval of the Borough Manager. Employees' requests for changes in position classification shall be forwarded to their respective department directors. The entry wage rate for new hires in the job classification shall generally be Step 1, though above grade appointments may be made in exception to this. The department director may recommend to the Borough Manager that an initial appointment be made at a higher step than the normal starting step in recognition of recruiting difficulties. Employees may be hired at a higher step upon a finding by the Borough Manager that the employee possesses exceptional qualifications and experience. Furthermore, with the employee's consent, an employee may be assigned to duties of a higher classification for purposes of training or a demonstration of skill for a period of up to six months without change of classification for pay purposes. This should not be construed, however, to prevent a department director from assigning an employee to duties of a higher classification for temporary periods to cover for an employee on vacation, sick leave, etc.

All regular employees who are assigned to perform the work of a higher rated classification shall be paid for time worked, at the higher rate classification. Assignment of an employee to a higher rated classification or that provides for a wage increase of at least three percent (3%) without an increase in pay shall be limited to bona fide training situations. In order to meet the needs of service when a leadman, foreman or department head is absent, an employee if qualified will be designated by the applicable department head or foreman to perform the duties of the person absent. The employee will be paid for all hours worked at a rate equal to the average of the normally paid position and the higher position. This means the average of the actual amounts paid these two employees. In the event an employee is directed by his or her department head to fill a position lower than his or her normally paid position, he or she will be paid their current rate of pay for all time worked in the lower position.

Any regular employee working within the defined hours of swing shift will receive an additional twenty-five cents (\$0.25) per hour for all hours worked. Any employee working within the defined hours of graveyard shift will receive an additional fifty-cents (\$0.50) per hour for all hours worked. This shift differential pay shall be added to the employee's base hourly rate of pay before the computation of any applicable overtime rate. The normal work time for shift employees shall be when 75% of their time is scheduled between 7:00 a.m. to 5:00 p.m. for day shift; 3:00 p.m. to 1:00 a.m. for swing shift, and 11:00 p.m. to 9:00 a.m. for third or graveyard shift, unless mutually agreed otherwise.

If an employee is put on an On Call basis, the employee is to remain at home and ready to work at a moment's notice. This section will generally be used for the Police Department, but could in certain cases be used in other departments. In the event an employee is asked to be On Call, the employee will be paid the minimum wage as set forth by the State of Alaska for each hour the employee is On Call. If an employee is being paid on call pay and is called to work, they would be paid for any hours worked at their regular pay or overtime if applicable. They would not receive any minimum hours for the call out.

Occasionally, employees will be put on stand-by. Employees shall receive \$6.00 per hour while on stand-

by. Stand-by time is a period of time in addition to the normal work time during which an employee is not working but is required to restrict activities and be available for return to work. An employee is not considered to be on stand-by status unless he/she has previously been, at least twenty four (24) hours in advance, informed by their supervisor or department director of the assignment. Each stand-by assignment shall be for no less than eight hours.

- A. An employee shall not receive stand-by pay for hours actually worked or for hours reimbursed by a call-back minimum.
- B. Stand-by duty requires the employee so assigned to:
 1. Be available for the Employer to contact at all hours by a communication device(s) designated and provided by the employer;
 2. Respond immediately to calls for his/her service, and
 3. Refrain from activities that might impair his/her ability to perform his/her assigned duties should he/she be called out.

Annual budget planning shall give consideration to possible revisions and amendment of the pay plan, and employees should bring their pay-related questions or concerns to the attention of their immediate supervisors. The Finance Department is also available to answer specific questions about the salary administration program.

301 Employee Benefits

Eligible employees at the City and Borough of Wrangell are provided a wide range of benefits. A number of the programs (such as Medicare, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Employees can ask their supervisor to identify the programs for which they are eligible. Details of many of these programs can be found elsewhere in the Personnel Policy.

The following benefit programs are available to eligible employees:

- * AFLAC (Employer Sponsored, employee cost)
- * Auto, Employer-Owned Car
- * Auto Mileage (prior approval)
- * Deferred Compensation (Employer Sponsored, employee cost)
- * Dental Insurance
- * Direct Deposit of Mid-Month Draw and Monthly Paycheck
- * Drug or Alcohol Rehabilitation Program
- * Employee Health Program
- * Family Leave
- * Holidays
- * Health Savings Account
- * Jury Duty Leave
- * Life Insurance
- * Medicare
- * Medical Insurance

- * Medical Leave
- * Medical Spending Plan, deductible reimbursement
- * Membership Dues
- * Pay Advances
- * Pension Plans
- * Pharmacy
- * Recreational Activities
- * Sick Leave Benefits
- * Social Security (FICA) for non-PERS employees
- * State of Alaska Supplemental Benefit System (SBS) - PERS employees only
- * Travel Allowances
- * Unemployment Insurance
- * Uniform and Uniform Maintenance
- * Vacation Benefits
- * Voting Time Off
- * Witness Duty Leave

Some benefit programs require contributions from employees, but most are fully paid by the City and Borough of Wrangell. The benefit package for employees represents an additional cost to the City and Borough of Wrangell on behalf of each employee. Each employee should ask about benefits or programs they are interested in to be sure their benefit options are maximized.

302 Vacation Benefits

After completing the 180-day introductory period, all regular employees shall be eligible to receive paid vacation benefits accrued according to the following schedule:

- * Upon eligibility for vacation time the employee is entitled to 10 vacation days for the first year, accrued at the rate of 6.67 hours per month.
- * After 1 year of eligible service the employee is entitled to 15 vacation days each year, accrued at the rate of 10.00 hours per month.
- * After 4 years of eligible service the employee is entitled to 20 vacation days each year, accrued at the rate of 13.33 hours per month.
- * After 9 years of eligible service the employee is entitled to 25 vacation days each year, accrued at the rate of 16.67 hours per month.
- * After 14 years of eligible service the employee is entitled to 30 vacation days each year, accrued at the rate of 20.00 hours per month.

Regular Part-Time employees working less than 40 hours per week will have their vacation hours earned each month pro-rated based on weekly hours worked divided by 40.

Because employees accrue these hours each calendar month, partial months earned when hired and during termination are not pro-rated. If an employee works 50% or more of the workdays in a month then they will be credited for the entire month. If the employee works less than 50% workdays in the month, no

vacation time will be given.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

During the introductory period vacation time shall accrue, but may not be taken prior to six months of continuous satisfactory service without approval of the Borough Manager.

Paid vacation time can be used in minimum increments of one-half hour. To use vacation time, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Employees accruing vacation time at the rate of one or one and one-half days per month must take at least five days off each year and employees accruing at the rate of two days per month must take at least ten days off each year. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year.

An employee may accumulate up to a maximum of not more than five hundred twenty hours, at which point further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again. If an employee is denied vacation time, which ultimately places the employee over the maximum accumulated hours, the employee shall be allowed to sell back as many hours as necessary to keep him or her under the maximum hour levels. For the purpose of this section, all vacation time must be requested 60 days in advance. In the event more than one employee requests the same vacation period, and it is determined by the employer that too many employees would be gone in a given department, the employee (s) with the most department seniority shall be given preference. Upon termination of employment, employees shall be paid up to a maximum of 320 hours of vacation time earned, but not used; except upon retirement, employees shall be paid 100% for all vacation time earned, but not used.

303 Leave without Pay

Less than ten (10) days. Employees who have used their accrued vacation may be granted leave-without-pay, not to exceed a total of ten (10) working days in any year, for any compelling reason subject to approval from the department director and the Borough Manager. Leave-without-pay should be requested as far in advance as possible, stating the reason for the leave and the amount of time requested. A written reply granting or denying the request shall be given by the department director or Borough Manager within thirty (30) days, except in case of an emergency.

More than ten (10) days. Permanent employees who have used their accrued vacation may be allowed to be absent from duty without pay, in excess of ten (10) days, on the basis of application for leave-without-pay approved by the department director, subject to the approval of the Borough Manager, under the following conditions.

1. Borough's Interest Not Unduly Affected. Such leave shall be taken only when it will not result in undue prejudice to the interested of the Borough beyond any benefits to be realized.
2. For Travel or Study. An application for leave-without-pay for travel or study calculated to equip an employee for more effective service to the Borough. The department director would consider the eventual compensating benefits of such leave to the Borough in keeping the position open, or filling it temporarily until the return of the employee.
3. Leaves of absence without pay may be granted for period of up to one hundred eighty (180) calendar days without loss of accrued benefits and seniority, provided that the employee must use accrued vacation/sick leaves before being placed on leave without pay (LWOP) status. In special cases, leaves of absence may be extended by mutual written agreement.
4. Leave-without-pay should be requested as far in advance as possible, stating the reason for the leave and the amount of time requested. A written reply granting or denying the request shall be given by the department director or Borough Manager within thirty (30) days, except in case of an emergency.

304 Holidays

The City and Borough of Wrangell will grant holiday time off to all employees on the holidays listed below:

- * Seward's Day (last Monday in March)
- * New Year's Day (January 1)
- * Martin Luther King Jr. Day (third Monday in January)
- * Presidents' Day (third Monday in February)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Veterans' Day (November 11)
- * Thanksgiving Holiday (fourth Thursday and following Friday in November)
- * Christmas (December 25)
- * Floater (1 day per calendar year at the employee's discretion and supervisor approval)

The City and Borough of Wrangell will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times eight hours. An eligible employee who regularly works less than an eight-hour day will be paid based on a pro-rated basis. Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at double their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

305 Workers' Compensation Insurance

The City and Borough of Wrangell provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately to both the employee's supervisor and that the employee fill out a worker's compensation form at City Hall. This will enable an eligible employee to qualify for coverage as quickly as possible.

The City and Borough of Wrangell must report all accidents resulting in serious injury or death to the Alaska Workers' Compensation Board within 10 days of the event. This notice must be in writing, and contain the name and address of the employee, a statement of the time, place, and nature of the accident, authority to release medical records of the injury or death, and be signed by an employee, a person designated by the employee, or the claimant of benefits in the result of a death.

In the event of a fatality or in-patient hospitalization, the city is required to notify either AKOSH or OSHA within eight hours per AS18.60.058. It is the responsibility of the department head to notify the borough manager so that this event can be reported in a timely manner. The AKOSH number is 1-800-770-4940 and the 24-hour OSHA hotline is 1-800-321-6742.

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

If an employee misses work under a worker's compensation claim, the employee can use any sick leave accrued for the first three days. After the first three days, worker's compensation will pay the employee and the Borough will not make any payments to the employee until they return to work. Benefits will continue to accrue during the time an employee is on worker's compensation.

Volunteer and auxiliary policemen and firemen who receive injuries while performing for the Borough are insured through workers' compensation based on the starting salary for a paid patrolman and firefighter.

In case of occupational injury, the employee's position or a comparable position shall be held until it has

been definitely established in writing that the employee will be unable to return to that position.

306 Sick Leave Benefits

The City and Borough of Wrangell provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 96 hours per year (8 hours for every full month of service). If an employee works 50% or more of the workdays in a month, they will receive one day of sick leave. If an employee works less than 50% of the workdays in a month, they will not receive any sick leave for that month. This only applies to employees beginning and ending employment with the Borough in that month. Employees will continue to accrue sick leave as long as they are classified as a current employee. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. Paid sick leave benefits will be paid at the employee's current rate of pay at the time the benefit is used.

Paid sick leave can be used in minimum increments of one-half hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee. This includes medical, dental, or vision appointments.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. An employee may also be asked to provide a physician's statement if habitual sick time is being claimed.

Before returning to work from a sick leave absence of 3 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work. At the expiration of any period of sick leave, an additional period of up to ninety (90) days without pay shall be granted at the written request of the employee and the need for such sick leave must be proven by a doctor's certificate.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation.

Sick leave compensation for regular employees shall accrue up to a maximum of sixty (60) days. In case of emergency or hardship suffered by any employee, fellow employees shall be allowed to transfer up to ten (10) days of accrued sick leave to any afflicted employee of the Borough providing that the afflicted employee has used all of their sick and vacation leave.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they

are employed or upon termination of employment.

Conversion of sick leave. For accumulated sick leave above 480 hours as of July 1st of each year, the employee shall have the following options:

1. The employee can have all sick leave hours in excess of 480 converted to vacation hours, or
2. The employee can have 50% of the hours added to vacation time and the remaining 50% paid to them at their current rate of pay. If the employee elects to have 50% paid, the payment amount will be included with their July monthly check. This payment cannot exceed 200 hours.

307 Time Off to Vote

The City and Borough of Wrangell encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the City and Borough of Wrangell will grant up to one half hour of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the day of an election. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees may be required to submit a voter's receipt on the first working day following the election to qualify for paid time off.

308 Bereavement Leave

Bereavement leave will be provided to eligible employees in the following classification(s):

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

In the event of death of an employee's parent, child, sibling or spouse, the first 5 days of such leave will be paid by the Borough without any effect on the employee's sick leave account or vacation account. Employees granted bereavement leave may use available sick or vacation leave for any additional time after the first 5 days.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The City and Borough of Wrangell defines "immediate family" as the employee's spouse, parent, child, sibling; and the employee's spouse's parent.

309 Jury Duty

The City and Borough of Wrangell encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification shall turn over to the City and Borough of Wrangell for deposit all monies received from the court as compensation for service, and in turn shall be paid their current salary while on court leave. Each employee is granted up to 10 days per calendar year for paid jury duty.

Jury duty pay will be calculated at the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use vacation pay or may request an unpaid jury duty leave of absence. In the case of an unpaid leave of absence, employees may keep monies received from court during that time.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the City and Borough of Wrangell or the employee may request an excuse from jury duty if, in the City and Borough of Wrangell's judgment, the employee's absence would create serious operational difficulties.

The City and Borough of Wrangell will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

310 Witness & Court Leave

The City and Borough of Wrangell encourages employees to appear in court for witness duty when subpoenaed to do so, and to appear in court on their own behalf when necessary.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the City and Borough of Wrangell, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 40 hours of paid time off to appear in court as a witness at the request of a party other than the City and Borough of Wrangell, or to appear in court on their own behalf. Employees will be paid at their base rate and are free to use vacation leave to receive compensation for any period of court absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

311 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City and Borough of Wrangell's health plan for a limited time when a "qualifying event" would normally result in the loss of eligibility. A second qualifying event can extend this time period. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City and Borough of Wrangell's group rates plus an administration fee. The City and Borough of Wrangell provides each eligible employee with a written notice in the Summary Plan Description describing rights granted under COBRA when the employee becomes eligible for coverage under the City and Borough of Wrangell's health insurance plan. The notice contains important information about the employee's rights and obligations.

312 Health Insurance Benefits

The City and Borough of Wrangell's health insurance plan provides employees and their dependents access to medical, dental, hearing, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

Effective August 1, 2016, the Borough will make available to all eligible employees a health insurance plan, subject to terms and conditions of the agreement between the City and Borough of Wrangell and the insurance carrier. The City and Borough of Wrangell shall pay 85% of the cost of the insurance premiums for the Employee and any enrolled spouse or dependents. The employee will pay the remaining 15% of the cost of coverage for the employee and enrolled spouse and/or dependents in the form of a payroll deduction at the end of the pay period and month of coverage.

Effective August 1, 2016, for any employee who participates in a qualified wellness program sponsored and/or approved by the insurance carrier, the City and Borough of Wrangell will increase its share of the cost of insurance premiums from 85% of premiums to 90%. This share of premium costs:

- Will apply to all monthly premiums for the entire fiscal year in which participation in the wellness program occurred. Participation in the wellness program will be required in future years to take advantage of this provision in future years.
- Will apply to the employee's premiums as well as any dependent premiums, if enrolled.
- Will be administered by way of a fiscal year end payroll adjustment in the final quarter of the fiscal year, after participation in the wellness program is known.
- Is not applicable to employees or former employees enrolled in the health insurance plan under COBRA provisions.

The City and Borough of Wrangell will enroll all employees enrolled in the health insurance plan in an accompanying Health Reimbursement Arrangement (HRA), subject to plan terms and conditions. As of July 1, 2016, this plan will provide for reimbursement of employees' deductible expenses in excess of \$1,000 for an employee and dependent(s), as applicable. The maximum deductible reimbursement benefit will be \$2,000 for an employee, \$4,000 for an employee plus one dependent, and \$6,000 for an employee plus two or more dependents. This benefit is not applicable to employees or former employees enrolled in the health insurance plan under COBRA provisions.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD) or similar documentation provided by the insurance carrier. The SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Finance Department for more information about health insurance benefits.

Effective March 1, 2020, all permanent (regular) permanent part-time employees working less than 40 hours hired on or after March 1, 2020 are eligible for health insurance benefits for employee coverage only. The City & Borough of Wrangell shall pay 70% of the cost of the insurance premiums for the employee only. The employee will pay the remaining 30% of the cost of coverage for the employee in the form of a payroll deduction at the end of the pay period and month of coverage.

313 Life Insurance

Life insurance offers employees and their families important financial protection. The City and Borough of Wrangell provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased at the employee's cost. The City and Borough of Wrangell shall pay one hundred percent of the cost of the employee's group life insurance premium on specified limits of coverage of thirty thousand dollars for all employees. Additional limits of life insurance for the employee or dependents (s) may be available as an option and one hundred percent of the cost of the additional limits of life insurance shall be paid by the employee.

Accidental Death and Dismemberment (AD and D) insurance provides protection in cases of serious injury or death resulting from an accident. AD and D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the City and Borough of Wrangell and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Finance Department for more information about life insurance benefits.

314 Retirement

The City and Borough of Wrangell is a participant in the State of Alaska Public Employees Retirement System (PERS). Coverage is mandatory for all full-time permanent employees and introductory

employees in a full-time position as well as permanent part-time employees unless specifically exempt under the participation agreement with PERS. PERS requires both a contribution from the employee and employer. Information about retirement benefits and other details regarding the retirement system may be obtained from the office of the Finance Director.

Effective January 1, 2009 the City and Borough of Wrangell is a participant in the State of Alaska Supplemental Benefit System - (SBS-AP). Coverage is mandatory for all full-time permanent employees and introductory employees in a full-time position as well as permanent part-time employees unless specifically exempt under the participation agreement with PERS. This benefit replaces Social Security withholding. The SBS requires both a contribution from the employee and employer. Information about retirement benefits and other details regarding the retirement system may be obtained from the office of the Finance Director.

The City and Borough of Wrangell also has available a deferred compensation program in which employees may contribute into an additional retirement program. If an employee is interested in this additional program, please contact the Finance Department.

315 Educational Benefits

Where an employee attends a school, training session or other similar program of mutual benefit to the employee and the City and Borough of Wrangell, the employee shall agree to:

1. Remain in municipal service one month for every day (including Saturday and Sunday) that he or she is attending the school and for which the municipality is paying his or her salary, travel costs, and per diem.
2. Remain in municipal service two weeks for every day (including Saturday and Sunday) that he or she is attending the school and for which the municipality is paying either his or her salary, or travel costs and per diem.
3. There shall be a two year maximum to the length of time that the employee must remain in service.
4. Should the employee leave the service of the municipality prior to the completion of computed service time, he or she shall reimburse the Borough for costs incurred in proportion to length of time remaining to be served.
5. If the employee is involuntarily separated from the service of the municipality before completion of computed service time, the remaining time to be served will be canceled.

316 Parental Leave for School Visits

The City and Borough of Wrangell recognizes the value of parental involvement in children's education. For this reason, the City and Borough of Wrangell provides employees who are parents, guardians, or custodians of children in licensed day care facilities or kindergarten through grade 12 unpaid time off for the purpose of school visits. Parental leave for school visits allows employees to participate in activities sponsored, approved, or supervised by the school or daycare such as parent/teacher conferences or field trips.

Employees may request 16 hours of unpaid parental leave for school visits within any calendar year. If an employee would like this time paid for, they may use vacation time.

401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal laws require the City and Borough of Wrangell to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. It is essential to also record all time not worked correctly. A partial list of examples would be sick leave, vacation leave, leave without pay, worker's compensation, family leave, and jury duty.

Employees should be ready to begin work at the start of a shift and should not end a shift until the time the shift is scheduled to end. Time shall not be recorded in increments of less than 15 minutes. Overtime work must always be approved before it is performed.

Altering, falsifying or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. A department director or supervisor may submit a timesheet on behalf of an absent employee; any necessary changes will be made on the employee's return with the finance department and approved by the supervisor.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

It may occasionally be necessary to submit timesheets prior to the time period having ended. When this happens, employees will put down the shifts they are scheduled to work and then submit any corrections based on the actual hours immediately after the pay period has ended.

Changes on time sheets that involve an employee's rate of pay or hours worked shall be brought to the attention of the employee involved. Copies of an employee's time sheet shall be made available for inspection if requested by the employee.

402 Paydays

All employees are paid monthly on the fifth day of the month. If the fifth day of the month falls on a weekend or holiday, employees will be paid on the first working day prior. For the months of June and December employees will be paid on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Eligible employees may choose to participate in a mid-month draw program, in which a check will be issued on the twentieth of the month. Employees who choose to participate in the draw program will be limited to no more than 50% of their normal monthly net pay.

Employees should review their paycheck to be sure all wages and deductions are correct. If an employee has any questions concerning their paycheck, they should contact the Finance Department.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

Eligible employees may have paychecks directly deposited into their bank accounts if they provide advance

written authorization to the City and Borough of Wrangell. Employees will receive an itemized statement of wages and deductions when the City and Borough of Wrangell makes direct deposits.

403 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. 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 appropriate official may be considered a voluntary resignation, at the discretion of the employer.
- **Discharge:** Involuntary employment termination initiated by the organization
- **Layoff:** Involuntary employment termination initiated by the organization for non-disciplinary reasons
- **Retirement:** Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employees shall be paid in full on the final day of work unless other arrangements have been agreed to by the employee and finance department.

The City and Borough of Wrangell may schedule exit interviews 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 the City and Borough of Wrangell, or return of the City and Borough of Wrangell-owned property. Suggestions, complaints, and questions can also be voiced.

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

When it is necessary to reduce the number of employees because of any lawful reason including lack of work or funds, the department director concerned, in conjunction with the Borough Manager, will thoroughly investigate the problem and develop a plan for necessary lay-offs and curtailment of activities. Consideration shall be given to the length of service of employees affected and the possibility of demoting employees in higher grades to lower grades; however the ultimate decision shall be based on the Layoff Plan of the relevant department. The decision shall be made in the discretion of the department director with approval of the Borough Manager. If it becomes necessary to lay off any regular employee, the City and Borough shall give the affected employee notice in writing two weeks in advance, or in lieu of such notice two weeks pay at the employee's regular rate of pay at the time of such layoff.

Permanent, non-introductory employees separated through no fault of their own shall be given preference (all qualifications being equal) when new appointments are made to their former grades within two (2) years of their date of separation. Rehired employees shall be placed and perform work, without preferential treatment, as directed by department directors.

404 Pay Advances

In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or manager, indicating the nature of the emergency involved. The supervisor or manager will evaluate the request and determine whether a pay advance can be granted. Pay advances will be limited to time worked based on net pay through the day the pay advance is being paid. Pay advances are limited to three requests per calendar year.

In the event an employee will be out of town on some approved paid leave, an employee may receive their check prior to leaving. This will not be considered one of the three advances per year.

405 Administrative Pay Corrections

The City and Borough of Wrangell takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Department so that corrections can be made as quickly as possible.

406 Pay Deductions

The law requires that the City and Borough of Wrangell make certain deductions from every employee's compensation. This may include court ordered deductions.

The City and Borough of Wrangell offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If an employee has questions concerning why deductions were made from their paycheck or how they were calculated, their supervisor can assist in having those questions answered.

501 Safety

To assist in providing a safe and healthy work environment the City and Borough of Wrangell provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury or property damage, regardless of how insignificant the injury or damage may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

502 Work Schedules

The normal work schedule for all employees is 8 hours a day, 5 days a week. The workweek begins on Sunday and ends on Saturday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Anytime an employee's work day schedule, including days off, is changed with less than one week's notice, the employee shall be compensated at the overtime rate for the days which would have been considered the days off. The foregoing shall not apply to scheduled shift changes such as change from day shift to swing shift. All shift employees shall have at least eight (8) hours of relief between shifts. Any employee not having an eight (8) hour break between shifts shall be paid the overtime rate for those hours falling during the eight (8) hour relief period.

The workweek for shift employees shall have two days off during each workweek. An employee may exchange a scheduled day off for another day if the employee's supervisor and any other affected employee agree. Work schedules for shift employees shall be posted by the 25th of the month covering the succeeding month.

In the event of an emergency occurring outside the normal working hours, an employee shall be required to respond to a request by a supervisor of the Borough for assistance. An employee who fails to respond, or refused to respond to a request for assistance on an emergency is subject to disciplinary action or dismissal.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

503 Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted except when using personal calling cards. Employees should practice discretion when making local personal calls and may be required to reimburse the City and Borough of Wrangell for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

The use of the City and Borough of Wrangell-paid postage for personal correspondence is not permitted.

504 Smoking

In keeping with the City and Borough of Wrangell's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace, including borough vehicles.

This policy applies equally to all employees, customers, and visitors.

505 Rest and Meal Periods

Each workday, employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All employees are provided with one meal period of 30 or 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Shift employees of the police/corrections department will not have scheduled meal periods but are allowed a 30 minute meal period as time permits during their shift on site. The harbor department may allow a working meal period that is part of their 8 hour shift if approved by the department director.

506 Overtime

There may be times when the City and Borough of Wrangell cannot meet its operating requirements or other needs during regular working hours. If this happens, the City and Borough may give employees the opportunity to work overtime.

It is City and Borough policy that no overtime can be worked without the approval and authorization of the supervisor. The City and Borough tries to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Nonexempt employees will receive overtime pay in accordance with federal wage and hour laws and additional provisions provided by the City and Borough of Wrangell. Overtime pay is based on hours for holiday pay and actual hours worked. Time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

For employees assigned to work 8-hour shifts per week, all time worked in excess of 8 hours per day or in excess of 40 straight time hours during any one week shall be considered overtime. For purposes of overtime, the work week begins at 12:01 AM on Sunday and ends on 12:00 midnight on the following Saturday. Overtime pay shall be at the rate of one and one-half times the employee's regular rate of pay.

For employees assigned to work four 10-hour shifts per week, all time worked in excess of 10 hours per day or in excess of 40 hours straight time during any one week shall be considered overtime.

Any swing or graveyard pay differential will be added to the employee's base pay after the computation of any applicable overtime rate.

Holidays worked shall be paid at the double-time rate, plus the holiday pay at straight time.

In the event an employee is asked to work during his or her vacation, the employee shall receive the double time rate of pay for all hours worked in addition to his or her vacation pay. The employee may have the option to not receive vacation pay and have those vacation hours credited back to his or her accrued vacation time.

In the event an employee is called back to work outside of his or her normal work schedule, he or she will receive a minimum of two (2) hours pay at the double time rate. For all hours worked during the call out, in excess of the first two (2) hours, he or she shall receive overtime at the rate of time and one half (1 ½). The call out time begins when the call is placed to the employee and ends once the employee returns to shop headquarters. If an employee who was called back to work and has completed his or her assignment and left work, is again called back to work, he or she will not receive another minimum if the time of return is within the previous two (2) hour minimum.

In the event of an emergency occurring outside the normal working hours, an employee shall be required to respond to a request by a supervisor of the Borough for assistance. An employee who fails to respond, or refuses to respond to a request for assistance on an emergency is subject to disciplinary action or dismissal. If an employee refuses to respond by reason of illness or some other legitimate reason, it will be necessary to provide the supervisor with a doctor's or nurse's certificate to that effect or other proof.

When an employee is required to work two (2) or more hours after their normal quitting time without notice prior to an employee's regular quitting time of the preceding day, the employee shall be furnished a meal and time necessary to eat, not to exceed one-half (1/2) hour, and at intervals of not more than four (4) hours thereafter while continuing to work. Meal times shall be on the employer's time. Crews called out for emergency work before their normal starting time and required to work through their normal starting time or beyond shall be furnished breakfast at the employer's expense, and allowed what shall not exceed one-half (1/2) hour to eat.

The provision granting employees a minimum of two hours overtime when called back to work does not apply to scheduled overtime, scheduled meetings, or overtime worked as a continuance of the normal workday. Overtime or a meeting is considered "scheduled" if the employee has been notified of such no later than the end of the normal workday in which the overtime or meeting is scheduled. As an example, an employee would only be entitled to one-half hour overtime if the completion of a task required an employee to work an additional one-half hour immediately following the end of the normal workday.

507 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using borough property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Use of borough vehicles is for work related activities. Employees are not permitted to transport non-borough staff without permission except in emergencies. This provision does not apply to people in borough vehicles that have some relationship with the borough. Pets are not permitted in borough unless authorized by the Borough Manager.

Employees must travel shop to shop on the employer's time and in Borough vehicles and shall report at shop headquarters where they are regularly employed. Employees will not use personal vehicles in the course of their work unless specifically authorized in writing, in which case the maximum Internal Revenue Service (IRS) allowable reimbursement mile will be paid.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

An employee whose work requires driving motor vehicles must possess a valid driver's license by the State of Alaska, with an acceptable driving record. An acceptable driving record means that the employee has not had their license suspended, revoked, canceled, or violated state, local, or federal law relating to a serious traffic accident, or whatever other qualities are deemed appropriate by the immediate supervisor. The Borough shall reimburse employees for the cost of job-required renewal of commercial driving endorsements, including any required physical examinations. Any employee who does not hold a valid driver's license will not be allowed to operate a borough vehicle until such time as a valid license is obtained. Employees must immediately report any suspension, revocation, or restriction of driving privileges to their supervisor. Failure to do so may result in disciplinary action against the employee.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Any traffic tickets will be paid by the employee and reported to the immediate supervisor.

508 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt borough operations. In extreme cases, these circumstances may require the closing of a work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

509 Business Travel Expenses

The City and Borough of Wrangell will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Both the department director and the Borough Manager must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. Employees should provide a description of the trip, including where they are going, why it is necessary, and an estimate of the costs.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City and Borough of Wrangell.

Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- * Airfare or ferry fare for travel in coach or economy class or the lowest available fare.
- * Car rental fees.
- * Fares for shuttle or airport bus services, where available; costs of public transportation for other ground travel.
- * Taxi fares, only when there is no less expensive alternative.
- * Mileage costs as approved by the IRS for use of personal cars with prior approval.

In addition to the travel expenses listed above, a per diem allowance of up to \$50.00 per day will be provided

based on the following breakdown:

If employee leaves Wrangell:

12:01 AM to 6:00 AM- \$50.00

6:01 AM to 12:00 Noon- \$37.50

12:00 Noon to 6:00 PM- \$25.00

6:00 PM to midnight- \$12.50

Returning to Wrangell:

12:01 AM to 6:00 AM- \$12.50

6:01 AM to 12:00 Noon- \$25.00

12:00 Noon to 6:00 PM- \$37.50

6:00 PM to midnight- \$50.00

The per diem allowance shall be reduced by one fourth (1/4th) the daily rate for each meal (lunch and dinner only) that is provided free to the employee while on borough travel.

When assigned to a school or training facility by the City, employees will not suffer a loss in wages. When travel is authorized by the Employer for training on an employee's regularly scheduled day off, the employee shall receive compensation at the employee's straight time hourly rate for actual travel time not to exceed eight (8) hours of compensation per travel day. This straight time is not part of the 40 hours per week used in calculating overtime.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Employees who use for personal reasons vehicles owned, leased, or rented by the City and Borough of Wrangell do so under the condition that their insurance shall be liable for any damage that may occur when the vehicle is engaged in personal use.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within 45 days. Reports should be accompanied by receipts for all individual expenses with the exception of meals, which do not need receipts. Reports should contain a brief summary of travel activities such as training certificates, conference highlights or meeting accomplishments.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

510 Visitors in the Workplace

To provide for the safety and security of employees and the facilities of the City and Borough of Wrangell, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain

safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees from time to time may have to be contacted at their work location by a visitor. When this does occur, the visitor should be escorted to an area that is safe and does not interfere with the work of other employees. These visits should be brief and should be discouraged. Disciplinary action may occur if this section is abused.

If an unauthorized individual is observed on the City and Borough of Wrangell's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

511 Computer and email Usage

Computers, computer files, the email system, and software furnished to employees are the City and Borough of Wrangell's property intended for business use. To ensure compliance with this policy, computer and email usage may be monitored.

The City and Borough of Wrangell strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City and Borough of Wrangell prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The City and Borough of Wrangell purchases and licenses the use of various computer software products for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City and Borough of Wrangell does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City and Borough of Wrangell prohibits the illegal duplication of software and its related documentation. Software from home is prohibited on the City and Borough of Wrangell's computers.

Non-employees are prohibited from using borough computers without permission of department supervisors. This does not pertain to computers for public use such as at the library nor does it include technicians working on borough computers with the knowledge of the Borough.

Employees should notify their immediate supervisor, the Finance Department or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

512 Internet Usage

Internet access is provided by the City and Borough of Wrangell to assist employees in obtaining work-

related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits. All Internet data that is composed, transmitted, or received via the City and Borough of Wrangell's computer communications systems is considered to be part of the official records of the City and Borough of Wrangell and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the City and Borough of Wrangell. As such, the City and Borough of Wrangell reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through borough online connections and stored in borough computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the City and Borough of Wrangell in violation of law or the City and Borough of Wrangell's policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization

- * Sending anonymous email messages
- * Engaging in any other illegal activities

513 Workplace Monitoring

Workplace monitoring may be conducted by the City and Borough of Wrangell to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of the City and Borough of Wrangell. As such, computer usage and files may be monitored or accessed.

The City and Borough of Wrangell may conduct video surveillance of non-private workplace areas with Borough Manager approval. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or there is an ongoing investigation.

Because the City and Borough of Wrangell is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

514 Workplace Violence Prevention

The City and Borough of Wrangell is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City and Borough of Wrangell has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

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

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, marital status, sexual orientation, ancestry, national origin, religion, age, or any characteristic protected by federal, state, or local law.

Employees should report all threats of (or actual) violence, both direct and indirect, to their immediate supervisor or any other member of management as soon as possible. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, they should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. If they see or hear a commotion or disturbance near their workstation, employees should not try to intercede or see what is happening.

The City and Borough of Wrangell will promptly and thoroughly investigate all reports of threats of (or

actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City and Borough of Wrangell may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City and Borough of Wrangell encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Borough Manager before the situation escalates into potential violence. The City and Borough of Wrangell is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

515 Cell Phone Use

As a condition of employment, employees issued Borough cell phones are required to be accessible by these phones. Personal calls on the Borough's cell phones are to be kept to a minimum and employees are reminded that the IRS considers personal use of a Borough provided cell phone a taxable benefit. When an employee utilizes a Borough provided cell phone for personal calls, it is the employee's responsibility to reimburse the Borough accordingly for that use.

601 Medical/Family Leave

The City and Borough of Wrangell provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. Leave without pay is also provided to employees who wish to take time off from work duties to fulfill family obligations relating directly to child birth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. For the purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility arising from illness, injury, impairment, or physical or mental condition. It also includes continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

The term "treatment" includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of this condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of Family and Medical Leave Act (FMLA) leave. [Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition]. Other conditions may meet the definition of continuing treatment.

Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless

complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, *etc.*, are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths is a serious health condition provided all the other conditions of this regulation are met. Mental illnesses or allergies may be serious health conditions, but only if all the conditions of this section are met.

Regular full-time employees, Regular part-time employees and introductory employees are eligible to request medical/family leave as described in this policy. Temporary employees are eligible if they have worked for the City and Borough of Wrangell for at least one year and for 1,250 hours over the previous 12 months.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting medical/family leave may be required to submit a health care provider's statement verifying the need for medical/family leave to provide care, its beginning and expected ending dates, and the estimated time required. Employees must also inform the Borough if the requested leave is for a reason for which FMLA leave was previously taken or certified. Any changes in this information should be promptly reported to the City and Borough of Wrangell. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work. Any changes in this information should be promptly reported to the City and Borough of Wrangell.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 18 work weeks within any 24-month period for health care, or in a 12-month period because of pregnancy, childbirth, or adoption. This period is extended to 26 weeks in the event that an employee is a spouse, son, daughter, parent, or next of kin of a service member with a serious injury or illness. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Once medical/family leave begins, eligible employees are required to use sick leave and then vacation leave until their paid leave has expired and then the balance of time will be unpaid. The sick and vacation paid leave is to be considered part of the maximum 18 weeks, not in addition to. However, employees may retain up to five days of paid leave prior to being placed on family/medical leave without pay. The choice to retain leave must be placed in the initial request.

The FMLA also includes special provisions for certain qualified employees who have relatives in the armed forces. Among these provisions is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. An employee may file a complaint with the Seattle office of the U.S. Department of Labor, Wage & Hour Division or may bring a private lawsuit against an employer for failure to comply with the regulations governing leave to which an employee is entitled under law.

Employees who sustain work-related injuries are eligible for a medical/family leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Employees need not use their leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City and Borough of Wrangell's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Subject to the terms, conditions, and limitations of the applicable plans, the City and Borough of Wrangell will provide health insurance benefits until the end of the month in which the medical/family leave ends. If the employee needs more than 18 (or, if appropriate, 26) weeks and they do not have any paid leave (vacation or sick), then the benefits of the employee will no longer be paid by the Borough. If the employee wants health insurance to continue, they may pay their own premium. The Borough will pay all benefits to employees after the 18 or 26 weeks as long as they are on paid leave. When the employee returns from medical/family leave (if they have been suspended), benefits will again be provided by the City and Borough of Wrangell according to the applicable plans.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical/family leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the City and Borough of Wrangell with at least two weeks advance notice of the date the employee intends to return to work. When a medical/family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the City and Borough of Wrangell will assume that the employee has resigned.

602 Military Leave

A military leave of absence will be granted to regular full-time and regular part-time employees to attend scheduled drills or training, or if called to active duty with the U.S. armed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence. Furthermore, regular full-time employees on this leave will be compensated by the City and Borough of Wrangell for the difference between their military pay and their regular pay for a period of up to two weeks. Upon return to duty the employee shall furnish the Employer evidence of the amount of military pay received during the period of special military leave before he/she will be reimbursed any additional monies by the Employer.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must

apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees should contact the Finance Department for more information or questions about military leave.

603 Pregnancy-Related Absences

The City and Borough of Wrangell will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical/family leave policy provisions outlined in this personnel policy and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family leave.

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the City and Borough of Wrangell expects employees to follow rules of conduct that will protect the interests and safety of all employees and the municipality.

Employee Responsibilities include, but are not limited, to the following:

- Maintenance of production/service standards - - quality, quantity, and priorities
- Responsible use of working time - - self and other employees
- Cooperation with supervision and other employees
- Observance of safety and health rules
- Proper use and maintenance of company equipment and materials
- Respect for other employees and their property
- Acceptable personal appearance and dress
- Protection of confidential information

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

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Unauthorized possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace

- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Taking leave without pay without receiving prior approval
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unsatisfactory performance or conduct

702 Drug and Alcohol Use

It is the City and Borough of Wrangell's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the City and Borough of Wrangell's premises and while conducting business-related activities off the City and Borough of Wrangell's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

If a supervisor has reasonable cause to believe that an employee has reported to work under the influence of intoxicants, the supervisor, with the approval of the department director, has the right to request the employee submit to an alcohol or drug screening test at the Borough's expense. The City and Borough also has a policy of pre-employment testing, random testing, compliance with state procedures for commercial drivers' licenses, and post accident testing for positions that do not require commercial drivers' licenses. The City and Borough of Wrangell reserves the right to screen employees for alcohol or drugs through a breathalyzer test, urinary sampling, blood sampling, or other means as might be appropriate. An employee has the right to request and obtain from the employer, within five days, the written results of a drug test so long as request is made before six months have passed since the test. If the result of the drug test is positive, employees have the right under state law to a confirmatory drug test to be reviewed by a licensed physician or doctor of osteopathy. The failure of an employee to submit to an alcohol or drug test shall be grounds for discipline that may include termination. The results of the alcohol or drug test shall not be used by the Borough for any purpose other than to determine adherence to borough policy, to discipline an employee whenever necessary, and to comply with applicable terms of this policy. Employees have a right to explain any positive test result. An employee must file a request in writing to explain the result within 10 working days of notification of a positive result. Then, the employer will provide an opportunity within 72 hours to explain the result.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss

these matters with their supervisor or the Borough Manager to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the City and Borough of Wrangell's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the City and Borough of Wrangell's policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the City and Borough of Wrangell any undue hardship. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City and Borough of Wrangell of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Borough Manager without fear of reprisal.

703 Sexual and Other Unlawful Harassment

The City and Borough of Wrangell is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect

of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Employees who experience or witness sexual or other unlawful harassment in the workplace should report it immediately to their supervisor. If the supervisor is unavailable or it would be inappropriate to contact that person, they should immediately contact the Borough Manager or any other member of management. Employees can raise concerns and make good faith reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the accuser will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Borough Manager or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

To maintain a safe and productive work environment, the City and Borough of Wrangell expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City and Borough of Wrangell. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the City and Borough of Wrangell presents to customers and visitors.

During business hours or when representing the City and Borough of Wrangell, employees should dress and groom themselves according to the requirements of their positions. This is particularly true if an employee's job involves dealing with customers or visitors in person.

Supervisors and department directors are responsible for establishing a reasonable dress code appropriate to the jobs employees perform. If a supervisor feels an employee's personal appearance is inappropriate, they may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstances, employees will not be compensated for the time away from work. An employee should consult his or her immediate supervisor if he or she has questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- * Offensive body odor and poor personal hygiene is not professionally acceptable.
- * Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some

individuals may be sensitive to strong fragrances.

706 Return of Property

Employees are responsible for items issued to them by the City and Borough of Wrangell or in their possession or control, and are required to return all property to the Borough on or before their last day of work. Where permitted by applicable laws, the City and Borough of Wrangell may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City and Borough of Wrangell may also take all action deemed appropriate to recover or protect its property.

707 Replacement of Personal Tools/Equipment

The use of personal tools and equipment is discouraged and should be approved by a supervisor if necessary. In the event personal tools or equipment that has been so approved is worn out or broken while being used by employees in the performance of their work, the Borough will replace them with tools or equipment of equal quality. Employees will be required to present the broken or worn out tool/equipment to the Borough prior to receiving a replacement. The Borough will also replace such tools/equipment when stolen if evidence of forcible entry or other physical evidence of the theft is presented and the employee has filed a complaint with the police department.

708 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the City and Borough of Wrangell. The City and Borough of Wrangell requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the effect of the resignation on benefits.

709 Security Inspections

The City and Borough of Wrangell wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City and Borough of Wrangell prohibits the possession, transfer, sale, or use of such materials on its premises. The City and Borough of Wrangell requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the City and Borough of Wrangell. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City and Borough of Wrangell at any time, either with or without prior notice.

710 Progressive Discipline

Discipline begins at the level of each individual employee. It is, in short, an employee's motivation and drive to meet the Borough's standards, expectations, and objectives. However, discipline in the work environment also comes from peers - both management and fellow employees. Employees practice peer pressure and create expectations. These professional norms influence the practices of other employees. Management, on the other hand, develops, maintains, and communicates clear standards of employees' expected conduct.

Whenever work habits, attitude, production, or personal conduct of an employee falls below an adequate standard, supervisors should take immediate steps to bring about improvements. The Employee Conduct and Work Rules policy lays out types of action that may be just cause for suspension or dismissal.

Essential to clear and fair standards are certain procedures to follow when handling disciplinary problems. Supervisors should adhere to the following progressive discipline method when confronting a situation requiring discipline. The Borough Manager is to be notified immediately of any suspensions.

1. Oral reprimand: A supervisor holds a discussion with an employee in which he or she reprimands the employee. The supervisor should maintain a record to document the discussion.
2. Written reprimand: A detailed written record of a reprimand, usually subsequent to a previous oral reprimand. This record is served to the employee, and becomes part of an employee's personnel file.
3. Suspension with pay: An ordered absence from duty while in full pay status for one day or less. This action becomes a part of the personnel file.
4. Suspension without pay: An ordered absence from duty without pay for a prescribed period of time. This action becomes a part of the personnel file.
5. Discharge: Removal from borough employment for misconduct or unsatisfactory performance.
6. Summary suspension: A supervisor may suspend an employee, with pay, immediately if the employee's action is serious enough to warrant it.

These measures serve to provide clear notice of error and opportunities to correct unsatisfactory conduct. At the same time, they provide an unequivocal message that such conduct is impermissible, and that it is, in the long term, detrimental to the workplace and must be avoided.

Due Process

When the possibility exists that an employee has committed an infraction or violated policy and/or procedure such that the result of such action could be suspension without pay, demotion, or discharge, the following procedure must be followed:

1. The supervisor must conduct a pre-determination interview. The purpose of the interview is to determine if the reasons for possible disciplinary action are erroneous, and what action, if any, may be taken in regard to the continued status of the individual as an employee of the City and Borough of Wrangell. After conducting the pre-determination interview, the supervisor provides written notice of the proposed disciplinary action in the event disciplinary action is recommended. The employee indicates by his or her signature on the proposed disciplinary action notice his or her acceptance of the proposed disciplinary action and waiver of the right to a pre-disciplinary action hearing, or, his or her desire for such a hearing.

2. If the employee does not request a pre-disciplinary action hearing, the supervisor then prepares written approval for the disciplinary action, and submits this form to the Borough Manager for approval.

3. If the employee does request a pre-disciplinary action hearing, the supervisor or department director conducting the original interview should make arrangements with the Borough Manager for the impaneling of a hearing officer or officers. Written notice of the pre-disciplinary action hearing is to be given to the employee. Certification of delivery and acknowledgement of receipt of this notice shall be obtained. After conducting the pre-disciplinary action hearing, the supervisor prepares a written report of the pre-disciplinary action hearing.

4. Subsequent to the pre-disciplinary action hearing, the supervisor prepares written approval for the disciplinary action. This request shall be submitted to the Borough Manager for approval. Upon approval by the Borough Manager, for those personnel actions wherein the right to appeal exists, the supervisor prepares written notice of the right to appeal the disciplinary action to a grievance committee as outlined in the Problem Resolution section of this policy. This notice states the type of action, effective date, and notification of the employee's right to and procedure for appeal to the grievance committee. The Borough Manager submits such notice to the department director for his or her submission to the affected employee. The grievance committee shall be composed of:

- a) One Assembly member chosen by the mayor
- b) One full time permanent employee, not from the grievant's department, selected by the grievant
- c) One local public citizen mutually acceptable to the other two members

No member of the Grievance Committee shall be related to the grievant, or the supervisor whose action is grieved, by blood or marriage.

5. Should an employee appeal to the grievance committee, that appeal must be filed with the Borough Clerk for transmittal to the same committee members within ten days after receipt of the notice of the layoff, suspension without pay, demotion, or removal. As soon as practical, the grievance committee shall hold a hearing on the appeal, or give adequate opportunity for one, and shall report in writing its findings and recommendations to the Borough Manager. If the grievance committee finds that the layoff, suspension without pay, demotion, or removal was made for a political reason or for any other reasons than the good of the service, the grievance committee shall veto the layoff, suspension without pay, demotion, or removal, and the action by the Borough Manager shall be nullified. However, either party can appeal the decision of the grievance committee to the Borough Assembly in the same manner as a procedure described in this Policy's section on Problem Resolution.

Suspension

Suspensions are temporary separations with or without pay from the Borough's employment for disciplinary purposes where the violation is not sufficiently grave to merit dismissal.

Department directors shall give a brief explanation and report in writing to the Borough Manager within 24 hours regarding any recommended suspension. Report of all suspensions shall be included in the personnel file. Department directors may suspend an employee with pay for no longer than 72 hours without prior approval of the Borough Manager.

In certain circumstances, some steps of this disciplinary process may be bypassed. Some cases justify suspension or termination without going through the usual progressive disciplinary steps. The Employee

Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment, however, the problems are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline. By using progressive discipline, the City and Borough of Wrangell hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the City and Borough of Wrangell.

711 Problem Resolution

The City and Borough of Wrangell 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 City and Borough of Wrangell supervisors and management.

The City and Borough of Wrangell strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, 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 City and Borough of Wrangell in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe 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.

1. Within ten (10) working days of the act or event of being aggrieved, the employee shall present the grievance orally to his or her immediate supervisor. The supervisor shall note the date and time of the presentation of the grievance. The supervisor shall then inform the Borough Manager of the existence and nature of the grievance. An untimely grievance may be rejected.
2. If no mutually satisfactory adjustment is reached between the employee and the immediate supervisor within ten working days after presentation, the employee may present the grievance, in writing, to the department director.
3. If no mutually satisfactory adjustment is reached between the employee and the department director within five working days, the employee may within that time present the grievance in writing to the Borough Manager, by a written request for a review of the grievance.

Where the grievance involves the layoff, suspension without pay, discharge, any disciplinary action could result in a change of permanent record, or removal of any regular officer or employee who has successfully completed the introductory period, if no mutually satisfactory adjustment of the grievance is reached between the employee and the borough manager, within five working days, the employee may within that time appeal the grievance to a grievance committee by notifying the Borough Manager in writing of his or her intention to do so.

Hearing Procedure.

- A. As soon as practicable after the committee is selected it shall hold a hearing with due and proper notice to the grievant and the department director 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, as well as hearsay, shall not be admissible unless it would be admissible over objection in a civil action. The proceedings shall be recorded in their entirety
- B. The grievance committee shall commence a public hearing within fifteen working days of the filing of the appeal, unless that time is extended by the committee for good cause.
- C. Decision of the grievance committee. Within ten 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 department director involved. The findings and decision shall be based solely on the evidence presented at the hearing.
- D. Appeal to the assembly. Within five working days of receipt of the findings and decision of the grievance committee, either party may appeal to the Borough Assembly by filing written notice with the Borough Clerk of the intent to appeal. The Assembly shall review the decision of the grievance committee on the basis of the record before the committee. The Assembly, in its discretion, may decide the case with or without oral argument from the grievant and the department director or their representatives. Within a reasonable time after presentation, the Assembly shall issue its decision upholding, modifying, or revising the decision of the Grievance Committee.
- E. The Assembly's decision shall be final and binding unless the matter is appealed to the courts. It is the intention of the City and Borough of Wrangell that any appeal to the courts be based on the evidence presented to the Grievance Committee.

800 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The City and Borough of Wrangell supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the City and Borough of Wrangell will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs. Medical information on individual employees is treated confidentially. The City and Borough of Wrangell will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment. Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Borough Manager for information and referral to appropriate services and resources.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 01-13-1265

A RESOLUTION OF THE ASSEMBLY OF THE CITY
AND BOROUGH OF WRANGELL, ALASKA,
APPROVING A REVISED PERSONNEL HAND BOOK
TITLED PERSONNEL POLICY

WHEREAS, The City of Wrangell Employee Handbook was prepared by Alaska Municipal League/Joint Insurance Association and the City of Wrangell in 2003; and

WHEREAS, since that policy was adopted there has been changes to employment practices that needed to be part of the policy in order to be compliant with current laws; and

WHEREAS, the creation of the union in 2006 has brought changes to the policy as many of the union requirements have been extended to all employees; and

WHEREAS, the effective date of the revised Personnel Policy will be February 1, 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that the City and Borough of Wrangell approves the terms and revisions of the Personnel Policy as presented.

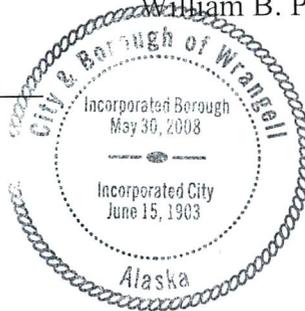
1. Exhibit "A" : Personnel Policy

ADOPTED: January 8, 2013



William B. Privett, Vice-Mayor

ATTEST:


Kim Flores, Borough Clerk

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 08-13-1281

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING PERSONNEL POLICY SECTION 105, HIRING OF RELATIVES, TO CHANGE THE DEFINITION OF "RELATIVE" AND TO PROVIDE FOR ASSEMBLY APPROVAL OF CERTAIN HIRES IN LIMITED CIRCUMSTANCES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, under Section 105 of the City and Borough of Wrangell Personnel Policy, the hiring of persons related to a current Borough employee or a Borough Assembly member, where the relationship is by affinity or consanguinity within the third degree, is restricted;

WHEREAS, Section 105 also provides that if an employee is currently working for the Borough and a relative is hired as the Borough Manager, that person cannot continue their employment with the Borough; and

WHEREAS, the Assembly has reviewed these provisions and has determined that they are overly restrictive given the population of the City and Borough of Wrangell and the desire to hire employees locally when possible; and

WHEREAS, a review of the codes and personnel policies of several other Alaska municipalities, as well as the State of Alaska, shows that the state and many municipalities have adopted a "second degree" of relation standard to govern the restriction on hiring of relatives; and

WHEREAS, the City and Borough's conflict of interest code in WMC 3.04.112, defines "immediate family" of a person to mean "anyone related to that person by blood to the second degree of kinship, marriage or adoption or who lives in that person's household"; and

WHEREAS, it is in the best interests of the City and Borough to amend Personnel Policy Section 105 to provide a new definition of "relative" that will allow for more flexibility in hiring, be consistent with the conflict of interest code, and provide a process for Assembly approval of certain hires in limited circumstances.

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

[The bolded language are the changes to the existing Personnel Policy and the strikethroughs are the language to be deleted from the Personnel Policy.]

Section 1. That Section 105 of the Wrangell Personnel Policy is amended to read:

105 Hiring of Relatives

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

For purposes of this policy, a relative is any person who is related **to the employee** by blood or marriage **as defined in this section**, or whose relationship with the employee is similar to that of persons who are related by blood or marriage **as defined in this section**. A relative shall be defined as any relationship by affinity or consanguinity within the ~~third~~-**second** degree. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship. This policy applies to all employees without regard to gender or sexual orientation.

“Affinity” is a relationship by marriage. “Consanguinity” is a relationship by blood.

“Affinity within the second degree” is defined as husband, wife, and the following individuals related to the employees’ husband or wife: father, mother, son, daughter, brother, sister, grandfather, grandmother, grandson, or granddaughter, in a full, half, or step relationship.

“Consanguinity within the second degree” is defined as father, mother, son, daughter, brother, sister, grandfather, grandmother, grandson, or granddaughter, in a full, half, or step relationship.

Relatives of current employees may not occupy a position directly under or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be directly under or supervising the employee with whom they are involved in a dating relationship. The City and Borough of Wrangell also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

Relatives, within the ~~third~~**second** degree of ~~either a Borough Assembly member or the Borough Manager~~ cannot be hired for a position with the Borough. If an employee is currently working for the City and Borough of Wrangell and a relative is elected to the assembly, the employee can continue with employment, but cannot take a new position unless the position is similar in nature to the existing job.

Relatives, within the second degree of the Borough Manager cannot be hired for a position with the Borough without prior approval of the Borough Assembly. If an employee is currently working for the City and Borough of Wrangell and a relative within **the second degree of affinity or consanguinity** is hired as the Borough Manager, that person cannot continue their employment with the Borough **without approval of the Borough Assembly.**

Section 2. This resolution shall become effective immediately upon adoption.

ADOPTED: August 12, 2013



David L. Jack, Mayor

ATTEST: 
Kim Lane, Borough Clerk



CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 06-16-1345

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND
BOROUGH OF WRANGELL, ALASKA, AMENDING
PERSONNEL POLICY SECTION 312, HEALTH INSURANCE

WHEREAS, Section 312 of the City and Borough of Wrangell Personnel Policy establishes that the City and Borough of Wrangell's health insurance plan provides employees and their dependents access to medical, dental, hearing and vision care insurance benefits, defines employee eligibility, and manner in which health insurance premiums and related costs are shared between the City and Borough and its employees; and

WHEREAS, in light of rapidly rising costs of health benefits, it is in the best interests of the City and Borough to provide health benefits to regular employees in a manner that promotes relative fairness as well as financial sustainability; and

WHEREAS, a review of the codes and personnel policies of several other Alaska municipalities shows it to be commonplace to offer a uniform level of health benefits to all permanent employees;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL OF WRANGELL, ALASKA that the City and Borough of Wrangell approves the revisions of the Personnel Policy as presented below:

[The changes to the existing Personnel Policy 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]**.]

Section 1. That Section 312 of the Wrangell Personnel Policy is amended to read:

312 Health [Insurance] Benefits

The City and Borough of Wrangell's health insurance plan provides employees and their dependents access to medical, dental, hearing, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees

Effective August 1, 2016, the Borough will make available to all eligible employees a health insurance plan, subject to terms and conditions of the agreement between the City and Borough of Wrangell and the insurance carrier. The City and Borough of Wrangell shall pay 85% of the cost of the insurance

premiums for the Employee and any enrolled spouse or dependents. The employee will pay the remaining 15% of the cost of coverage for the employee and enrolled spouse and/or dependents in the form of a payroll deduction at the end of the pay period and month of coverage.

Effective August 1, 2016, for any employee who participates in a qualified wellness program sponsored and/or approved by the insurance carrier, the City and Borough of Wrangell will increase its share of the cost of insurance premiums from 85% of premiums to 90%. This share of premium costs:

- Will apply to all monthly premiums for the entire fiscal year in which participation in the wellness program occurred. Participation in the wellness program will be required in future years to take advantage of this provision in future years.
- Will apply to the employee's premiums as well as any dependent premiums, if enrolled.
- Will be administered by way of a fiscal year end payroll adjustment in the final quarter of the fiscal year, after participation in the wellness program is known.
- Is not applicable to employees or former employees enrolled in the health insurance plan under COBRA provisions.

The City and Borough of Wrangell will enroll all employees enrolled in the health insurance plan in an accompanying Health Reimbursement Arrangement (HRA), subject to plan terms and conditions. As of July 1, 2016, this plan will provide for reimbursement of employees' deductible expenses in excess of \$1,000 for an employee and dependent(s), as applicable. The maximum deductible reimbursement benefit will be \$2,000 for an employee, \$4,000 for an employee plus one dependent, and \$6,000 for an employee plus two or more dependents. This benefit is not applicable to employees or former employees enrolled in the health insurance plan under COBRA provisions.

[Employees enrolled in the plan fall into two categories: Tier I, and Tier II. Tier I employees are those hired before July 1, 2009; Tier II employees are those hired after that point (with certain exemptions for union employees). The difference between those tiers primarily regards coverage for dependents. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City and Borough of Wrangell and the insurance carrier. The City and Borough of Wrangell will pay the entire cost of an employee and covered dependents for all introductory and regular full-time employees. For regular part-time employees working less than 30 hours per week, the City and Borough of Wrangell will pay a proportionate share of the premium based on hours worked divided by 30. The employee will pay the difference. This will apply to all permanent employees hired after January 1, 1998 until June 30, 2009.

All non-union employees hired on July 1, 2009, or later will be Tier II employees. Tier II employees will receive 100% of health insurance for the employee and will pay 30% of all premiums for any dependent coverage. This provision will be applicable to all union employees hired after July 1, 2011.]

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

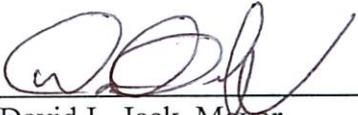
Details of the health insurance plan are described in the Summary Plan Description (SPD) **or similar documentation provided by the insurance carrier**. This documentation and other information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Finance Department for more information about health **[insurance]** benefits.

Section 2. This resolution shall become effective August 1, 2016.

ADOPTED: June 28, 2016

ATTEST:


Kim Lane, Borough Clerk


David L. Jack, Mayor



CITY AND BOROUGH OF WRANGELL, ALASKA
RESOLUTION No. 02-18-1396

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING SECTION 302 (VACATION BENEFITS) OF THE CITY & BOROUGH OF WRANGELL PERSONNEL POLICY RELATED TO COMPENSATION OF UNUSED VACATION TIME UPON TERMINATION OF EMPLOYMENT

WHEREAS, the policies regarding compensation of unused vacation time upon termination of employment with the Borough are inconsistent between the City & Borough of Wrangell Personnel Policy and the Collective Bargaining Agreement; and

WHEREAS, currently, upon retirement, employees covered under the Collective Bargaining Agreement may be compensated up to the maximum allowed accrual of 520 hours of vacation time; and

WHEREAS, currently, upon termination of employment, including retirement, employees not covered by the Collective Bargaining Agreement may only be compensated up to 320 hours of accrued vacation time; and

WHEREAS, the Assembly wants all employees to have equal benefits.

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

The last two sentences of Section 302 of the City & Borough of Wrangell Personnel Policy is amended to read as follows:

~~Upon termination of employment, employees will be paid for unused vacation time earned up to 320 hours.~~ **Upon termination of employment employees shall be paid up to a maximum of 320 hours of vacation time earned but not used; except upon retirement, employees shall be paid 100% for all vacation time earned but not used.** There shall be no pay in lieu of earned vacation except upon termination of an employee.

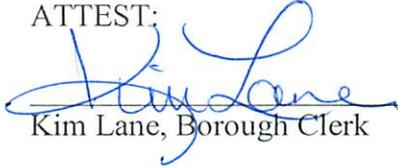
PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, this 27th day of February, 2018.

CITY AND BOROUGH OF WRANGELL, ALASKA



Dave L. Jack, Mayor

ATTEST:



Kim Lane, Borough Clerk



CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 04-18-1409

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING PERSONNEL POLICY SECTION 105, EMPLOYMENT OF RELATIVES, TO CHANGE THE DEFINITIONS OF RELATIVES AND TO PROVIDE FOR BOROUGH MANAGER APPROVAL AND PROVIDE FOR AN EFFECTIVE DATE

WHEREAS, under Section 105 of the City and Borough of Wrangell Personnel Policy, the hiring of persons related to a current Borough Assembly Member is restricted; and

WHEREAS, the definition of relative, domestic partner, and persons in a dating relationship should be clarified and included; and

WHEREAS, the Assembly has reviewed these provisions and has determined that they are overly restrictive given the population of the City and Borough of Wrangell and the desire to hire employees locally when possible; and

WHEREAS, the Assembly has amended Section 3.04.114 Employment of Relatives in the Wrangell Municipal Code providing a more clear and thorough description of the types of relationships and employment circumstances to be covered under Ordinance No. 942; and

WHEREAS, the Assembly desires to align the City and Borough Personnel Policy with Municipal Code.

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

[The changes to the existing policy 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]**.]

Section 1: That Section 105 of the Wrangell Personnel Policy is amended to read as follows:

105 Employment of Relatives

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be

carried over into day-to-day working relationships.

For purposes of this policy, terms and phrases shall have the following meanings:

“Immediate relative” means a person’s spouse and the following individuals, whether in a full, half, or step relationship to the person: parent, child, brother, sister, grandparent, or grandchild; and the following individuals related to the person’s spouse, whether in a full, half, or step relationship to the spouse: parent, child, brother, sister, grandparent, or grandchild. Persons related by adoption are treated the same as persons related by blood.

“Domestic partner” means a person cohabitating with the employee in a committed relationship with the intent to reside together indefinitely where each person is each other’s sole domestic partner and both parties are responsible for the common welfare of the other.

“Dating relationship” means an intimate association primarily characterized by the expectation of affectionate or romantic involvement over a period of time. The term does not include a casual relationship or an association between persons in a business or social context.

This policy applies to all employees without regard to gender or sexual orientation.

Immediate relatives and domestic partners of, as well as persons in a dating relationship with current employees may not occupy a position directly under or supervising that person. **[Individuals involved in a dating relationship with a current employee may also not occupy a position that will be directly under or supervising the employee with whom they are involved in a dating relationship.]** The City and Borough of Wrangell also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives, domestic partners, or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

[If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.]

If after appointment to borough employment two employees become immediate relatives or domestic partners, or if a dating relationship is established between them, and those employees hold positions that are in one of the supervisory or reporting situations, the borough manager will take steps to transfer one of the employees to another open position if such position exists and is suitable; if a transfer cannot be accomplished due to the unavailability or unsuitability of an open position, the borough manager may, if the manager deems it appropriate, reassign the supervisory or reporting responsibilities of one of the employees to another employee who is not so related or, if necessary, one of the employees must resign, or the manager may terminate one of the employees.

All decisions on transfer, reassignment, resignation, or termination, shall be made by the manager and will be based on the best interests of the borough. The manager’s decisions shall be final.

In other cases where a conflict or the potential for conflict arises because of the relationship between

employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

[Relatives, within the third degree of either a Borough Assembly member or the Borough Manager cannot be hired for a position with the Borough. If an employee is currently working for the City and Borough of Wrangell and a relative is elected to the assembly, the employee can continue with employment, but cannot take a new position unless the position is similar in nature to the existing job. A higher position is not allowed. If an employee is currently working for the City and Borough of Wrangell and a relative is hired as the Borough Manager, that person cannot continue their employment with the Borough.]

An immediate relative of the borough manager, a domestic partner of the manager, or anyone with whom the manager is in a dating relationship, may not be appointed to a position of employment with the borough without the prior approval of the borough assembly.

A current employee may not, without the approval of the borough assembly, continue their employment with the borough if an immediate relative of the employee, the employee's domestic partner, or anyone with whom the employee is in a dating relationship, is hired as the borough manager.

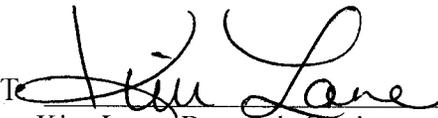
Section 2: Effective Date. This resolution shall become effective immediately upon adoption.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 24TH DAY OF APRIL, 2018.

CITY & BOROUGH OF WRANGELL



David L. Jack, Mayor

ATTEST 

Kim Lane, Borough Clerk

