



City of Homer

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Human Resources

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MEMORANDUM 18-116

TO: City Council
THRU: Katie Koester, City Manager
FROM: Andrea Browning, HR Director
DATE: October 22, 2018
RE: Personnel Regulation Revisions

The Personnel Regs are periodically reviewed in order to determine if revision and/or clarifications are necessary. The following proposed changes take into consideration recommendations by:

- The Employee Committee (after receiving input from their respective departments)
- Department Heads
- Attorney suggestions
- Administration

Suggestions were compiled by HR, and discussed with the Employee Committee, Department Heads, and the City Manager. After a careful vetting process and much consideration given to best practices and fiscal impacts, Administration recommends the following revisions.

- A.** Allow part-time employees who move to full-time status to receive credit for hours worked in consideration of leave accrual.
- B.** Expand definition of “family” under Employment of Relatives and Bereavement. The current regulations define family members, but do not include “grandchild” as part of that definition. The COH does not allow family members to work in the same department, but current regulations would allow a grandchild to be supervised by their grandparent. Additionally, the current regulations do not recognize grandchildren when pertaining to Bereavement Leave.
- C.** Remove “exclusive of the medical portion,” pertaining to Anchorage Consumer Price Index.
- D.** The current regulations require part-time employees to complete five years of service before they receive holiday pay (pro-rated). Change allows part-time employees to receive pro-rated holiday pay when hired. This brings the COH current with standard benefits of Peninsula municipalities.

- E.** The current regulations require part-time employees to complete five years of service before they accrue Annual Leave. Change allows part-time employees to accrue Annual Leave when hired, at a pro-rated amount. This brings the COH current with standard benefits of Peninsula municipalities.

 - If they work 20 hours/ week, they accrue at .5 of full-time rate
 - If they work 24 hours/ week, they accrue at .6 of full-time rate
 - If they work 28 hours/ week, they accrue at .7 of full-time rate

- F.** The current regulations require part-time employees to complete five years of service before they receive Sick Leave at a pro-rated amount. Change makes part-time employees eligible for Sick Leave when hired, at the same pro-rated amount. This brings the COH current with standard benefits of Peninsula municipalities.

- G.** The current regulations require part-time employees to complete five years of service before they receive Birthday Leave at a pro-rated amount. Change makes part-time employees eligible for Birthday Leave when hired, at the same pro-rated amount. This brings the COH current with standard benefits of Peninsula municipalities.

- H.** The current regulations require part-time employees to complete five years of service before they receive Christmas and New Year's Eve Leave at a pro-rated amount. Change makes part-time employees eligible for Christmas and New Year's Eve Leave when hired, at the same pro-rated amount. This brings the COH current with standard benefits of Peninsula municipalities.

- I.** The current regulations require part-time employees to complete five years of service before they receive Bereavement Leave at a pro-rated amount. Change makes part-time employees eligible for Bereavement Leave when hired, at the same pro-rated amount. This brings the COH current with standard benefits of Peninsula municipalities.

- J.** Require new-hire Fire Department employees to remain on probation for one-year, in line with Police Department employees.

- K.** Revise Ethics Complaint procedure.

- L.** Update Section 8.9 *Political Activity* to line up with City Code per Ordinance 17-17, which amended Homer City Code 4.10.050

A. Chapter 3

Current Personnel Regs read:

3.13 Part-Time Appointments. Part-time appointed employees are hired to work on a regular and continuing schedule of 20, 24 or 28 hours per work week. When a part-time employee is made a full-time employee without a break in service, credit shall be given for the service **when computing duration of probation only**. For purposes of calculating benefits, the part-time appointed employee's date of hire date will be the day the employee accepted a full-time position.

Change: *Remove highlighted section, clarify hire date as pertaining to PERS and Leave Accrual.*

*****The intent is to allow part-time employees the ability to switch to full-time position when available and receive credit for previous service/ hours worked. This change will not retroactively affect any current full-time employees who were previously part-time.**

Amended 3.14.1 will read:

3.13 Part-Time Appointments. Part-time appointed employees are hired to work on a regular and continuing schedule of 20, 24 or 28 hours per work week. When a part-time employee is made a full-time employee without a break in service, credit shall be given for the service. For purposes of calculating benefits;

PERS: The part-time appointed employee's date of hire date will be the day the employee accepted a full-time position.

Annual Leave: Past service hours will be given credit to place newly appointed full-time employee at appropriate leave accrual rate.

B. Chapter 3

Current Personnel Regs read:

3.14.1 For purposes of this chapter, "family member" means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including a stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse.

Change: *Expand definition of family member to include grandchild.*

Amended 3.14.1 will read:

3.14.1 For purposes of this chapter, "family member" means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including a stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, grandparent, or **grandchild** of the employee or a parent or sibling of the employees' spouse.

C. Chapter 5

Current Personnel Regs read:

5.1.2 As budget allows, at least once a year determine the increase or decrease in the Anchorage Consumer Price Index and base a cost of living adjustment on some percentage of the officially published increase or decrease in that index, **exclusive of the medical portion**.

Change: *Remove highlighted section.*

D. Chapter 6

Current Personnel Regs read:

6.1.1 Part-Time Employees. After completing five full years of service part-time employees will receive holiday pay pro-rated on their scheduled workweek.

Change: Remove highlighted section.

E. Chapter 6

Current Personnel Regs read:

6.2 Leave With Pay. All full-time employees shall be entitled to leave based upon years of continuous service. After five years of service part-time employees are entitled to pro-rated leave based on their scheduled workweek hours . . . Full-Time employees accrue leave beginning on the date of hire and may begin to use accrued leave at the completion of two full pay periods.

After completing five years of service part-time employees will accrue leave at the following rates:

Change: Remove highlighted sections. ***The intent is to allow current or future part-time employees to accrue leave. This change will not retroactively affect any current full-time employees who were previously part-time.

| <i>Remove this table</i> | 20 hours per week | 24 hours per week | 28 hours per week |
|---|--------------------------|--------------------------|--------------------------|
| 5 th to 9 th Year | 2.77 hrs per pay period | 3.32 hrs per pay period | 3.87 hrs per pay period |
| 10 th to 14 th Year | 3.69 hrs per pay period | 4.42 hrs per pay period | 5.16 hrs per pay period |
| 15 th Year and Over | 4.61 hrs per pay period | 5.53 hrs per pay period | 6.46 hrs per pay period |

New accrual rates below:

| <i>Add this table</i> | 20 hours per week | 24 hours per week | 28 hours per week |
|---|--------------------------|--------------------------|--------------------------|
| 1 st Year | 2.77 hrs per pay period | 3.32 hrs per pay period | 3.87 hrs per pay period |
| 2 nd Year | 3.23hrs per pay period | 3.87 hrs per pay period | 4.52 hrs per pay period |
| 3 rd to 5 th Year | 3.69 hrs per pay period | 4.42 hrs per pay period | 5.16 hrs per pay period |
| 6 th to 9 th Year | 4.15 hrs per pay period | 4.98 hrs per pay period | 5.81 hrs per pay period |
| 10 th to 14 th Year | 4.61 hrs per pay period | 5.53 hrs per pay period | 6.46 hrs per pay period |
| 15 th Year and Over | 5.38 hrs per pay period | 6.46 hrs per pay period | 7.53 hrs per pay period |

F. Chapter 6

Current Personnel Regs read:

6.8.1 Part-Time. After completing five years of service part-time employees will receive sick leave pro-rated according to their scheduled work week.

6.8.1.1 Employees working 20 hours per week, 20 hours annually

6.8.1.2 Employees working 24 hours per week, 24 hours annually

6.8.1.3 Employees working 28 hours per week, 28 hours annually

***Change:** Remove highlighted section.*

G. Chapter 6

Current Personnel Regs read:

6.9.1 Part-Time. After completing five years of service part-time employees will receive birthday leave pro-rated according to their weekly schedule.

6.9.1.1 Employees working 20 hours per week, four hours

6.9.2.2 Employees working 24 hours per week, five hours

6.9.3.3 Employees working 28 hours per week, six hours

***Change:** Remove highlighted section.*

H. Chapter 6

Current Personnel Regs read:

6.10.1 Part-Time. After completing five years of service part-time employees will receive Christmas and New Years Eve leave pro-rated according to their weekly schedule.

6.10.1.1 Employees working 20 hours per week, four hours annually

6.10.2.2 Employees working 24 hours per week, five hours annually

6.10.3.3 Employees working 28 hours per week, six hours annually

***Change:** Remove highlighted section.*

I. Chapter 6

Current Personnel Regs read:

6.11.1 Part-Time. After completing five years of service part-time employees will receive bereavement leave pro-rated according to their weekly schedule.

6.8.1.1 Employees working 20 hours per week, 20 hours annually

6.8.1.2 Employees working 24 hours per week, 24 hours annually

6.8.1.3 Employees working 28 hours per week, 28 hours annually

***Change:** Remove highlighted section.*

J. Chapter 7

Current Personnel Regs read:

7.2.1 Probationary Period. The probationary period is the first six months of continual employment for all full-time employees except division of police services employees which shall be the first twelve months of continual employment. The probationary period for part-time employees shall be the first 1040 hours worked (the equivalent of six months) or 2080 hours worked for part-time division of police services employees.

***Change:** Requires Fire Department Employees to remain on probation for one year, the same as the Police Department.*

Amended 7.2.1 will read:

7.2.1 Probationary Period. The probationary period is the first six months of continual employment for all full-time employees, except Police Department and Fire Department employees, which shall be the first twelve months of continual employment. The probationary period for part-time employees shall be the first 1040 hours worked (the equivalent of six months) or 2080 hours worked for part-time Police or Fire Department employees.

K. Chapter 8

Current Personnel Regs read:

8.8.3 Step 3. Within five working days of receiving the complaint the Personnel Director will file the complaint with an Ethics Committee formed to address the complaint. The Ethics Committee shall be composed of the Personnel Director and three Department Directors not involved with the allegations in the complaint. The Committee shall select a chair from its members. The Committee shall meet within fifteen working days of notification by the Personnel Director to review the complaint and all relevant evidence presented in support of the complaint. The Committee may call witnesses. The employee charged with the ethics violation shall have the opportunity to present their position and any supporting facts and/or evidence. The meeting will be closed to the public.

8.8.4 Step 4. The Committee will provide a written finding to the City Manager within five working days of the close of the committee hearing. If disciplinary action is recommended the City Manager shall follow the procedure set forth in Chapter 10 of these Regulations. The findings of the committee are confidential and will not be disclosed to the public. The City Manager may issue a brief written statement to the public or the parties involved which will state only whether the allegations were unfounded or if founded that appropriate disciplinary action was taken.

***Change:** Allow Division Heads (not just Department Directors) to be on the Ethics Committee, and allow more time to complete the process and provide written finding to the City Manager; recommendation by City Attorney.*

Amended 8.8.3 and 8.8.4 will read:

8.8.3 Step 3. Within five working days of receiving the complaint the Personnel Director will file the complaint with an Ethics Committee formed to address the complaint. The Ethics Committee shall be composed of the Personnel Director and three Department Directors **or Division Heads**, not involved with the allegations in the complaint. The Committee shall select a chair from its members. The Committee shall meet within fifteen working days of notification by the Personnel Director to review the complaint and all relevant evidence presented in support of the complaint. **The Committee may meet more than once.** The Committee may call witnesses. The employee charged with the ethics violation shall have the opportunity to present their position and any supporting facts and/or evidence. The meeting will be closed to the public.

8.8.4 Step 4. The Committee will provide a written finding to the City Manager within **ten** working days of the close of the committee hearing. If disciplinary action is recommended the City Manager shall follow the procedure set forth in Chapter 10 of these Regulations. The findings of the committee are confidential and will not be disclosed to the public. The City Manager may issue a brief written statement to the public or the parties involved which will state only whether the allegations were unfounded or if founded that appropriate disciplinary action was taken.

L. Chapter 8

Change: *Modify 8.9 Political Activity to line up with City Code*

Current Personnel Regs read:

8.9 Political Activity. An employee may not:

8.9.1 Be required to contribute to any political fund as a condition of employment

8.9.2 Be a candidate for elective City municipal office

8.9.3 **Contribute financially to or take part in a campaign for any City elective municipal office other than by voting**

8.9.4 Be a member of any policy making board, council, commission or other governing body that may be interpreted as representing the City and/or receiving appropriations from the City unless such membership is approved by the City Manager

Change: *Remove highlighted section.*

