

I. INTRODUCTION

- 1.1 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 regular 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.

The Municipality's employment policies and procedures do not constitute a contract of employment with employees of the Municipality and are not contractual commitments by the Municipality to its employees. The Municipality retains the right to make changes, or to alter or amend its employment policies and procedures at any time.

1.2 APPLICABILITY. These policies apply to certain employees of the Municipality. They do not apply to Sitka Community Hospital and school district employees or employees covered by collective bargaining agreements except as specified in the collective bargaining agreements. Additionally, certain provisions included in these policies do not apply to all of the positions provided for in the Municipality's employment service. For example, many of the provisions do not apply to those positions in the Municipality's employment service, which are classified as exempt. Such provisions include, but are not limited to, the provisions related to just cause discipline and termination, grievance procedures, and the merit system. Employees appointed to exempt positions serve at will, and serve at the pleasure of the Administrator subject to the provision at Section 3.05 of the Charter that there shall be no arbitrary discharge of employees. Just cause is not required for any form of discipline, up to and including termination or other employment action, with respect to an employee serving in an exempt position. Additionally, not all provisions in this manual apply to temporary positions or to employees in probationary appointments, as explained further in other sections of these Personnel Policies.

The following positions are in the exempt service, with Department Heads (excluding Municipal Administrator and Municipal Attorney) indicated by an asterisk (*):

Municipal Administrator	Budget Treasury Officer
Municipal Attorney	Building Official
*Assessor	Deputy Finance Director
*Centennial Hall Building Manager	Deputy Municipal Clerk
*Director Search and Rescue	Electric Generation Engineer
*Electric Utility Director	Electric Generation System Manager
*Finance Director	Electric System Engineer
*Fire Chief	Environmental Superintendent
*Harbormaster	Government Relations Director
*Information Systems Director	Grant Accountant
*Library Director	Human Resources Director
*Municipal Clerk	Information Systems Analyst
*Planning Director	Maintenance and Operations
*Police Chief	Superintendent
*Public Works Director	Municipal Engineer
Accountant	Parks and Recreation Manager
Assistant Fire Chief	Planner I

Police Lieutenant	Senior Accountant
Project Manager	Senior Engineer
Public Works Maintenance Superintendent	T&D System Manager
Sawmill Cove Site Manager	

Except for the Administrator and Municipal Attorney, employees in the exempt service serve at the pleasure of the Administrator and under such terms and conditions as the Assembly may from time to time specifically provide. With the exception of the Administrator and the Attorney, Department Heads may be terminated by the Administrator with the approval of the Assembly at a meeting at which the terminated employee shall be given an opportunity to present his or her position on the proposed termination. Department Heads may be demoted or disciplined by the Administrator with the affected employee having a right of appeal to the Assembly. All other non-Department Head employees are subject to the grievance procedures under Section 20.2.

1.2.5 APPLICABILITY OF CERTAIN PROVISIONS TO VOLUNTEERS AND AUXILIARY PERSONNEL. Notwithstanding any other provision of law, the following provisions of the City and Borough of Sitka Personnel Policies Handbook apply to volunteers and auxiliary personnel who have acknowledged the receipt of this Handbook:

3.4	No Discrimination
5.1	Discipline, Demotion, and Termination of Employees Who Have Obtained a Regular Appointment
5.3	Progressive Discipline Procedure
5.4	Protection for Whistleblowers
18.1	Duty of the Employee to Report
18.3	Volunteer and Auxiliary Personnel
19.10	Travel Allowance
20.1	General Policy
20.2	Steps for Handling of Grievances and Disciplinary Appeals
20.3	Hearing Procedure
20.4	Decision of the Hearing Officer
20.5	Procedure for Suspension or Demotion
20.6	Termination Procedure
20.7	Hearing Officer Decision Final and Binding
20.8	ADA Violations
24.1	Influence of Intoxicants at the Workplace
24.2	Alcohol and Drug Screening Test
24.3	Alcohol and Drug Dependency
24.4	Nonprescription or Prescribed Legal Drug Usage
24.5	Reporting a Conviction
24.7	Sitka Fire Department Substance Abuse Policy
Attachment B	Safety Policy
Attachment C	City and Borough ADA Policy
Attachment D	Sexual Harassment and Anti-Harassment Policy
Attachment E	E-Policy
Attachment F	City and Borough of Sitka Drug Free Workplace Act Policy Statement
Attachment H	Employee Acknowledgment

1.3 REVIEW AND AMENDMENT. These policies shall be reviewed regularly.

1.4 RESERVED

1.5 PERSONNEL RECORDS. Records of the work history of employees shall be maintained. Such records may include the employee's original application, report of medical examination, reports of the results of other employment, investigations and tests, annual reports of performance, reports of employee's progress and disciplinary actions, and such other records as may be significant in

the employee's service to the Municipality. The Administrator shall prescribe such forms and records for departmental use as may be necessary.

1.6 REPORTS. The Administrator shall provide for preparation of reports regarding Municipal employees, or of actions affecting them, as the Assembly considers necessary or desirable.

1.7 DEFINITIONS. For purposes of the Personnel Policies Handbook, the following terms shall have the following meaning:

Budget Time: the period each year – generally between January and June – between the Administrator's proposal of an annual budget for the City and Borough and the Assembly's adoption of an annual budget.

Business Day(s): The business day(s) of the City and Borough's principal offices at 100 Lincoln Street, which is 8:00 a.m. to 5:00 p.m., excluding weekends and municipal holidays.

Call-out: the directive from a supervisor or dispatcher to an employee to appear at work.

Day: Day means calendar day composed of twenty-four (24) hours, beginning at 12:00 a.m. and ending at 11:59 p.m. on the same day, unless otherwise specified in the Personnel Policies Handbook provisions.

Demotion: means a change in job that results in reduced responsibilities and a reduction in pay and/or decrease in pay grade.

Department Head: the director, chief, master, or chief administrative officer of one of the following departments: Public Works, Finance, Electric, Law, Library, Ports and Harbor, Fire, Police, Centennial Hall Building, Information Systems, Assessor, Municipal Clerk, Planning, and Search and Rescue.

Discipline: a step taken in employment by a supervisor relating to a subordinate employee aimed at correcting an employee's job performance or conduct as well as training the employee as to acceptable job performance and conduct.

Employee Assistance Program: a group of services provided to help employees deal with personal problems affecting their job performance by offering early intervention and treatment. Services include:

- Crisis Management and Intervention
- Individual Counseling
- Evaluation and Referral
- Group Counseling
- Group Education
- Family Negotiation/Mediation
- Seasonal Affective Disorder
- Constructive Living
- Personal and Professional Boundaries
- Conflict Resolution
- Eating Disorders
- Time Management
- Healthy Coping Skills
- Support Systems
- Community Resources
- Relationships
- Health and Wellness
- Other Topics as Identified

Topics may include:

- Stress Management
- Relaxation Techniques
- Effective Communication
- Depression or Anxiety
- Anger Management

Exempt Employee: a regular employee who serves at the pleasure of the Administrator and under such terms and conditions as the Assembly may from time to time provide; who may be terminated by the Administrator with the approval of the Assembly at a meeting at which the terminated employee shall be given the opportunity to present his or her side; who may be demoted or disciplined by the Administrator with the affected employee having the right to an appeal to the Assembly; and who is not eligible for overtime pay or additional compensation for overtime.

Holiday: Each day listed as a holiday in the Personnel Policies Handbook consists of twenty-four (24)

hour time period, beginning at 12:00 a.m. and ending 11:59 p.m. on the day of the holiday.

Includes or Including: "Includes" or "including" shall be construed as though followed by the phrase, "but not limited to."

Pay Period: A repeating cycle of days or weeks for which the employer establishes the beginning and ending dates and times for counting hours worked for the purposes of calculating employee pay. City and Borough employees will be paid on a two-week cycle.

Probationary Employee: an employee who is serving a period of probation served at the beginning of employment in a position by each employee hired, rehired, transferred, or promoted.

Promotion: the transfer within a department of the City and Borough or between departments of the City and Borough that includes an increase in responsibilities as well as an increase in pay and/or raise in pay grade, but does not include a hiring process involving advertising, recruitment or outreach.

Reinstatement: the action of placing a former employee back into that position that person once held.

Regular Employee: an employee who is listed in the Staffing Table published in the annual budget and who is not a probationary, temporary, or contracted employee.

Regular Workweek: the hours and days during the calendar week at which an employee is expected to be working for the City and Borough.

Temporary Employee: an employee appointed to provide services on a temporary, interim, or seasonal basis.

Year: Year means calendar year unless otherwise specified in the Personnel Policies Handbook provisions.