

III. GENERAL RULES OF EMPLOYMENT

3.1 DEPARTMENT HEADS RESPONSIBILITY. The Department Head is responsible for filling positions in the department, subject to approval of the Administrator.

3.2 MERIT. Appointments and promotions of municipal employees, other than exempt municipal employees, are made on the basis of merit.

3.3 APPOINTMENT. When a vacancy exists within the municipal work force, and unless the Department Head, with the consent of the Administrator, decides to promote a regular employee from within the affected department, or a vacancy or vacancies occur as a result of a department head-approved agreement between regular employees to exchange positions, the Administrator shall cause a notice of such vacancy to be advertised. The Municipality will make every effort to promote from within the existing work force. However, nothing in this section requires the Municipality to hire from within the existing work force.

A Department Head, with the written consent of the Administrator, may, during the hiring process for a vacancy in a department, establish an applicant hiring list from which a person may, at the discretion of the Department Head, be hired for a new vacancy without a new hiring process or notice of the vacancy within or outside the municipal work force. No such list shall be used by any department for more than six months.

3.4 NO DISCRIMINATION. The Municipality will consider all applicants for appointment to the Municipality's employment service, and will carry out the terms and conditions of employment, without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or other legally protected status.

3.5 TESTS. Before appointment, each applicant shall take such tests of his or her qualifications, as the Department Head may consider appropriate.

3.6 MINIMUM AGE. Minimum age for municipal employment shall be in accordance with State Law.

3.7 MOVING ALLOWANCE.

- a. In hiring an exempt employee, the Administrator may approve a moving allowance of up to \$15,000.00 and report such authorization to the Assembly. Any authorization in excess of 15,000.00 must be approved by the Assembly.
- b. Should an employee voluntarily terminate employment during the first year of employment with the Municipality, the employee will be required to reimburse the full amount of any moving allowance paid. Should the employee voluntarily terminate during the second year of employment that employee will be required to reimburse one-half of any moving allowance received.

3.8 ADVERTISING VACANT POSITIONS. When vacancies occur in exempt positions, unless the Department Head, with the consent of the Administrator, or the Administrator decides to promote a regular employee from within the affected department, or the vacancy or vacancies occur as a result of a Department Head approved agreement between regular employees to exchange positions, the Administrator shall cause the vacancy to be advertised within the local area and throughout the State of Alaska.

3.9 RESERVED

3.10 NEPOTISM. No persons may be employed in a position supervised by another family member. If an employee and their supervisor should marry, the Municipality shall elect which employee may continue with the department and which employee shall terminate or transfer, if other positions are available. Family members shall mean spouse, father, mother, brother, sister, child and the same relationship by in-law.

3.11 REQUIRED INTERVIEW FOR CURRENT EMPLOYEES. If the City and Borough advertises a notice of a vacancy involving a regular appointment within the municipal work force, any applicant for such appointment to fill such vacancy who is currently employed by the City and Borough shall receive an interview during the process for selecting the person appointed.