



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: City and Borough of Sitka (CBS) Assembly
From: Josh Branthoover, HR Director *Josh Branthoover*
Thru: John Leach, Municipal Administrator *John Leach*
Date: June 2, 2025
Subject: Personnel Policies Handbook Review and Update

Background

Sections 3.05 and 18.09 of the City and Borough of Sitka (CBS) Home Rule Charter state the following:

Section 3.05 Administrative Code

The assembly shall adopt by ordinance an administrative code which shall include provisions for establishing qualifications for employment and a merit system; establishing a pay plan for all municipal positions; permitting appeal; recognizing employee organizations; protecting municipal employees from arbitrary discharge and safeguarding against nepotism.

Section 18.09 Administrative Code

By July 1, 1972, the assembly shall adopt by ordinance an administrative code and personnel policies, subject to and regulated by Section 3.05 of this charter.

Analysis

Our current Personnel Policies Handbook had its most recent revision in 2021 when it was amended by ORD 2021-41. The CBS HR Department, in consultation with the Finance Department, has been working to update provisions to align with HR best practices and other needed changes. These sections have the “working copy” changes for ease of review and have been fully incorporated into a “clean copy” enclosed in this package.

1.03 APPLICABILITY (Removes Harbormaster as a Department Head and adds the Port Director to align with FY26 budget. Updated the title of the Planning and Community Development Director)

These policies apply to all employees who work for the Municipality unless otherwise expressly stated. These policies do not apply to the Sitka School District employees.

A. Department Heads Exceptions

1. Employees appointed to exempt positions serve at-will and serve at the pleasure of the Municipal Administrator subject to the provision at Section 3.05 of the Charter that there shall be no arbitrary discharge of employees.
2. Certain provisions do not apply to Department Heads at the Municipality including, but not limited to, discipline and termination, grievance procedures, and others where noted. 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 a Department Head position.
3. The following job classes are considered Department Heads and at-will employees:
 - Assessor
 - Electric Utility Director
 - Finance Director
 - Fire Chief
 - ~~Harbormaster~~
 - Harrigan Centennial Hall Manager
 - Human Resources Director
 - Information Technology Director
 - Library Director
 - Municipal Clerk
 - Planning and **Community Development** Director
 - Police Chief
 - **Port Director**
 - Public & Government Relations Director
 - Public Works Director

B. Employees Represented by Union Exception

Employees who are represented by a union are covered by these policies unless the applicable collective bargaining agreement specifically addresses the subject matter or unless otherwise noted in these policies. In the event of a conflict between these policies and the collective bargaining agreement, the collective bargaining agreement controls.

C. Temporary employees are only covered by those policies which specify that the policy is applicable to temporary employees.

D. Probationary employees who are newly hired by the Municipality are covered by those policies which so specify that the policy is applicable to newly hired probationary employees.

SECTION 2 – DEFINITIONS (Adds several definitions, deletes outdated/redundant definitions, and modifies some definitions to be more accurate to how they are applied or to provide clarity)

A. **Anniversary Date:** An employee may have as many as two “anniversary dates” while employed with the Municipality which are defined within this section as initial hire date and current position hire date. Both dates will be the same if the employee has not changed positions and has had no break in service.

B. **At-Will Employment:** An employment relationship where the employee or the employer may terminate the employment relationship at any time for any reason with or without notice except for an unlawful reason.

C. **Annual or Year:** Calendar year unless otherwise specified in the Personnel Policies Handbook provisions.

~~D. **Budget Time:** The period each year — generally between January and June — between the Municipal Administrator’s proposal of an annual budget for the Municipality and the Assembly’s adoption of an annual budget.~~

E. **Business Day(s):** The business day(s) of the Municipality’s principal offices at 100 Lincoln Street, which is 8:00 a.m. to 5:00 p.m., excluding weekends and Municipal holidays.

F. **Call-out:** When an off-duty employee is called to report back to work by their supervisor or dispatcher. This usually happens due to unforeseen circumstances or emergencies.

G. **Current Position Hire Date:** The date the employee was hired into their current position after a promotion, transfer, or other change in position based on consecutive service with the Municipality.

H. **Dangerous weapons:** Firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm.

I. **Day:** A 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 this handbook.

J. **Demotion:** A change in job which results in reduced responsibilities and a reduction in pay and/or decrease in pay grade.

K. Discipline: An employment action taken by a supervisor for the purpose of improving a subordinate employee's job performance or correcting a subordinate employee's bad behavior or conduct.

~~L. 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.~~

M. Exempt Employee: Employee who is not eligible for overtime pay.

N. Holiday: Each day listed as a holiday in the Personnel Policies Handbook consists of a twenty- four (24) hour time period, beginning at 12:00 a.m. and ending 11:59 p.m. on the day of the holiday.

O. Initial Hire Date: The date of hire based on consecutive service with the Municipality. This date is used for a variety of benefits or rights such as vacation accrual and retirement benefits.

P. Intoxicants: A substance that temporarily diminishes a person's control over mental or physical powers, including alcohol, certain medications, marijuana, controlled substances under AS 11.71, and any hazardous volatile material or substance misused by inhaling its vapors.

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

R. Municipal property: All Municipally owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all Municipal-owned or leased vehicles and all vehicles that come onto Municipal property.

S. Non-exempt Employee: Employee who is eligible for overtime pay.

T. Pay Day: Municipal employees are paid every other week by direct deposit.

U. Probationary Employee: A regular employee who serves a period of probation at the beginning of their employment in a position by each employee hired, rehired, transferred, or promoted.

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

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

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

Y. Temporary Employee: An employee appointed to provide services on a temporary or seasonal basis not to exceed twelve (12) months.

Z. Transitional Work: Temporary and modified work assignment as a reasonable accommodation as required by law or light duty based on operational needs and the employee's physical abilities, knowledge, and skills.

AA. Work Schedule: The hours and days during the calendar week at which an employee is expected to be working for the Municipality.

Work Week: The period established by the employer with beginning and ending dates and times for counting hours worked for the purposes of calculating employee pay and overtime.

4.01 REGULAR POSITIONS (Simplifies regular part-time position definition)

Regular positions may be either full-time or part-time as described below and will be reflected as such in the Personnel Staffing Table.

A. Full-Time: Employees whose regular work schedule equals forty (40) hours per workweek.

B. Part-Time: Employees whose regular work schedule equals less than forty (40) hours per workweek. ~~or less than an eight (8) hour workday five (5) days a workweek.~~

C. When an employee is filling a regular position as an interim hire to temporarily fill a vacancy, the employee will be treated as either a full-time or part-time employee with full benefits unless otherwise agreed to by the employee or employer in writing. The interim appointment will be considered to be limited in time and designated as at-will for purposes. This means an employee with an interim appointment may be disciplined or discharged without cause, or without notice, at any time.

5.02 MISCONDUCT (Adds Municipal vehicles for specificity to ensure employees understand the importance of proper care of Municipal vehicles)

The following are examples of misconduct that would constitute just cause for discipline and discharge of an employee. The Municipality reserves the right to determine, in its sole discretion, the appropriate level of discipline to be given in the case of misconduct. This list is not all-inclusive. Examples of misconduct include, but are not limited to:

- A. Any conduct detrimental to the best interests of the Municipality;
- B. Unwillingness to perform duties;
- C. Tardiness or absenteeism;
- D. Neglect, failure, or inability to perform duties at an acceptable level of performance;
- E. Insubordination;
- F. Dishonesty, theft, or falsification of any reports, records, or documents; disclosure of confidential or private information;

- G. Verbal or physical assault, fighting or horseplay, or bullying;
- H. Sleeping on the job or taking unauthorized breaks;
- I. Possession or use of intoxicants or illegal drugs while on duty, or being under the influence of intoxicants or illegal drugs while on duty;
- J. Conviction of a felony or any criminal conviction involving moral turpitude or reflecting adversely on the Municipality or the employee's fitness for his or her position;
- K. Reckless or willful damage to or loss of Municipal vehicles, property, and equipment, including computers and other communication tools;
- L. Violation of departmental rules of conduct or safety regulations;
- M. Abuse of sick leave or any time off;
- N. Disrespectful conduct toward the public, or use of profane, abusive, or threatening language toward coworkers or the public;
- O. Workplace harassment and discrimination in violation of policy or the law; the uttering of slurs or innuendoes regarding any protected classification of employees which is offensive to any other employee or member of the public;
- P. Any violation of this Handbook or other policies or procedures promulgated in writing by the Municipal Administrator; and
- Q. Other similar misconduct by an employee.

6.12 STEP MOVEMENT ON PAY MATRIX (Changes language to reflect two separate matrices, one for salary and one for hourly, for non-represented employees. Modifies step movement parameters to remove restrictions beyond step H. New matrices are as per Attachment A of the draft updated Personnel Policies Handbook and now go to J.)

A. The Pay Matrix Matrices in Attachment A applies apply only to the non-represented employees and will be adjusted based on the year-to-year change of the Urban Alaska CPI-U calculated from January 1 to December 31 of each year. If there is a negative CPI-U average, there will be no increase and no downward adjustment to the Pay Matrix Matrices. All Pay Matrix adjustments will take effect on July 1 for the full budget year.

B. Employees who have not received an unsatisfactory overall performance rating in their most recent evaluation will move one step every two years up to Step J. Once at Step J, the employee will only be eligible for any approved CPI-U increase in the Pay Matrix.

C. Outstanding Performance Pay. Individual pay increases for non-represented employees may be made at any time to recognize outstanding performance by an employee based on written recommendations of the Department Head upon the approval by the Municipal Administrator so long as the pay increase can be absorbed within a department's budget. For union-represented employees, any performance pay increase must be negotiated with and agreed to by the union.

7.02 OVERTIME PAY (Removes “seventh day double time.” Aligns “workweek” for overtime purposes to actual practices at CBS, this is mostly a minor typo issue and is not a procedural change.)

A. Only non-exempt employees are eligible for overtime pay. Overtime is an occasional necessity and must be worked if assigned. Department Heads are responsible for ensuring that no abuse of overtime occurs. All overtime work must have the prior approval of the Department Head unless an emergency precludes such approval. The Department Head shall review and certify overtime approved for payment.

B. Except as provided below, employees designated as non-exempt shall be paid at one and one-half times their regular rate of pay for all hours worked in excess of forty (40) hours in one (1) regular workweek. Time off with pay, although recorded on time sheets, does not count as hours worked for overtime purposes.

C. ~~All work performed on the seventh day (defined as any day during a regular workweek as designated by the Department Head which follows five (5) workdays of at least eight (8) hours and one (1) day of at least four (4) hours work) shall be paid at double the straight time rate.~~

D. For the purpose of calculating overtime for non-exempt employees, the workweek begins at midnight (12:00 a.m.) **Sunday** **Monday** and ends at ~~midnight (12 a.m.)~~ **11:59 p.m.** on the following Sunday.

7.03 HALF-HOUR LUNCH (Now called “LUNCH PERIOD,” no changes within paragraph)

7.04 HOLIDAY PREMIUM PAY (Simplifies to one structure and removes double time.)

~~During Shift Hours.~~ If work is performed on a holiday ~~during regular shift hours~~ (the employee is physically at work or working), the employee shall be paid time and one-half for the hours worked. All non-exempt employees will be paid their holiday hours on the actual holiday.

~~Outside Shift Hours.~~ If work is performed (the employee is physically at work or working), on a holiday outside the regular shift hours, double the straight time rate shall apply. (Example: An employee's regular shift is from 8:00 a.m. to 5:00 p.m. On a holiday he or she is called to work from 6:00 a.m. to 8:00 a.m. The employee would be paid double time for these hours as well as receive eight (8) hours of holiday pay.)

8.01 ACCRUALS (Updated for clarity, no changes in accrual rates)

A. Full-Time Regular Employees. Full-time regular employees shall accrue and use vacation time off at the following rates:

<u>Length of Continuous Service</u>	<u>Earned Bi-Weekly</u>	<u>Annual Total</u>	<u>Annual Use</u>	<u>Mandatory</u>
0 – 3 rd Year	4.01	104	40 hours	(See 8.07)
Start of 4 th Year – 7 th Year	5.85	152	80 hours	
Start of 8 th Year	7.75	200	120 hours	

B. Vacation Rate for Rehired Employees. For the purpose of accruing leave credit,

rehired regular full-time and part-time regular employees shall have their previous years of service credited minus each year the employee is not a full-time or part-time regular employee with the Municipality.

C. Part-time Regular Employees. Part-time regular employees shall accrue vacation on a ratio of the hours they work to a forty (40) hour week.

8.02 ACCRUALS WHILE ON LEAVE WITHOUT PAY (Modified to align with law)

Effective the fourth consecutive day of leave without pay status, vacation will not accrue. ~~This provision does not affect approved family leave or medical leave taken pursuant to statute.~~

8.05 VACATION AUTHORIZATION AND USE (Adds previous standalone 8.9 to 8.05 where it was better situated for clarity)

A. Using the Municipality's authorized leave request process, vacation time off shall be authorized by the employee's immediate supervisor in writing, unless that employee is a Department Head, then such approval shall be authorized in writing by the Municipal Administrator. **Employees may not use vacation time off until the leave is earned. MOVED FROM PREVIOUS 8.09**

8.06 CASH OUT OF VACATION TIME (Combines elements of 8.10.C to existing 8.06 and modified for clarity).

~~Accrued vacation will be paid to employees who voluntarily or involuntarily terminate after six (6) month's service, based on salary at date of termination, so long as the employee was not discharged for cause.~~

An employee that has satisfactorily completed their initial probationary period and became a regular employee will have their accrued vacation time cashed out upon separation from employment with the Municipality, provided the separation occurs at least six (6) months after initial hire date and is not due to discharge for cause. The payout will be based on the employee's salary at the time of termination.

8.07 MANDATORY TIME OFF (Aligns mandatory time off deadline with FY instead of CY; will require a six-month extension to facilitate the change)

A. New employees are not required to take mandatory time off until after their first full year of service after their first anniversary date. New employees will not be subject to forfeiture until the end of the calendar year after their second anniversary date.

B. After the first year of service as set forth in paragraph A, employees shall be required to take mandatory time off as set out in Sections 8.01. Employees who do not use their mandatory time off by ~~December 31~~ **June 30** of each ~~calendar~~ year shall forfeit the remaining balance of the mandatory time off that they have not taken.

C. No exceptions to these provisions shall be made except upon a written showing of good cause subject to the approval of the Municipal Administrator.

9.01 EXPECTATION (Changes title to "Use of Sick Leave," revised to provide clarity on the parameters of sick leave to ensure best care of the workforce, integrates previous 9.04 regarding supervisor notification, aligned policy regarding exhausting all available leave prior to using leave without pay)

A. An employee may use accrued sick leave only for medical reasons including appointments, injury, and illness, unless otherwise agreed to in a collective bargaining agreement.

B. The use of accrued sick leave for routine appointments, such as an annual checkup, must be requested and approved in advance. Supervisors may restrict scheduling of routine appointments based on operational needs and employees should make every effort to schedule routine medical appointments to minimize impact to operations.

C. An employee may use accrued sick leave as a result of injury or illness regardless of whether operations permit. An employee absent due to injury or illness must notify their supervisor prior to the normal time for reporting for duty. Any unauthorized absence is grounds for discipline up to and including dismissal. **MOVED FROM ANOTHER PART OF THIS SECTION**

D. An employee is expected to use accrued sick leave to take time off if sick, especially in the event of a contagious illness that may jeopardize the health of other employees or the general public. If an employee reports to work sick, the employee's supervisor has the right and responsibility to send that employee home. If the employee does not have enough accrued sick leave to cover the absence, the employee is required to use accrued vacation and floating holidays before using leave without pay.

E. An employee may use accrued sick leave to accompany an "immediate family" member to a medical or dental appointment if the attendance of the employee is required, operations permit, and prior approval has been obtained from their supervisor.

F. For the purposes of this section, **except for 9.07**, "immediate family" member includes the employee's spouse, children, parents, parents-in-law, siblings, grandparents, grandchildren, or any person acting in one of these capacities. **MOVED FROM ANOTHER PART OF THIS SECTION**

9.02 ACCRUALS (9.02.C was moved from previous 9.05 and slightly modified due to competing language throughout document regarding accruals while on leave without pay, "immediate family" definition moved from previous 9.07)

A. Full-time Regular Employees. Full-time regular employees shall accrue sick leave on the basis of 5.54 hours bi-weekly of continuous service. The maximum accrual for sick leave is up to seven hundred and twenty (720) hours. Employees may not use sick leave until the leave is earned.

B. Part-Time Regular Employees. Part-time regular employees shall accrue sick leave hours and be eligible to use sick leave based upon the ratio of the time worked compared to a full-time employee (FTE) in the current fiscal year budget.

C. Sick leave will not accrue while an employee is on leave without pay effective on the fourth **consecutive** day of leave without pay. **MOVED FROM ANOTHER PART OF THIS**

SECTION

9.07 FAMILY AND MEDICAL LEAVE (FMLA/AFLA) (Aligns leave use policy regarding when leave without pay is allowable)

A. The Municipality shall comply with and grant family and medical leave consistent with applicable provisions in the federal and state law.

B. An employee who is on an approved family and medical leave with the Municipality may not become employed elsewhere unless recommended by the Department Head and approved in writing by the Municipal Administrator.

C. Abuse or fraudulent claims of family and medical leave is subject to immediate withdrawal of employer approved leave. The employee may be subject to discipline up to and including dismissal and be responsible for reimbursement to the Municipality for used sick leave or leave donations. Reimbursement shall be deducted from the employee's final paycheck or as agreed otherwise in writing between the Department Head and employee.

D. Eligibility for family and medical leave shall be based on a rolling calendar year.

E. When using family and medical leave, employees are required to use all accrued sick leave, vacation, and floating holidays prior to leave without pay.

9.08 MATERNITY / PATERNITY LEAVE (Changes title to "Parental Leave," provides clarity on where to apply, and removes the option to take leave without pay to align with exhausting available leave prior to leave without pay)

For the birth of a child and in order to care for the child, or the placement of a child with an employee for adoption or foster care, eligible employees may apply are eligible for FMLA/AFLA leave to Human Resources. which is normally unpaid, unless the employee chooses to use their vacation or sick leave for the time off.

9.09 DONATION OF LEAVE (Provides clarity about how and where to apply)

A. When an employee has exhausted the employee's accrued sick leave, vacation leave, and floating holidays, the employee may apply in writing to Human Resources for donations of leave from co-workers.

B. Donations for sick leave purposes may be used to aid employees who are experiencing a serious health condition, or if the employee is caring for an immediate family member experiencing a serious health condition. "Serious health condition" is defined for purposes of this section to include an illness, injury, impairment, or physical or mental condition that involves;

1. Inpatient care in a hospital, hospice, residential health care facility, or
2. Continuing treatment or continuing supervision by a health care provider

C. Upon notice by payroll of an approved request for donated leave, employees may voluntarily contribute vacation accrual to a co-worker in need.

D. Eligibility for sick leave donations will be determined by Human Resources, and the calculation of the value of the sick leave donations and the allocation of sick leave will be handled by payroll, as approved by the Finance Director.

E. An individual employee may not use more than two thousand eighty (2,080) donated hours during their employment with the Municipality.

F. The amount of leave provided to an individual cannot exceed the amount that employee would be entitled to under state or federal law.

9.10 CONVERSION OF SICK LEAVE (Increases clarity regarding pro-rating for conversion for employees not employed for a full calendar year)

A. **Full-time regular** employees who have used no more than forty (40) hours of sick leave during ~~the a full~~ calendar year will have ~~up to~~ forty (40) hours of sick leave converted to vacation time.

B. **Full-time regular** employees who have used more than forty (40) hours of sick leave but no more than eighty (80) ~~during a full calendar year will have receive a sick leave conversion equal to~~ the actual hours not used between forty (40) and eighty (80) ~~hours of sick leave during the a full calendar year~~ converted to vacation time.

C. **Regular employees that have been employed for less than a full calendar year will have this conversion prorated based on the number of full months of employment and their sick leave usage.**

D. Part-time regular employees shall be able to convert sick leave to vacation leave on a pro rata basis based upon the relationship between their employment hours and full-time employment.

Nothing in this section should encourage or discourage employees from using their sick leave when sick.

10.03 HEALTH AND LIFE PREMIUMS (Removes mention of vacation and sick leave accruals due to being addressed in a separate section)

An employee who has more than three (3) days of leave without pay during a calendar month shall pay, by payroll deduction, the portion of the Municipality's share of the health insurance and life insurance premiums for every day of leave without pay unless otherwise required by state or federal law. ~~Vacation and sick leave accruals shall also be reduced for every day of leave without pay during a calendar month.~~

12.01 RECOGNIZED HOLIDAYS (Removes most of 12.01.C that addressed holiday pay for non-exempt employees that is covered in the holiday premium pay section, remainder of C regarding exempt employees remains unchanged, 12.01.D updated to "time and one-half" instead of "overtime")

A. The following days shall be recognized as holidays with pay for all regular employees who are in pay status for the entire workday before and following such days:

- 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
• FOURTH OF JULY	JULY 4
• LABOR DAY	FIRST MONDAY IN SEPTEMBER
• ALASKA DAY	OCTOBER 18
• VETERANS DAY	NOVEMBER 11 (May be taken instead on the day after Thanksgiving with supervisor's approval)
• THANKSGIVING DAY	FOURTH THURSDAY IN NOVEMBER
• CHRISTMAS DAY	DECEMBER 25

B. A holiday shall consist of eight (8) hours of pay for all full-time regular employees. Part-time regular employees shall be entitled to paid time off on a designated holiday based upon the ratio of time worked compared to a full-time employee (FTE), as listed in the current fiscal year's budget book.

~~C. If a non-exempt employee is required to work on a designated holiday, the employee will not be given another day off in lieu of the holiday. Instead, all hours worked by on a holiday by a non-exempt employee up to eight (8) hours shall be added to the employee's floating holiday accrual. All non-exempt employees who work on a holiday shall also be paid at the straight time rate of pay for all hours worked at on the holiday. Exempt employees who work on a designated holiday will be given time off in lieu of the holiday after consultation with their supervisor.~~

C. Exempt employees who work on a designated holiday will be given time off in lieu of the holiday after consultation with their supervisor.

D. Each holiday listed in Section 12.01 (A) above is based on a twenty-four (24) hour day (12:00 a.m. to 11:59 p.m.). Shifts that begin before or end after this twenty-four (24) hour day will be paid at the overtime time and one-half rate for only the time worked during the twenty-four (24) hour holiday time period.

17 HEALTH INSURANCE – All Changes within 17.01 (17.01.B modifies health care enrollment eligibility to first of the month following initial hire date instead of 30-day waiting period to provide consistent clarity to employees when coverage begins and simplify insurance company billing practices, 17.01.C introduces a “spousal surcharge” for employee spouses that are offered health insurance through their own employer, and 17.01.D increases flexibility on payroll deductions, any changes will be communicated to employees)

A. Regular full-time employees are offered Municipal group health insurance for themselves and dependents.

B. The insurance plan coverage eligibility has a 30-day waiting period from the date of hire begins the first of the month after initial hire date. to begin insurance benefits.

C. The Municipality pays 90% of the health insurance premium and the employee pays 10%, unless specified otherwise in a labor agreement.

D. The employee's portion of the premium is deducted by payroll each month. The portion paid by the employee is deducted from the 2nd payroll each month.

19.01 LODGING REIMBURSEMENT AND PER DIEM RATES (Reflects GSA sets rates for most travel locations and website links to DTMO as needed)

While traveling on official business and away from home or designated posts of duty, an employee will be reimbursed for lodging, meals, and incidental expenses as follows:

A. The actual cost of lodging which is reasonable and necessary, not to exceed amounts approved by the federal ~~Defense Travel Management Office (DTMO)~~ **General Services Administration (GSA)**.

B. A per diem rate (meals and incidental expenses) equivalent to the amounts set by ~~DTMO~~ **GSA** for the destination. Meal and incidental expenses (M&IE) and lodging expenses exceeding authorized amounts will not be reimbursed and will be the responsibility of the traveler. The amount of per diem received on the first and last day of travel will equal 75% of the ~~DTMO~~ **GSA** per diem rate.

C. The ~~DTMO~~ **GSA** rate can be accessed at the ~~Defense Travel Management Office~~ **GSA** website or through Human Resources. Employees should use the current calendar year of the travel to determine the appropriate rate.

19.05 TRAVEL REQUESTS (Now titled "Travel Authorization," provides clarity on process and the requirement to get full approval prior to obligating or incurring costs to ensure proper travel and travel funds oversight)

A. Prior to the payment of any travel advance, **the obligating or incurring of any travel costs**, or commencement of official travel, the Municipality's approved Travel Authorization process will be completed by the employee who is to travel, **submitted for review to the employee's Department Head, and approved by the Municipal Administrator.** **Failure to receive prior authorization for travel may result in personal responsibility for costs incurred.**

B. Travel requests must indicate the itinerary; mode of travel; lodging costs, if known; whether or not use of a rental car is authorized; and amount and nature of authorized registration fees.

C. Travel requests will also indicate if per diem is requested and whether or not reimbursement for actual costs is requested.

25.01 PERFORMANCE EVALUATIONS (25.01.B integrates one of the new definitions to ensure alignment of performance evaluation with any position changes, 25.01.D adds the option for employees to submit a rebuttal to performance evaluations, except for the probationary period evaluation.)

A. Probationary Period Evaluation

1. Each employee appointed to a new regular full-time or regular part-time position, including promotions and transfers, or rehired shall be evaluated prior to or near the conclusion of their probationary term.

2. The employee must have at least an overall satisfactory evaluation in order to become a regular employee.

3. Failure to have at least an overall satisfactory evaluation can result in an extension of the probationary period or separation from employment with the Municipality.

B. Annual Evaluation

Each employee in a regular position shall receive an annual performance evaluation on or around their **current position hire** anniversary date.

C. Interim Evaluation

An interim performance evaluation may be completed at any time during the calendar year if there is a significant change in the employee's performance that warrants feedback to the employee. An interim evaluation may be done in conjunction with a Performance Improvement Plan given to the employee if performance is not satisfactory.

D. Performance Evaluations Filed in Employee's Personnel File

Probationary, Interim, and Annual performance evaluations shall be filed in the Employee's Personnel File once completed, reviewed in person with the employee and signed by the employee's supervisor and Department Head. **Except for the Probationary Period Evaluation, employees may submit a rebuttal which will be attached to the evaluation in their Personnel File.**

25.05 USE OF MUNICIPAL VEHICLES AND EQUIPMENT (Adds clarity regarding expectation for employees to maintain cleanliness of vehicles and equipment they operate).

A. All employees driving Municipal vehicles and using Municipal equipment shall be constantly mindful that their driving and parking habits are under constant observation. Employees are expected to exercise exemplary care, perform required maintenance, and follow all operating instructions, safety standards and guidelines with regard to the use of Municipal vehicles and equipment.

B. Employees are also expected to promptly notify their immediate supervisor if any equipment or vehicles appear to be damaged, defective, or needing repair.

C. Improper, careless, negligent, destructive, or unsafe use of equipment or vehicles is prohibited. **Employees are expected to maintain cleanliness of vehicles and equipment they operate.**

D. Personal use of Municipal equipment or vehicles is prohibited unless otherwise authorized by the Department Head, subject to the approval of the Municipal Administrator.

E. Municipal employees do not have any special privileges; employee traffic and parking violators will be cited for violations in Municipal vehicles. Violation of traffic and parking laws may be cause for disciplinary action.

F. Personal Vehicle Use for Municipal Business.

1. Employees may wish to use their own personal vehicle in the performance of their assigned work when a Municipal vehicle is not available or if more convenient for such assigned work. Use of a personal vehicle under this paragraph is at the employee's own risk.

2. Before using their personal vehicle for Municipal business on a regular basis, the employee must receive approval from their immediate supervisor.

Fiscal Note

Change to 6.12: Implementation of the new matrices and step increases proposed are accounted for within the already approved overall FY26 budget.

Other changes: The rest of the changes are not expected to have a notable fiscal impact.

Recommendation

Recommend Assembly approval for implementation of proposed changes to our Personnel Policies Handbook.

Encl: Ordinance 2021-41
Draft Updated Personnel Policies Handbook Complete
Draft Updated Personnel Policies Handbook Color Coded Complete