



CITY OF DELTA JUNCTION
EMPLOYEE
POLICY PLAN

Prepared and Approved by City Council

May 18, 1982

UPDATED:

10-23-86, 01-16-87, 06-26-90, 10-04-90

07-01-01 > Miscellaneous additions per June 19, 2001 memo

06-01-07 > Council approved 05-15-07 – New employees required to pass drug and alcohol test

12-20-11 > Change to holidays (dropped Alaska Day in October for Veterans Day in November)

02-18-14 > Miscellaneous edits (Permanent part-time hours changed from 15 to 20 hours, health benefits for permanent full-time employees only, amended holidays, Personal Day, employee contribution toward health benefits)

09-15-15 > Amended Chapter 1, Section 6 (page 3) and inserted Employee Salary Schedule FY16 (page 17), Employee Grade Assignments (page 18), and Regulations for Step/Grade Schedule (page 19)

11-22-16 > Amended Chapter 4, Section 10 – page 7 (added Martin Luther King Day)

11-21-17 > Edited Chapter 4, Section 13 – page 7 (removed “permanent short hour”)

12-19-17 > Council approved 03-21-17 - Added pay-day (Chapter 4, Section 8 - page 7), added bi-weekly pay schedule (page 20), added work-at-home (Chapter 4, Section 18 - page 8), edited Rate of Leave Accrued (Chapter 6, Section 5 – page 11), added vacation buy-back (Chapter 6, Section 7a - page 11), edited Chapter 6, Section 9 – page 12

12-19-17 > Council approved 11-21-17 – Edited Chapter 4, Section 13 – pages 7/8 (holiday pay)

01-02-18 > Amended Chapter 6, Section 5c – page 11 (cap on accrued leave)

07-03-18 > Amended Employee Grade Assignments and moved Library Director to Grade 2 (page 18)

07-17-18 > Amended Chapter 1, Section 8 – page 3 (added \$250 PPE benefit for some employees)

07/16-19 > Amend Step/Grade Schedule verbiage (#8 - page 20)

07/16/19 > Revise Performance Evaluation (#16 of Chapter 4 – page 8)

02/19/2020 > Amended Holiday Pay (Sections 12/13, Chapter 4, pages 7/8)

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CHAPTER 1

CLASSIFICATION PLAN

SECTIONS:

1. Classification Plan
2. Permanent Full-Time Employees
3. Permanent Part-Time Employees
4. Work Schedule
5. Salaries
6. Pay Increments
7. Overtime Pay
8. Benefits

1. Classification Plan: The Mayor and the City Council have established the following as the classification plan for employees within the City services:

2. Permanent Full-Time Employees: Permanent full-time employees are defined as employees who work thirty (30) or more hours per week on a regular basis.

3. Permanent Part-Time Employees: Permanent part-time employees are defined as employees who work more than twenty (20) hours, but less than thirty (30) hours per week under a schedule consisting of an equal or varied number of hours per day. This does not include employment on a temporary or intermittent (on call) basis.

4. Work Schedule: The Mayor shall establish a work schedule for each position of City service, with the approval of the City Council:

(a) City Clerk/Treasurer/Secretary and other City office workers: Hours are from 8:00 am to 5:00 pm, Monday thru Friday, with an hour lunch.

(b) Part-time: Hours to be defined by supervisor.

5. Salaries: The Mayor, with the approval of City Council, may establish salary schedules in order to meet salary limit requirements for receipt and expenditure of City Funds.

6. Pay Increments: Based on the availability of City revenues and the decision of the City Council, pay increments shall be provided for an employee after they have remained in a position for a period of at least one year upon satisfactory work pursuant to the employee salary schedule matrix at the time of the relevant employment anniversary and the then-current "Regulations for Step/Grade Schedule" as adopted by the City Council.

7. Overtime Pay: The Mayor, with the consent of the City Council, shall establish a policy in writing that, due to the nature of the position and duties described, overtime shall not be necessary.

8. Benefits: Those benefits provided by the City shall include:

(a) Contributions to the Social Security Compensation and Workman's Compensation programs

(b) Health, life, medical, and retirement benefits made available to permanent full-time employees and their dependents with an employee contribution to the cost determined by the City Council during the annual budget process.

(c) Reimbursing employees in the following positions up to \$250.00 per calendar year for Personal Protective Equipment (PPE), such as safety glasses, leather gloves, steel-toe boots, welding apparel, etc.

1. Public Works employees
2. Landfill Equipment Operator
3. Other employees as determined by the City Administrator on a case-by-case basis

CHAPTER 2

PERSONNEL

SECTIONS:

1. Personnel System
2. Applicability
3. Review and Amendments
4. Personnel Officer
5. Duties of Personnel Officer
6. Personnel Records

1. Personnel System: It is the purpose of this Chapter to establish a system of personnel administration that is based on the merit principle. The personnel system shall have the following specific objectives:

(a) Recruitment and retention of the best obtainable for the municipal service.

(b) Provide security of tenure for municipal employees subject to requirements for work to be performed, availability of funds, and continued acceptable work performance and personal conduct of the employee.

(c) To provide definite duty assignments.

(d) To furnish sound training, supervision and administrative direction.

(e) To promote opportunities in the municipal service based on merit and fitness.

2. Applicability: The City personnel system shall apply to all employees of the City. No provision in this personnel system shall be construed to limit the powers of the City Council or Mayor, as the case may be to hire and fire employees who serve pursuant to ordinance “at the pleasure” of the appointing party.

3. Review and Amendments: The personnel policies shall be reviewed annually. Any recommendations for change shall be submitted to the Mayor, who shall review the proposed changes and make recommendations to the City Council.

4. Personnel Officer: The City Council may designate the Mayor as Personnel Officer.

5. Duties of Personnel Officer: The Mayor shall administer the City personnel system. He/she shall provide for the preparation of reports regarding municipal employees or of actions affecting them as the City Council considers necessary or desirable.

6. Personnel Records: Records of the work history of employees shall be maintained. Such records will include the employee's original application, report of medical examination, reports of the results of other employment, investigations and test, annual reports of performance, reports of employee's progress and disciplinary actions affecting him/her, and such other records as may be significant in the employee's service to the municipality. The Mayor may prescribe such forms and records for departmental use as may be necessary.

CHAPTER 3

HIRING POLICIES

SECTIONS:

1. Merit System
2. Promotion
3. No Discrimination
4. Tests
5. Minimum Age
6. U.S. Citizen
7. Municipal Resident
8. Handicapped
9. Nepotism

1. Merit System: Hiring and grading of City employees shall be made on the basis of merit and fitness.
2. Promotion: When well-qualified individuals are available, appointment to fill vacancies shall be made by promotion from within the municipal services.
3. No Discrimination: There shall be no discrimination in the employment procedure, including appointment, promotion, demotion, suspension or removal for racial, political, national origin, religious or other non-meritorious reasons.
4. Tests: Before appointments, each applicant shall take such tests of his qualifications as the Mayor may consider appropriate. See City of Delta Junction Pre-employment Drug/Alcohol Test Policy as authorized by the City Council on May 15, 2007 (page 16).
5. Minimum Age: Minimum age for municipal employment shall be in accordance with state law.
6. U.S. Citizen: State law requires that employees of municipalities with certain few jobs exceptions must be a citizen of the United States.
7. Municipal Resident: Other qualifications being equal, preference in employment or promotion shall be given to residents of the City and surrounding areas.
8. Handicapped: Employment of qualified handicapped persons is encouraged.
9. Nepotism: No person may be employed in a position supervised by a family member. If an employee and his supervisor should marry, they shall elect which employee shall continue with the department and which employee shall terminate or transfer. "Family member" means spouse, father, mother, brother, sister or child.

CHAPTER 4

CONDITIONS OF CITY EMPLOYMENT

SECTIONS:

1. Permanent
2. Temporary
3. Probationary
4. Regular Work Day
5. Regular Work Week
6. Exceptions, Department Heads and Supervisory Personnel
7. Exceptions, Terms of Hire
8. Pay Days
9. Payroll Deductions
10. Recognized Holidays
11. Holidays Falling During Vacations
12. Holiday Schedule According to Employee Classification
13. Holiday Pay According to Employee Classification
14. Other Employment
15. Training
16. Performance Evaluation
17. Gifts and Gratuities
18. Work at Home

1. Permanent: Permanent appointments are made to positions which are considered to be a part of the regular complement needed for performing municipal service. Permanent employee may be either:

(a) Full-time, which means working thirty (30) hours or more a week on a regular basis.

(b) Part-time, which means working twenty (20) hours or more, but less than thirty (30) hours a week on a regular basis.

(c) Short-hour, means working less than twenty (20) hours a week on a regular basis.

2. Temporary: Temporary employment means being hired as an interim replacement or for temporary work on a predetermined work schedule which does not extend beyond one calendar year. A temporary employee may be separated from service, demoted or suspended with or without cause in the full discretion of the appointing authority. If employees hired on a temporary basis become permanent employees, they are entitled to benefits available to their position retroactive to their hire date.

3. Probationary: A Probationary appointment is where the position is considered to be a part of the regular complement needed for performing municipal services and the employee is, whether by original appointment or promotion, serving his probationary period. All appointments and promotions to positions in the municipal service, as well as former employees who are rehired, shall be on a probationary basis of six months, with a maximum of one year. During the probationary period, an employee may be terminated and a promoted employee may be returned to the position from which he was promoted or an equivalent one, at the discretion of the appointing authority.

4. Regular Work Day: The regular work day shall consist of eight hours unless otherwise stipulated in the employee job description.

5. Regular Work Week: The regular work week shall consist of five consecutive work days totaling forty hours unless otherwise stipulated in the employee job description.

6. Exceptions, Department Heads and Supervisory Personnel: Except as may be otherwise approved by the Mayor, all employees hired at an annual wage will not be paid for or given compensatory time for time worked in excess of the basic work week.

7. Exceptions, Terms of Hire: The nature of certain positions may dictate terms of hire which are exceptions to the general rules.

8. Pay Days: All employees will be paid bi-weekly. The preferred method is via direct deposit. Every effort will be made to have deposits and/or paychecks available by the close of business on the scheduled payday. Overtime will not be paid for someone who wishes to wait in the office for their paycheck. See spreadsheet on page 20 for timesheet due dates, beginning of pay periods, and paydays.

9. Payroll Deductions: All deductions required by law will be withheld from each employee's paycheck. Other deductions may be provided for on a volunteer basis, such as premiums for health insurance coverage, or additional withholding taxes, or deferred compensation.

10. Recognized Holidays: The following days shall be recognized as holidays with pay as set out in paragraph 13 below for all permanent full-time and permanent part-time employees who are in pay status before and following such days:

New Year's Day January
 Martin Luther King Day January
 Presidents Day February
 Memorial Day May
 Fourth of July July
 Labor Day September
 Veterans Day November
 Thanksgiving November
 Christmas December
 Personal Day Employee's Choice - Personal Day accrues January 1 each year and must be forfeited if it is not used within the calendar year it is accrued. Personal Day is restricted to four (4) hours for permanent part-time employees.

11. Holidays Falling During Vacation: If a holiday falls within a vacation period, it is not counted as part of the vacation allowance.

12. Holiday Schedule According to Employee Classification:

- a) Temporary hire: Temporary hires do not accrue holiday pay.
- b) Salaried-exempt employee: An exempt employee is entitled to holiday pay for an actual holiday occurring during their normal work week. If a holiday occurs outside of their normal work week, they may observe the holiday on another day, typically: holiday on Sunday, observed on Monday; holiday on Saturday, observed on Friday.
- c) Permanent full-time hourly employee: A full-time employee is entitled to holiday pay for an actual holiday occurring during their normal work week. If a holiday occurs outside of their

normal work week, they may observe the holiday on another day, typically: holiday on Sunday, observed on Monday; holiday on Saturday, observed on Friday.

- d) Permanent full-time hourly employee – weekend schedule: A full-time employee who normally works on a weekend may take their holiday on another day per supervisor approval, typically: holiday on Sunday or Monday, observed on Wednesday for landfill operations.
- e) Permanent part-time hourly employee: For a *part-time* employee, their observed holiday shall be the *actual* holiday. If a part-time employee's work site is closed because of an *observed* holiday, that employee may take leave or, with supervisory approval, work that day.

13. Holiday Pay According to Employee Classification:

- a) All holiday pay is at the employees' regular rate of pay.
- b) Temporary hire: If a temporary hire works on an actual holiday, they shall be paid at the overtime rate for hours worked (1.5 times). They are not entitled to holiday pay.
- c) Salaried-exempt employee: If an exempt employee works on an observed or actual holiday, they do not receive extra compensation, above their salary, for the hours worked.
- d) Permanent full-time hourly employee: A full-time employee is entitled to eight (8) hours holiday pay for an actual or observed holiday. If a full-time employee works on an actual or observed holiday, they shall be paid at the overtime rate for hours worked (1.5 times) in addition to the eight (8) hours of holiday pay.
- e) Permanent part-time hourly employee: A part-time employee is entitled to holiday pay in the amount of four (4) hours, or the number of hours they would have worked on an actual holiday, whichever is greater (up to a maximum of 8 hours). If a part-time employee's work site is closed because of an observed holiday, that employee may take leave or, with supervisory approval, work that day. If a part-time employee works on an actual holiday, they shall be paid at the overtime rate for hours worked (1.5 times) in addition to their holiday pay.

14. Other Employment: Occupations or outside activities which are not compatible with employment by the municipality, or adversely affect the performance of municipal duties, are prohibited.

15. Training: Each supervisor shall develop and conduct such practical training programs as are suited to the special requirements of his/her department. The Supervisor(s) shall institute and provide for the conducting of training programs which are needed for efficient management of two or more departments.

16. Performance Evaluation: Annual performance evaluations are conducted during the first quarter of each calendar year, using the “City of Delta Junction Employee Evaluation Form”, by employee supervisors as follows:

- Library Director
 - Library assistants
- City Administrator
 - Library Director
 - Public Works employees
 - Landfill employees
 - Finance Officer – at will
 - Administrative Assistant
 - Janitor
- Mayor
 - City Clerk – at will
 - City Administrator – at will

The City Council shall, as a body, have the right to review and consider the performance evaluations of all at-will employees.

17. Gifts and Gratuities: An employee shall not accept a gift, gratuity, consideration, or extra-ordinary favor from any person doing business or likely to do business with the municipality and shall immediately report to the Municipal Clerk/Treasurer any offer, promise, or suggestion that such a gift is made. In the event that such an offer is made to the Clerk/Treasurer, he/she shall report the same to the City Council. Any person either offering or receiving such a gift, gratuity, consideration or extra-ordinary favor is subject to criminal penalties prescribed in AS 11.30.040 and 11.30.050. 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.

18. Work at Home: It is City policy to perform work at City-owned or City-operated facilities with City-owned equipment.

Administrative/clerical/financial work - It is inappropriate to take City computer equipment or City data on personal computer equipment to an off-site location, i.e. personal residence.

Physical equipment and materials - The City provides adequate facilities to perform most required work, unless contracted out to commercial facilities. Working on City-owned equipment at a personal garage, shop, or vendor facility removes protections of safety equipment and insurance, thus increasing risks. Use of City equipment for unintended purposes is likewise inappropriate, such as rendering roadside assistance or transport of non-City personnel.

Exceptions - Upon prior documented approval of the City Administrator, for limited circumstances where the interests of the City are not compromised or out of necessity and/or emergency, i.e. Council minutes, library reports, City laptops accompanying an employee to an off-site training, temporary repairs to heavy equipment when time is of the essence and exposure is limited.

CHAPTER 5

SUSPENSION, DEMOTION AND DISMISSAL

SECTIONS:

1. Suspension
2. Exoneration and Reinstatement
3. Demotion
4. Dismissal
5. Layoffs
6. Resignations
7. Final Pay
8. Progressive Discipline

1. Suspension: An employee may be suspended at any time for cause. Suspension without pay may not exceed thirty (30) days in any twelve month period.

2. Exoneration and Reinstatement: If exonerated of the charge against him/her, the employee will be reinstated with pay from the time of suspension.

3. Demotion: An employee may be demoted when his/her ability to perform required duties falls below an acceptable standard, or for disciplinary purposes.

4. Dismissal: An employee may be dismissed for incompetence, inefficiency, insubordination, habitual tardiness, use of intoxicating liquor, narcotics or dangerous drugs on duty, for similar causes, as determined by the Municipal Clerk/Treasurer for Municipal Assistants or by the City Council for the Municipal Clerk/Treasurer.

5. Layoffs: When it is necessary to reduce the number of employees because of lack of work or funds, the Mayor will make a thorough investigation of the problem. The analysis of the proposed layoffs will first be presented to the City Council to consider the types of activities to be curtailed and the classes of positions thereby affected and consideration shall be given to the employee's length of service to the municipality. The advisability of demoting an employee in higher grades to lower grades shall also be considered. Employees thus separated from service, through no fault of their own, shall be given preference when new appointments are made.

6. Resignations: An employee resigning his position shall give at least a two-week notice to enable the municipality to make proper provisions for filling his/her position. All resignations shall be in writing and must be filed with the Mayor. The Mayor shall furnish a copy of the accepted resignation to the employee for his/her records.

7. Final Pay: An employee who has resigned or who is being discharged shall be paid in full within three (3) work days of the final work day.

8. Progressive Discipline: Related to defective work, job performance, safety, lateness, housekeeping, disobedience, or department rules.

(a) Policy: If, in the opinion of the employee's supervisor(s), disciplinary action is necessary with respect to the above situations, the supervisor(s) may begin disciplinary action in any of the steps listed below, depending on the seriousness of the offense committed:

1. Verbal Warning
2. Writing Reprimand
3. Suspension
4. Discharge

(b) Procedures:

1. Verbal Warning: A verbal warning is to be given, explaining to the employee what he/she did wrong and what must be done as a corrective measure. The employee must also be advised that if there is a repetition, a reprimand will be given. The supervisor will complete a written record of the verbal warning on the verbal warning form.

2. Written Reprimand: A written reprimand is to be issued if there is a repetition of the infraction within a six month period for which the verbal warning was given.

3. Suspension: Repetition of Subsection 2, above, within a further six month period will result in suspension.

4. Discharge: A further repetition of Subsection 2, within a further six-month period will result in discharge.

(a) Removal of action: A verbal warning, or a written reprimand, may at the supervisor(s) discretion, be removed after a period of six months provided there has not been a reoccurrence of the infraction.

(b) The Mayor and City Council shall be kept apprised of any disciplinary action taken against any employee.

CHAPTER 6

LEAVE

SECTIONS:

1. Purpose
2. Notification to Superior
3. While on Leave Without Pay Status
4. Posting of Leave and Accrued Time
5. Rate of Leave Accrued
6. Changes of Accrual Rate
7. Use of Annual Leave
8. Medical Reasons
9. Termination

1. Purpose: For the purpose of this chapter, annual and sick leave are defined as the same type of leave.

2. Notification to Superior: Any employee absent due to illness must notify his/her immediate superior prior to the normal time for reporting to duty. In the case of the Municipal Clerk/Treasurer, he/she shall notify the Mayor.

3. While on Leave Without Pay Status: Leave will not accrue while an employee is on leave without pay status.

4. Posting of Leave and Accrue Time: Leave accrued shall be posted on the first pay period of the following month. An employee cannot use leave before it has been earned and posted to his/her leave record.

5. Rate of Leave Accrued: Probationary and permanent full-time employees shall accrue leave, and may use as accrued, up to sixty days (480 hours). Permanent part-time employees shall accrue leave at one-half of the full-time rate based upon years of service. See Chapter 6, Section 7(a) for use-it-or-lose-it policy. Leave accrues as follows:

(a) One and one-half working days each full month pay period if the employee has less than three (3) years of service.

(b) One and three-quarters days for each full month pay period if the employee has three (3) but less than seven (7) years of service.

(c) Two working days for each monthly pay period if the employee has at least seven (7) years but less than ten (10) years of service.

6. Changes of Accrual Rate: All accrual rate changes shall become effective the first day of the monthly pay period following the monthly pay period in which the employee completes the service requirements and becomes eligible for the higher accrual rate.

7. Use of Annual Leave: An employee may take annual leave at any time business permits with prior written approval of his/her supervisor, after a minimum of thirty (30) days of employment.

(a) Any unused accrued leave over the approved cap of 320 hours shall be forfeited at the end of each calendar year.

8. Medical Reasons: An employee may take annual leave for medical reasons upon notification to the supervisor. Annual leave for medical reasons shall not be granted unless the supervisor is satisfied that the employee is absent for medical reasons.

An employee on approved annual leave for medical reasons shall receive payment at his/her current salary to the extent the leave has accrued.

The following constitutes "medical reasons":

(a) Medical disability of an employee is a medical reason for taking annual leave. The supervisor may require a doctor's certificate as proof of disability if the absence exceeds two consecutive working days.

(b) Medical disability of a member of an employee's immediate family is a medical reason providing the disability is such that the attendance of the employee is required. A doctor's certificate may be required as proof of the condition of absence if it exceeds two consecutive working days.

(c) A medical condition of an employee which makes his/her presence at work a danger to the health of his fellow employees is a medical reason for taking personal leave. A doctor's certificate may be required as proof of the condition of absence if it exceeds two consecutive working days.

(d) Pregnancy and childbirth are medical reasons for a female officer or employee to take personal leave. A female employee, otherwise qualified for a leave of absence, is entitled to take a maximum of nine (9) weeks of leave immediately preceding and following childbirth. If the employee's accrued personal leave is insufficient for this purpose, she is entitled to take leave without pay for the balance of the nine (9) week period.

(e) Death of a member of the employee's immediate family is a medical reason for taking five (5) consecutive days of personal leave. Additional leave may be granted at the discretion of the supervisor. Immediate family shall mean husband, wife, child, father, mother, sister, brother, father-in-law, and mother-in-law.

9. Termination: As required by law, upon termination of service, a former employee shall be reimbursed for accrued annual leave at the employee's wage rate in effect at termination. A "Personal Day" under Chapter 4, Paragraph 10 (page 7) is not annual leave (it is a holiday) and is not subject to being cashed out under this paragraph.

CHAPTER 7

LEAVES OF ABSENCE

SECTIONS:

1. Leave Without Pay
2. Active Military Duty
3. Reserve Military Duty or Training
4. Short Term Vacancy
5. Witness and Jury Leave

1. Leave Without Pay: Employees may be granted leave-without-pay for any compelling reason subject to approval of the Mayor under the following conditions:

(a) City interest is not unduly affected. Such leave shall be only when it will not result in undue prejudice to the interest of the City beyond benefits to be realized.

(b) 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 City.

The Mayor would consider the eventual compensation of such leave to the City in keeping the position open or filling it temporarily until the return of the employee.

2. Active Military Duty: Permanent or probationary employees shall be entitled to military leave of absence without pay to serve in the armed forces of the United States and shall be entitled to re-employment if any opening is available upon their return.

3. Reserve Military Duty or Training: An employee of the City who is a member of a reserve component of the United States armed forces is entitled to a leave of absence when he/she is ordered to training duty, as distinguished from active duty, with troops or at field exercise or for instruction. The leave of absence may not exceed fifteen (15) working days in any one anniversary year. Military leave for reserve training purpose shall be without pay.

4. Short Term Vacancy: The filling of a position made by the granting of military leave of absence of less than six (6) months shall be by temporary appointment. If the period is for more than six (6) months, it may be filled by a permanent appointment.

5. Witness and Jury Leave:

(a) A permanent employee who is called to serve as a juror or subpoenaed as a witness shall be entitled to court leave. The request for such leave shall be supported by written documents such as a subpoena, marshal's statement of attention and request for compensation for services, per diem and travel.

(b) The employee shall turn over to the City for deposit all monies received from the court as compensation for service and in turn shall be paid his/her current salary while on court leave.

CHAPTER 8

GRIEVANCES

SECTIONS:

1. General Policy
2. Steps for Handling Grievances

1. **General Policy:** It is the general policy of the municipality and the duty of each supervisor and administrative officer in the municipal service to anticipate and correct, insofar as practicable, grievance-producing circumstances and thus prevent grievances from arising.

2. **Steps for Handling Grievances:** The grievance of any employee shall be handled in the following manner with each step to be taken only if satisfactory adjustment cannot be obtained on the previous level within five (5) days of the presentation of the grievance to that level. Failure to follow the procedure outlined below will render the grievance invalid.

(a) To the employee's immediate supervisor.

(b) To the Mayor. At this stage, the grievance is to be put into the form of a written statement, including incidents to support the contentions of the individual presenting them.

(c) To the City Council, whose decision shall be final and binding unless there is judicial review of the case.

City of Delta Junction Verbal Warning Form

In Accordance with the City of Delta Junction’s Personnel Policy Handbook, the following record is made of a verbal warning given to City employee listed below:

Date verbal warning given _____:

Describe the verbal warning given, including where necessary dates and explanations of previous discussions and/or discipline:

The following corrective action is expected from the employee (include, where appropriate, a timeframe for such action):

Future infraction(s) may result in:

SUPERVISOR:

EMPLOYEE:

Signature

Signature

Date

Date

NOTE: Employee signature indicates receipt of form and does not necessarily indicate agreement.

____ Employee declined to sign

A copy of this completed form will be placed in employee’s personnel file.

CHAPTER 9

PRE-EMPLOYMENT DRUG TESTING POLICY

When the City has identified a Candidate to whom it intends to extend an employment offer, that employment offer shall be contingent upon the Candidate taking and passing a drug and alcohol test administered by a testing company of the City's choice.

The Drug test may test for one or more illegal, controlled, restricted, prescription other drug, including any substance that can produce mental or physical impairment. The candidate shall provide a urine sample, to be provided in a supervised and witnessed manner at a time and place determined by the City.

The Alcohol test will be by a saliva swab taken in a supervised and witnessed manner at a time and place determined by the City. The test is intended to give a "negative" reading of any alcohol blood level below .02. A "positive" result (alcohol reading .02 or above) will constitute a failure of the test.

When the City notifies the Candidate of the time and place for the Drug and Alcohol test, IF the tests are scheduled less than twelve (12) hours after the notice, the Candidate, AT THE TIME OF NOTICE, may request the test be rescheduled to be after the passage of twelve (12) hours from the time of notice. Additionally, if, AT THE TIME OF THE NOTICE, the Candidate asserts to the City that they are currently taking medication or substances for an illness or other short-term condition, the Candidate may request that the test be postponed until a later date. In such an instance, the City, in its own discretion may choose to search for a different Candidate to hire, if the City deems filling the position to be time sensitive, or in the best interest of the City.

At the time of the test, before the test is administered, the Candidate should disclose to the testing company representative all prescription drugs or other medication the Candidate has taken within 7 days prior to the test.

If the candidate fails by more than fifteen (15) minutes to present themselves at the scheduled test place, declines to submit to the test, or fails to remain on site to receive the results of the test, the Candidate may be disqualified from hire for the position at the discretion of the City without any further notice to the Candidate.

The results of the testing shall be available to the Candidate within fifteen (15) minutes of completing the tests. A "positive" result on either the drug or alcohol test shall disqualify the candidate for the position in question subject to Candidate options listed below.

Candidate Option 1: Any candidate who receives a "positive" result on either test, has the option of requesting that the tested sample be sent to a laboratory of the City's choosing for confirmation testing. The Candidate shall exercise the option of confirmation testing within fifteen (15) minutes of receiving the test results. **THE CANDIDATE MUST PAY FOR ANY REQUESTED CONFIRMATION TESTING AT THE TIME THAT THE CONFIRMATION TESTING IS REQUESTED. THE TEST COMPANY MAY NOT TAKE CREDIT CARDS AND THE CANDIDATE SHOULD HAVE CASH AVAILABLE. THE CURRENT RETESTING EXPENSES ARE \$110.00.**

Candidate Option 2: If the Candidate asserts that the positive drug test results can be explained by a prescription drug which PRIOR to taking the test, the Candidate disclosed to the City, the Candidate may request the test sample be sent at Candidate expense, as set out above, for confirmation testing and evaluation of levels of the prescribed drug in the test sample. Additionally, the Candidate must provide a copy of the prescription to the City within twenty-four (24) hours of requesting the confirmation testing or the Candidate will be conclusively deemed to have had a disqualifying "positive" test result. If the further testing exhibits levels higher than consistent with prescribed dosage, the Candidate shall be deemed disqualified. If the Drug levels, even if prescribed, are deemed by a qualified physician chosen by the City to be sufficient to have caused or contributed to significant impairment on the part of the Candidate at the time the test was taken, the City may choose to not extend the job offer to the Candidate, if the City deems that such level of impairment on the job could be inconsistent with public safety the safety of the Candidate, or the safety of co-workers.

If the City, in its discretion, deems filling the position to be time sensitive, the City reserves the right to choose to test and hire a different Candidate rather than waiting for the results of further testing of a positive result.

Employee Salary Schedule A FY20										
Salary (Increases every 2 years)										
3% increase with each step ----- >										
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 51,652	\$ 53,250	\$ 54,896	\$ 56,594	\$ 58,344	\$ 60,149	\$ 62,009	\$ 63,927	\$ 65,904	\$ 67,942
2	\$ 59,401	\$ 61,183	\$ 63,019	\$ 64,909	\$ 66,856	\$ 68,862	\$ 70,255	\$ 72,363	\$ 74,534	\$ 76,769
3	\$ 76,374	\$ 78,736	\$ 81,171	\$ 83,682	\$ 86,193	\$ 88,778	\$ 91,441	\$ 94,185	\$ 97,010	\$ 99,920
4	\$ 85,992	\$ 88,572	\$ 91,230	\$ 93,966	\$ 96,785	\$ 99,688	\$ 102,679	\$ 105,759	\$ 108,932	\$ 112,200
Hourly (Increases every year)										
7% Increase with each step ----- >					3% Increase with each step ----- >					
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 11.41	\$ 12.27	\$ 13.20	\$ 14.19	\$ 15.26	\$ 16.41	\$ 16.90	\$ 17.41	\$ 17.93	\$ 18.47
2	\$ 13.01	\$ 13.99	\$ 14.97	\$ 16.02	\$ 17.13	\$ 17.65	\$ 18.18	\$ 18.72	\$ 19.28	\$ 19.86
3	\$ 14.85	\$ 15.97	\$ 16.73	\$ 17.90	\$ 19.16	\$ 19.72	\$ 20.32	\$ 20.92	\$ 21.54	\$ 22.19
4	\$ 14.98	\$ 16.10	\$ 17.18	\$ 18.47	\$ 19.86	\$ 20.45	\$ 21.06	\$ 21.69	\$ 22.35	\$ 23.01
5	\$ 16.21	\$ 17.43	\$ 18.74	\$ 20.03	\$ 21.67	\$ 23.94	\$ 26.39	\$ 27.18	\$ 28.00	\$ 28.84
6	\$ 18.30	\$ 19.68	\$ 21.16	\$ 22.75	\$ 24.46	\$ 26.31	\$ 27.10	\$ 27.91	\$ 28.75	\$ 29.61
3% increase with each step ----- >										
Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
1	\$ 19.02	\$ 19.59	\$ 20.18	\$ 20.78	\$ 21.41	\$ 22.04	\$ 22.70	\$ 23.39	\$ 24.09	\$ 24.82
2	\$ 20.45	\$ 21.06	\$ 21.70	\$ 22.35	\$ 23.01	\$ 23.71	\$ 24.42	\$ 25.16	\$ 25.91	\$ 26.69
3	\$ 22.86	\$ 23.54	\$ 24.25	\$ 24.98	\$ 25.73	\$ 26.50	\$ 27.30	\$ 28.12	\$ 28.95	\$ 29.83
4	\$ 23.70	\$ 24.41	\$ 25.14	\$ 25.33	\$ 26.09	\$ 26.87	\$ 27.67	\$ 28.51	\$ 29.36	\$ 30.25
5	\$ 29.70	\$ 30.60	\$ 31.52	\$ 32.47	\$ 33.44	\$ 34.44	\$ 35.47	\$ 36.53	\$ 37.63	\$ 38.75
6	\$ 30.50	\$ 31.41	\$ 32.35	\$ 33.33	\$ 34.33	\$ 35.36	\$ 36.43	\$ 37.52	\$ 38.65	\$ 39.80

Employee Salary Schedule B FY20										
Salary (Increases every 2 years)										
3% increase with each step ----- >										
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 51,652	\$ 53,250	\$ 54,896	\$ 56,594	\$ 58,344	\$ 60,149	\$ 62,009	\$ 63,927	\$ 65,904	\$ 67,942
2	\$ 59,401	\$ 61,183	\$ 63,019	\$ 64,909	\$ 66,856	\$ 68,862	\$ 70,255	\$ 72,363	\$ 74,534	\$ 76,769
3	\$ 76,374	\$ 78,736	\$ 81,171	\$ 83,682	\$ 86,193	\$ 88,778	\$ 91,441	\$ 94,185	\$ 97,010	\$ 99,920
4	\$ 85,992	\$ 88,572	\$ 91,230	\$ 93,966	\$ 96,785	\$ 99,688	\$ 102,679	\$ 105,759	\$ 108,932	\$ 112,200
Hourly (Increases every year)										
7% Increase with each step ----- >					3% Increase with each step ----- >					
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 11.41	\$ 12.27	\$ 13.20	\$ 14.19	\$ 15.26	\$ 16.41	\$ 16.90	\$ 17.41	\$ 17.93	\$ 18.47
2	\$ 13.01	\$ 13.99	\$ 14.97	\$ 16.02	\$ 17.13	\$ 17.65	\$ 18.18	\$ 18.72	\$ 19.28	\$ 19.86
3	\$ 14.85	\$ 15.97	\$ 16.73	\$ 17.90	\$ 19.16	\$ 19.72	\$ 20.32	\$ 20.92	\$ 21.54	\$ 22.19
4	\$ 14.98	\$ 16.10	\$ 17.18	\$ 18.47	\$ 19.86	\$ 20.45	\$ 21.06	\$ 21.69	\$ 22.35	\$ 23.01
5	\$ 16.20	\$ 17.33	\$ 18.74	\$ 20.05	\$ 21.46	\$ 22.10	\$ 22.76	\$ 23.44	\$ 24.15	\$ 24.87
6	\$ 18.30	\$ 19.68	\$ 21.16	\$ 22.75	\$ 24.46	\$ 26.31	\$ 27.10	\$ 27.91	\$ 28.75	\$ 29.61
3% increase with each step ----- >										
Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
1	\$ 19.02	\$ 19.59	\$ 20.18	\$ 20.78	\$ 21.41	\$ 22.04	\$ 22.70	\$ 23.39	\$ 24.09	\$ 24.82
2	\$ 20.45	\$ 21.06	\$ 21.70	\$ 22.35	\$ 23.01	\$ 23.71	\$ 24.42	\$ 25.16	\$ 25.91	\$ 26.69
3	\$ 22.86	\$ 23.54	\$ 24.25	\$ 24.98	\$ 25.73	\$ 26.50	\$ 27.30	\$ 28.12	\$ 28.95	\$ 29.83
4	\$ 23.70	\$ 24.41	\$ 25.14	\$ 25.33	\$ 26.09	\$ 26.87	\$ 27.67	\$ 28.51	\$ 29.36	\$ 30.25
5	\$ 25.62	\$ 26.39	\$ 27.18	\$ 27.99	\$ 28.83	\$ 29.70	\$ 30.59	\$ 31.51	\$ 32.45	\$ 33.43
6	\$ 30.50	\$ 31.41	\$ 32.35	\$ 33.33	\$ 34.33	\$ 35.36	\$ 36.43	\$ 37.52	\$ 38.65	\$ 39.80

Note: Any new-hire above Step 1 will be limited in the number of step increases available to them.

EMPLOYEE GRADE ASSIGNMENTS

SALARY EMPLOYEES

City Administrator – Grade 3

City Clerk – Grade 2

Finance Officer – Grade 2

Library Director – Grade 2

HOURLY EMPLOYEES

Administrative Assistant – Grade 4

Senior Library Clerk – Grade 4

Library Clerk – Grade 3

Library Aide – Grade 3

Janitor – Grade 1

Building Maintenance – Grade 5

Scale House Operator – Grade 2

Landfill Equipment Operator – Grade 5

Streets Equipment Operator – Grade 6

Regulations for Step/Grade Schedule

- 1) COLA will be applied every July 1 to the Employee Salary Schedule matrix, so long as Council approves a COLA increase.
- 2) Employee will be granted a step increase if these two terms are met:
 - a. Evaluations have been done and signed
 - b. The City Council approves the step increase as a whole
- 3) Step increase will be applied the month after month of hire.

EX: Joe was hired in May 2016. He will see his step increase in June 2017.
- 4) At hire, a new employee can be awarded up to five (5) years of experience as long as the applicable experience is within the last ten (10) years.
- 5) Any hire above initial step requires Council approval.
- 6) Any hire outside of the grade / step plan requires Council approval.
- 7) The grade / step plan is always subject to Council revision and Council funding.
- 8) COLA shall be initially calculated in the first draft of the annual budget as the percentage increase during the immediately previous calendar year in the Consumer Price Index (CPI) for Urban Alaska, Urban Wage Earners and Clerical Workers (CPI-W) as published by the U.S. Department of Labor, Bureau of Labor Statistics.
- 9) If the CPI has been negative (decreased) in the immediately previous calendar year, a COLA of 0% shall be added to the matrix until such time as the CPI in any immediately preceding calendar year again shows an increase.

Explanation of Steps

1. At the time of hire, the employee will be put at a step based on years of service.
 - a. Salary is biennial raise
 - b. Hourly is an annual raise

Employee will only move forward in steps after the yearly evaluation and if Council approves funding for the fiscal year.

Pay Period Start	Pay Period End	Time Sheet Due	Pay Date
6/23/2019	7/6/2019	Monday, July 8, 2019	7/12/2019
7/7/2019	7/20/2019	Monday, July 22, 2019	7/26/2019
7/21/2019	8/3/2019	Monday, August 5, 2019	8/9/2019
8/4/2019	8/17/2019	Monday, August 19, 2019	8/23/2019
8/18/2019	8/31/2019	Tuesday, September 3, 2019	9/6/2019
9/1/2019	9/14/2019	Monday, September 16, 2019	9/20/2019
9/15/2019	9/28/2019	Monday, September 30, 2019	10/4/2019
9/29/2019	10/12/2019	Monday, October 14, 2019	10/18/2019
10/13/2019	10/26/2019	Monday, October 28, 2019	11/1/2019
10/27/2019	11/9/2019	Tuesday, November 12, 2019	11/15/2019
11/10/2019	11/23/2019	Monday, November 25, 2019	11/29/2019
11/24/2019	12/7/2019	Monday, December 9, 2019	12/13/2019
12/8/2019	12/21/2019	Monday, December 23, 2019	12/27/2019
12/22/2019	1/4/2020	Monday, January 6, 2020	1/10/2020
1/5/2020	1/18/2020	Monday, January 20, 2020	1/24/2020
1/19/2020	2/1/2020	Monday, February 3, 2020	2/7/2020
2/2/2020	2/15/2020	Tuesday, February 18, 2020	2/21/2020
2/16/2020	2/29/2020	Monday, March 2, 2020	3/6/2020
3/1/2020	3/14/2020	Monday, March 16, 2020	3/20/2020
3/15/2020	3/28/2020	Monday, March 30, 2020	4/3/2020
3/29/2020	4/11/2020	Monday, April 13, 2020	4/17/2020
4/12/2020	4/25/2020	Monday, April 27, 2020	5/1/2020
4/26/2020	5/9/2020	Monday, May 11, 2020	5/15/2020
5/10/2020	5/23/2020	Monday, May 25, 2020	5/29/2020
5/24/2020	6/6/2020	Monday, June 8, 2020	6/12/2020
6/7/2020	6/20/2020	Monday, June 22, 2020	6/26/2020