



## CITY OF WASILLA

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### Council Memorandum No. 95-93

FROM: Clerk's Office

DATE: November 22, 1995

SUBJECT: Proposed amendments to Ordinance Serial No. 95-48 brought forward from 11/13/95 Council Meeting

#### Councilor Chase's Request #3

#### **3.15.020 TYPES OF POSITIONS AND APPOINTMENTS.**

- C. Regular Part-time: The work involved is to be done during a portion of a work day, such as on a morning, afternoon, or night shift, and totaling less 2080 hours per year but a minimum of 1560 hours per year. A regular part-time employee shall be a person hired under these circumstances.
- D. Regular Seasonal: This position is considered to be part of the regular complement needed to perform City services on a recurring seasonal basis. A regular seasonal employee normally works a 5 day, 40 hour week, 8 hours per day for at least 9 months (1560 hours) but less than 12 months in any 12 consecutive months period. A regular seasonal employee shall be one holding such an appointment.

#### Administration Proposal from Councilman Chappel's Request #2

#### **3.15.070 SELECTION OF CURRENT AND FORMER EMPLOYEES.**

- D. Demotion. The movement of an employee to a position in a lower grade is a demotion. For this purpose a lower grade means a grade having a ~~salary grade~~ pay range lower than the ~~salary grade~~ pay range of the position in which the individual is employed. An employee may be demoted into a lower grade position vacancy ~~where the duties are the same, or significantly different~~ with the approval of the Department Head for that vacant position and the Mayor. Such a demotion requires that the employee be qualified for the position to which demotion is ~~requested~~ made. The Mayor may require a written examination or other evidence of the employee's qualifications.

1. Reasons:

a. For Lack of Work or as a result of disciplinary action. An employee may be demoted for lack of work in his/her grade, or as a result of disciplinary action. An employee may appeal his/her demotion for cause.

b. Employee Requests. If for personal or other reasons, an employee requests in writing that he/she be assigned to a position in a lower grade, the Department Head for that vacant position may make such a demotion with prior approval of the Mayor in writing. In such cases, the demotion will be deemed to have been made on a voluntary basis.

~~c. Reorganization. As a result of budget adjustments by the city administration or Council, employees may be transferred and/or demoted into other positions at the discretion of the Mayor.~~

~~2. To A Lower Grade. An employee may be demoted into a lower grade position vacancy where the duties are the same, or significantly different with the approval of the Department Head for that vacant position and the Mayor. Such a demotion requires that the employee be qualified for the position to which demotion is requested. The Mayor may require a written examination or other evidence of the employee's qualifications.~~

#### ~~32.~~ From Exempt to Classified Service

a. An exempt employee who previously held status in the classified service and who requests demotion, may be placed in a vacant classified position at the same or a lower level position than the one in which status was previously held with the approval of the Department Head for that vacant position and the Mayor. Such a demotion shall be allowed only if the employee is qualified to hold the position sought in the opinion of the Mayor. The Mayor may require a written examination or other evidence of the employee's qualifications.

b. In all other situations, the exempt employee shall be required to compete for such appointment as provided in this chapter.

~~4. Reorganization. As a result of budget adjustments by the city administration or Council, employees may be transferred and/or demoted into other positions at the discretion of the Mayor. Demotions are normally accompanied by a pay decrease at the discretion of the Mayor.~~

#### Councilor Chase's Request #6

#### **3.25.070 OVERTIME AND HOLIDAY PAY.**

~~6. Department Heads may at their discretion, and with the concurrence of the Mayor and the affected employee, grant compensatory time off in lieu of~~

~~overtime pay. Compensatory time shall be credited at the same rate of pay as overtime. Employees may accumulate a maximum of twelve hours compensatory time which will be treated in the same manner as annual leave.~~

### Councilor Palin's Request

#### **3.15.070 SELECTION OF CURRENT AND FORMER EMPLOYEES.**

- B. Promotion. Promotions shall be made on the basis of the most qualified as determined by the appointing authority and will require all applicants to be minimally qualified. A promotion is the filling of a vacancy by the advancement of an employee from a position having a lower salary grade. Vacancies in the classified service shall be filled by promotion whenever practicable and in the best interest of the City. Promoted employees will serve a Promotional Probationary Period of ninety(90) days during which the employee may be dismissed without cause. Employees dismissed during the Promotional Probationary Period may return to their previous position only if it is vacant at the time of dismissal, otherwise the employee will be placed on layoff status. Promotions shall be based upon merit and shall be made in accordance with the procedures established in these rules. Major factors in determining promotions (not necessarily in order of import) are:
- C. Transfer. A transfer is the lateral movement from one position to another position in the same grade, without any break in service. The transfer may be within a department, or from one department to another. An employee in a temporary position may not be transferred to a regular position. Transferred employees will serve a Transfer Probationary Period of ninety(90) days during which the employee may be dismissed without cause. All leave and benefits will continue during this probationary period. Employees dismissed during the Transfer Probationary Period may return to their previous position only if it is vacant at the time of dismissal, otherwise the employee will be placed on layoff status. The Mayor may require a written exam or other documentation for the purpose of determining the employee's qualifications for the new position and all transfers shall be reviewed by the Personnel Manager prior to taking effect.

### Administration Proposal from Councilman Chappel's Request #6

#### **3.20.110 SALARY FOR SPECIAL TYPES OF APPOINTMENTS/ASSIGNMENTS.**

- C. Public Works Department Stand-By: Employees who are on stand-by will receive ~~3~~ 2 hours of credit for compensation at 1-1/2 times the normal hourly rate of pay for each holiday, Saturday and Sunday for which they are on stand-by. ~~During each of those days, the routine and regular required utility system checks are to be performed.~~ Work that must be performed on those days ~~in excess of 3 hours shall be call-out work and shall be a minimum 2 hour call-out~~ compensated at 1-1/2 times the normal hourly rate of pay if the employee has worked in excess of 40 hours during the week.