

Ketchikan Gateway Borough
Employee Handbook & Policy Collection

Section and Title	Format	Effective Date
1. Time and Attendance		
1.01 Timesheets, Advance, Payroll Concerns	Memo	Nov. 21, 2003
1.02 Requests for Time off and Advance Pay Requests	Policy 02-01	Sep. 22, 2008
1.03 Leave Slips	Memo	Jun. 2, 2000
1.04 Leave Balances – PTO, Float and Annual	Memo	Feb. 11, 2000
1.05 Compensatory Time Off Not Allowed	Policy 49	Jul. 12, 2011
1.06 PTO Cash-Out	Policy HR-5	Jul. 29, 1998
1.07 Pay Advance Requests	Memo	Aug. 31, 1995
1.08 PTO Management	Memo	Apr. 17, 2010
1.09 Donate PTO Hours	Form	Nov. 18, 2008
1.10 Use of PTO for Terminal Leave Not Allowed	Policy	Jun. 16, 2014
1.11 Volunteer Activities	Memo	Apr. 21, 2010
1.12 Please Stay Home When You Are Contagious!	Memo	Oct. 15, 2002
1.13 Use of PTO by Exempt Employees for Brief Absences	Policy	Dec. 21, 2012
2. Compensation		
2.01 Performance Appraisal	Definition	Jun. 22, 1994
2.02 Procedure to Authorize Merit Based Pay Increases	Policy 99-02	Dec. 17, 1999
2.03 Personnel Action Form Procedure/Acting Status	Policy 99-3	Oct. 14, 1999
3. Substance Abuse & Drug and Alcohol		
3.01 Substance Abuse	Policy	Dec. 14, 1995
3.02 Pre-Employment Drug Testing	HR-50	Apr. 25, 2013
3.03 Post Accident Testing Requirements	Supplement	June 24, 2014
3.04 Handling Incidents and Accidents	Policy	June 24, 2014
4. Travel and Training		
4.01 Travel and Training/ Continuing Education	Policy 36	Dec. 1, 2008
5. General Work Rules		
5.01 Borough Vehicles, Take Home Policy	Policy	Jun. 16, 2014
5.02 Appropriate Dress/Professional Atmosphere	Memo updated	May 24, 2012
5.03 Smoking Policy	Memo	Oct. 15, 2002
5.04 Computer System Use Policy	Policy 0701	Apr. 4, 2007
5.05 Cell Phones and Similar Devices	Policy	Aug. 31, 2009
5.06 Exemption from Unemployment Insurance	Policy	Jun. 16, 2014
6. Employee Recruitment		
6.01 Employee Recruitment and Selection	Policy HR 08-01	Mar. 5, 2008
6.02 Eligibility for Hire	Policy HR 51	Apr. 25, 2013

I acknowledge receipt of this Employee Handbook - Policy Collection

Employee Signature

Date

Ketchikan Gateway Borough Employee Handbook & Policies Collection



August 26, 2014

Dear Employee,

This employee handbook contains a collection of Borough policies related to employment. Although many of the policies were written several years ago, they are still current. In addition to this handbook, your employment is covered by Title 3 of the Ketchikan Gateway Borough Code, and you may also be covered under a collective bargaining agreement. As policies and benefits are revised, changes will be communicated to you, but advance notice may not always be possible.

You are responsible for being familiar with the policies in this collection, Title 3, your collective bargaining agreement if applicable, and departmental policies and procedures. The policies, practices and benefits provided by the Borough are subject to change, deletion, and exception at any time at the Borough's discretion, subject to bargaining unit notice or concurrence where required. Decisions regarding interpretation and application of the Borough's policies and practices are also in the Borough management's discretion.

This policy manual supersedes all previous manuals, letters, memoranda, and understandings. Additionally, if any section or subsection of this title shall at any time be deemed illegal or unenforceable, the remaining provisions shall not be affected thereby and shall remain valid and enforceable to the extent permitted by law.

The Borough hopes that each employee will have a productive employment relationship with us. If you have any questions about the policies in this handbook, please contact your supervisor. If he or she does not know the answer, they will find out and get back to you.

Sincerely,

A handwritten signature in black ink that reads "Cynna Gubatayao".

Cynna Gubatayao
Assistant Borough Manager

KETCHIKAN GATEWAY BOROUGH

Finance Department • 344 Front Street • Ketchikan, Alaska 99901
admins@borough.ketchikan.ak.us

Alvin E. Hall
(907) 228-6630
Fax: (907) 247-6625

MEMORANDUM

TO: All Employees

THROUGH: Roy Eckert, Borough Manager *PEH*

FROM: Alvin E. Hall, Finance Director *Alvin E. Hall*

SUBJECT: Timesheets, Advances, Payroll Concerns

DATE: November 21, 2003

There have been concerns by staff that there may be a misunderstanding on the various policies regarding payroll and related matters. Procedures listed below are to be followed:

- 1) The time sheet is to be prepared by the employee, approved by the supervisor prior to submission to payroll.
- 2) In the event there is a discrepancy noted on the payroll check it should be brought to the attention of the supervisor. The correction needed will be brought to the attention of payroll by the supervisor or director after the discrepancy has been resolved.
- 3) In no instance will circumvention of the line of authority be permitted or authorized.

On another matter requests for advances have been requested without the knowledge of the supervisor or director. There are emergency situations that require the employee take the next available flight. In those situations it is acceptable to walk the emergency request through the appropriate channels.

In emergencies please follow the line of authority in the approval process for the emergency request. Circumventing that process will only cause delays in the authorization.

The line of authority for approving emergency request starts with the employee, then the supervisor and department director, and the manager will be the final approving authority.

It should be noted that emergency requests for pay would be processed only for the following reason. That is in the case of a documented emergency situation.

Advances in conjunction with vacation and for educational purposes (if training pertains to the job) are permissible providing the authorizations are obtained in advance of the occurrence.

KETCHIKAN GATEWAY BOROUGH

GENERAL POLICY & PROCEDURE

POLICY NO: 02-01 (Revised September 22, 2008)

Assistant Manager/HR: cyBorough Manager: SBBorough Attorney: SBEEffective Date: October 1, 2008POLICY TOPIC: **REQUESTS FOR TIME OFF
& ADVANCE PAY REQUESTS**

POLICY: Requests for Time Off & Advance Pay Requests

PURPOSE: To provide policy, procedures and form to enable employees to request time off, including Paid Time Off (PTO), Float, LWOP, military leave, Union business leave, FMLA leave and advance pay.

PROCEDURE:

1. The employee submits a request for time off or advance pay request (see attached form, hereinafter referred to as the (Request Form) to his/her supervisor or director for approval. Leave should be requested no later than five (5) days in advance of the requested leave, and no earlier than one year prior to the leave date. **At the time a request for PTO is made, the employee must have the requested amount of PTO time available.** Anticipated future PTO accrual may not be used in this calculation. If the request for PTO is approved, it becomes the employee's responsibility to maintain a PTO balance sufficient to cover the approved leave. Failure to do so may subject the employee to disciplinary action. The same form may be used for advance payroll requests in conjunction with approved PTO periods.
2. Prior to approving the PTO request, the supervisor or director verifies leave availability from the report provided to each department at the end of every pay period. **It is the supervisor's responsibility, subject to the director's oversight, to track the employee's requests for time off to ensure sufficient accrued PTO is available to cover the current request and any subsequent requested time off.**
3. The original Request Form is held by the employee's supervisor and attached to any submitted time sheet with leave indicated. The Department is responsible for providing a copy of the approved leave slip to the employee. Request Forms for advance pay requests, leave without pay requests, military leave requests, union business leave or those employees directly supervised by the Manager should be submitted to the Manager's Office for approval.
4. If the leave request spans more than one payroll period, a leave slip for each pay period requested must be submitted for approval. For example: Leave is being taken from September 12 thru September 25. A leave slip for the period 9/12 – 9/15/08 would be submitted and another for 9/16 – 9/26/08 would also be submitted for approval and eventual attachment to the appropriate timesheets.

5. For unanticipated PTO (emergency or illness) during a pay period, it is imperative the employee submit a Request Form for the time off immediately upon returning to work.
6. Requests for advance pay made in conjunction with approved PTO must be submitted five (5) or more working days prior to the date the employee wants to receive the check. A copy of the approved Request Form showing that PTO has been approved needs to be attached to the request for advance pay.
7. Emergency advance pay requests will be considered on a case-by-case basis. All requests for emergency advance pay require approval of the Manager or designee. Such requests must include a copy of the employee's current time sheet and a document describing the emergency. The maximum amount of advance pay is the amount earned and not paid to date, less an estimated amount for withholding and deductions.

Emergency advance pay shall only be granted for:

1. Medical emergency for the employee or member of immediate family;
 2. Death of an immediate family member; or
 3. Educational purposes when deemed appropriate by the Manager or designee.
8. Requests for leaves of absence without pay (LWOP) shall be submitted in writing as far in advance as possible. Documentation citing the reason for the leave without pay must be attached to the Request Form.
 9. Employees must give at least 30 days advance notice when requesting time off under the Family Medical Leave Act (FMLA) if the need for that leave is foreseeable. When an employee takes time off under FMLA, semi-monthly time sheets must be submitted to payroll indicating FMLA, either as PTO or LWOP. Appropriate FMLA forms must be completed prior to approval of such leave.

**KETCHIKAN GATEWAY BOROUGH
REQUEST FOR TIME OFF OR ADVANCE PAY**

Employee Name: _____ Date: _____

Regular Probationary

Department: _____

TIME OFF REQUEST

ADVANCE PAY REQUEST

Note: Employee must have the total time requested available at the time of submission of this request.

Total days AND hours requested

Days: _____ and Hours: _____

Beginning on _____ at _____ am/pm
Ending on _____ at _____ am/pm

PTO FLOAT OTHER _____

LWOP A written explanation for LWOP is required. Use an additional sheet if necessary.

MILITARY LEAVE A copy of military orders must be attached to this leave request.

FMLA FMLA leave must run concurrently with any available PTO. An FMLA application for a qualified use must have prior approval by the Department Head and the Manager.

Amount of \$ _____ to be deducted from next paycheck. (Not to exceed net earned).

Regular semi-monthly net salary/wage.

Pay due per attached time sheet.

I would like to pick up my check in Admin. Services on _____ date & time

Advance pay requests may be processed for the following reasons only:

1. In conjunction with vacation;
2. In a documented emergency situation; or
3. For educational purposes (if training pertains to job).

After-the-fact requests for time off are required for all unplanned absences (including PTO used for illness or emergency) and must include a reason for the absence in the remarks/reason section below.

REMARKS/REASON

DISCLAIMER

Department Heads and Supervisors are signing future leave requests with verification that the employee has sufficient leave at this time to cover this request. PTO is NOT authorized, and LWOP will not be approved, if the employee's subsequent leave usage reduces PTO balance below that needed for this request.

Employee Signature: _____ Supervisor Approval: _____
Date: _____ Date: _____

Director Signature: _____ Manager/HR : _____
Date: _____ Date: _____

(Note: Manager/HR signature necessary only for Advance Pay, LWOP, Union business leave, Military Leave or Manager-supervised employees)

Original with Timesheet
Copy to Employee
Copy to Supervisor

Revised Time Off or Pay Advance Form 9/20/08

KETCHIKAN GATEWAY BOROUGH

Office of the Borough Manager • 344 Front Street • Ketchikan, Alaska 99901

Georgianna Zimmerle
Borough Manager
(907) 228-6625
Fax: (907) 247-6625

MEMORANDUM

DATE: June 2, 2000

TO: Department Directors
Supervisors
Administrative Assistants

FROM: Georgianna Zimmerle, Manager 

RE: LEAVE SLIPS

All departments have been somewhat remiss in making certain leave slip copies are attached to each employee's payroll timesheet. Part of the problem is that leave slips are not being completed for unanticipated leave during the payroll period until well after the fact.

Each department should insure that all employees fill out a leave slip immediately following any unanticipated leave during a pay period. In this way, a fully signed copy of the slip will be available to attach to the payroll timesheet.

Should you have any questions regarding these procedures, please contact Vicki or ~~Sally in Administrative Services.~~ Payroll or the Manager's Office.

Thank you for your cooperation.

KETCHIKAN GATEWAY BOROUGH

Office of Administrative Services • 344 Front Street • Ketchikan, Alaska 99901

(907) 228-6614
Fax: (907) 247-6625

MEMORANDUM

To: All Department Directors and Supervisors

From: Al Hall, Administrative Services Director

Alvin E. Hall



Subject: Leave Balances - PTO, Float, and Annual

Date: February 11, 2000

We are beginning a new process where each department will get a semi-monthly report on PTO balances available for each employee in their department. Your review is required to assure that employees have PTO available when they ask for time off or take sick leave.

Recently we encountered a couple of instances where an employee took time off without having the PTO to cover it during the pay period, resulting in negative PTO. This is a violation of Borough policy which requires that time off gets prior approval by the department head and Borough Manager, and that it is covered by PTO. Our policy requires also that unpaid time off be approved in advance. Only sick leave does not require prior approval. However, it is each employee's responsibility to maintain a sufficient PTO balance to cover both planned and unplanned absences from work.

Employees who take time off beyond PTO and approved leave are subject to discipline, which can range from suspension and formal warnings and reprimands, to job termination for repeated excessive absenteeism. This is probably a concern for only a few employees, but please take the time to become familiar with your employees' PTO balances, and keep this in mind when you review time sheets and approve time off requests. Watch for this report on a regular basis.

Approved Time Off Request forms should be attached to all time sheets in the future.

If you have questions about PTO accrual, use or balances, please contact ~~Vicki Campbell or Selby DeLeon~~ *the manager's office.*

cc: Administrative Services, Daycare
Animal Protection
Assessment
Clerk's Office
Law Department
Manager's Office
Public Works
Planning
Parks & Rec - Administrative, GRC, Pools, Programs
Airport - Administrative, Field, Terminal, Ferry, Transit

RECEIVED

FEB 11 2000

BOROUGH MANAGER'S OFFICE

KETCHIKAN GATEWAY BOROUGH

DEPARTMENT NAME

DEPARTMENTAL POLICY & PROCEDURE

Policy No.:	Manager's Office/ Human Resources 49	Department Director:	Cy 7/7/11
		Assistant Manager:	CA 7/7/11
		Borough Attorney:	JSB 7/11/11
Policy Title:	Compensatory Time Off Not Allowed	Borough Manager:	DB 7/12/11
		Effective Date:	7-12-11

PURPOSE:

To remind all employees, including managers, supervisors and department heads, that compensatory time off, or 'comp time', is not allowed.

SCOPE:

The policy applies to all non-exempt employees. A non-exempt employee is one who is eligible for overtime.

PROCEDURE:

Compensatory time off (comp time), is the practice of giving paid time off in lieu of paying overtime. Federal and State wage and hour laws place severe restrictions on the use of comp time, and Borough Code and the Borough's collective bargaining agreements do not allow comp time.

All employee time worked must be compensated as required by the applicable collective bargaining agreement for represented employees, or as required by Borough Code §3.25.020 and the Alaska Department of Labor and Workforce Development for non-represented employees.

Flexible work schedules or modifications to the regular schedule may be allowed by department heads, but only in accordance with the respective collective bargaining agreement or Borough Code § 3.25.010 Hours of Work. If a schedule alteration results in overtime, the overtime must be paid. All overtime must be approved by the supervisor in advance.

If an employee works less than their regularly scheduled work week, they must use PTO to cover the absence. PTO may be used in increments as small as ¼ hour.

When employees and supervisors sign time cards, they are attesting that *all hours worked* are properly reported. When an employee signs the timecard, he or she is attesting that all hours are accounted for, and that no other hours were worked and not recorded. When a supervisor signs a timecard, he or she is additionally attesting that all hours recorded were authorized.

Any employee who attempts to collect comp time and any supervisor who allows comp time may be subject to disciplinary action.

**KETCHIKAN GATEWAY BOROUGH
DEPARTMENTAL POLICY AND PROCEDURE**

Department: Human Resources

Director: _____

Policy No: HR-5

Manager: _____

Attorney: _____

Date: _____

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]

7/29/98

Topic: **PTO Cash-Out**

Purpose: Provide direction and criteria regarding employee requests for PTO cash-out at a time other than the normal December 31st cash out of PTO which is over the maximum limit of seven hundred twenty (720) hours.

Procedure: Qualified employees who have greater than eighty (80) hours of accrued paid time off (PTO) benefits, may request from the Borough Manager or designee, any portion of hours in excess of eighty (80) hours, as paid compensation to be received immediately. This cash-out will only be considered in the event of an emergency. For the purpose of this policy, an emergency is defined as an unforeseen event, currently beyond the control of the employee, in which immediate financial assistance is required to avert injury, illness, financial hardship, or serious emotional strain. Examples of acceptable emergencies include, but are not limited to; Medical expenses for the employee or their immediate family members, unexpected financial obligations that would produce a privatory situation, or physical/emotional trauma requiring unplanned expenses.

In the event of an emergency request for PTO cash-out, the following procedure applies:

- 1) The employee will submit a written request to the Manager outlining the following information: The amount of hours requested, the nature of the emergency, and the date the check is needed.

- 2) The Manager will issue final approval based on the merits of each request on a case by case basis. To the maximum extent possible, employees will be notified of approval or denial before the date of the requested check.

KETCHIKAN GATEWAY BOROUGH

• 344 Front Street • Ketchikan, Alaska 99901

IN HOUSE MEMORANDUM

To: Al Hall
Director of Administrative Services

From: Michael Rody 
Borough Manager

Re: Pay Advance Requests.

Date: August 31, 1995

.....

While the present personnel policy prescribes no limitations on advances to employees for emergency purposes, the policy is that the advance shall not exceed the accumulated earnings and may be requested by the following procedure.

Employees may request salary advances for vacations or emergencies. When a payday falls within an employee's vacation period, the employee may receive, before beginning the vacation, the salary which would normally be paid on that payday. The salary for the balance of the vacation will be paid on the next regularly scheduled payday. In case of emergency, an employee may be permitted to draw, in advance of the scheduled payday, the salary due up to the day of the payment in advance. A written request for a salary advance approved by the employee's department head, should be submitted to the Payroll Department three working days prior to the requested payment date.

Emergency advance payments for this purpose shall be defined as a medical emergency for the direct family or the employee or the death of an immediate family member.



Ketchikan Gateway Borough

April 17, 2010

To: All Borough Employees
Fr: Cynna Gubatayao
Assistant Borough Manager

RE: PTO Management

I have recently received several inquiries about donating PTO. I am concerned that some employees are not managing their PTO properly, and consider donations of PTO from other employees a good way to get more vacation time.

PTO is intended to cover vacations and personal time, sick leave, and time off for other illnesses and emergencies. If you use all your PTO time for 'vacations', and do not save any time for unexpected family emergencies or illnesses, then you are not managing your PTO properly.

The Borough has the right to expect that you will be at your job, performing your designated function, every day that you are not otherwise authorized to be off. Under normal circumstances, if you are absent for more days than the number of days in your PTO account, then you are not providing the service that the Borough bargained for at the time of your hire. If you deplete your PTO balance to the point that you can no longer cover time off for an illness, injury, or emergency, and the Borough is forced to accept a leave without pay (LWOP) situation, then the Borough is definitely getting the short end of the stick. LWOP costs the Borough money. When you are not performing your function, we have to pay someone else to do it (often through overtime). These types of unanticipated absences also cut into the efficiency of our overall operations. These are real costs to the public that would not have otherwise been incurred if the LWOP situation was avoided.

LWOP is not automatically approved. It is reviewed on a case by case basis, and only the Borough Manager can approve LWOP. It will not be granted so that someone can take 'extra vacation'.

Donations of PTO from one employee to another are not automatically approved. They are also reviewed on a case by case basis. PTO donations are meant to help employees with catastrophic illnesses, and requests to donate PTO are reviewed with this in mind. Only the Borough Manager can approve PTO donation requests, and once an employee donates PTO, they cannot receive PTO from another employee for one year from the date of donation. PTO is an employee benefit, provided to YOU. It is not a commodity to be borrowed, loaned or sold.

As a general rule of thumb, you should strive to maintain 40 hours of available PTO at a minimum, and 80 hours would be even better. That would be enough to cover most unexpected events and illnesses. If you have any questions about PTO or LWOP, please contact your supervisor.

The majority of employees are conscientious about their attendance, and do a good job at managing their PTO. Although we may not tell you, I guarantee that your managers and supervisors appreciate your reliability.



Ketchikan Gateway Borough

1900 1st Avenue, Ketchikan, Alaska 99901 ♦ (907) 228-6625 Telephone ♦ (907) 228-6684 Fax

OFFICE OF THE BOROUGH MANAGER

Effective Date: November 18, 2008

To: **Finance Department - Payroll**

From: _____
Your Name

Subject: **Donate PTO Hours**

KGB Code, Personnel Policies, Article 3.30.030(k) and the I.B.E.W. contract, Article 8, Section 8.5 state:

“Employees may, at their sole discretion, volunteer to transfer PTO to another borough employee. All transfers of such time must be in writing, signed by the employee wishing to make the transfer, and presented to the Finance Department. All transferred hours will be computed as a cash value transfer in such a way as to be revenue neutral to the borough.”

Donations are strictly voluntary and at each employee’s sole discretion, and once donated cannot be revoked. The transfer is in full and is not considered a loan or subject to repayment, replenishment or reimbursement. An employee may not solicit or receive compensation for donated leave.

Since the APEA, IBU, and MM&P Collective Bargaining Agreements contain no language addressing donation of PTO, management will permit employees covered by any of these agreements to donate PTO, but receipt of an employee benefit in the form of donated PTO will be addressed on a case-by-case basis.

Employees who donate PTO will not be allowed to receive donated PTO from any employee for any reason for one year from the date of their most recent PTO donation without the express written approval of the Borough Manager.

An employee may not donate PTO if it reduces their balance below 40 PTO hours.

I hereby authorize the transfer of _____ of my PTO hours to:
(No. Of Hours)

Name of Employee To Receive PTO Transfer

Your Signature

Date

Manager/HR

Date

Ketchikan Gateway Borough

Manager's Office

Policy & Procedure

Policy Topic:	Use of PTO for Terminal Leave Not Allowed	Department Director:	Cy
		Assistant Manager:	Cy
		Borough Attorney:	SR/E
		Borough Manager:	DB
		Effective Date:	June 16/2014

PURPOSE:

To clarify the Borough's position regarding the use of PTO for terminal leave.

PROCEDURE:

Upon termination of employment, whether voluntary or involuntary, the use of PTO for terminal leave is not allowed. Any accrued PTO the employee is entitled to should be paid out with the final paycheck. The PTO may be included in the final check, or may be issued as a separate check, depending on the circumstances.



Ketchikan Gateway Borough

1900 1st Avenue, Ketchikan, Alaska 99901 ♦ (907) 228-6625 Telephone ♦ (907) 228-6684 Fax

April 21, 2010

To: All Borough Employees
Fr: Cynna Gubatayao
Assistant Borough Manager
Re: Volunteer Activities

Under Borough code §3.30.090, a Borough employee, who is also a member of a volunteer fire department or search and rescue operation, may be allowed to respond to emergency situations without loss of pay at the supervisor's discretion. In such an instance, the employee is required to get their supervisor's permission each time it is desired to respond to an emergency situation. Failure to get the supervisor's permission before responding may be grounds for disciplinary action.

In the event permission is given, and the employee responds to a call, that employee must return to his/her Borough job duties as soon as his/her presence is no longer needed at the emergency situation. In addition, the time, including travel to and from the site of the emergency, must be documented on a separate line on the employee's timecard. Time spent responding to emergency calls must never be included in hours charged to grants, service areas*, or enterprise funds such as the airport or wastewater department.

Employees may participate in other volunteer activities during work hours only under the following conditions:

- a) The employee must request, in writing or e-mail to his or her supervisor, permission to participate the activity. The request must state the nature of the activity and the approximate hours involved.
- b) The Supervisor and the Borough Manager must both approve the request.
- c) The employee must use PTO to cover the volunteer time that occurs during work hours. For example, if an employee wants to participate in an activity at lunch that typically takes an hour and a half, the employee may use their lunch hour, and submit for ½-hour of PTO. Leave Without Pay (LWOP) will not be approved for participation in volunteer activities.

Employees should be aware that they are on their own time when participating in volunteer activities, and are covered under the volunteer organization's worker's compensation and insurance.

* For the purposes of this memo and § 3.30.090 , the wages for career firefighters and EMT's should be charged to their respective service area, and the wages for other employees should be charged to the General Fund.

KETCHIKAN GATEWAY BOROUGH

Office of the Borough Manager • 344 Front Street • Ketchikan, Alaska 99901

Roy A. Eckert
Borough Manager
(907) 228-6625
Fax: (907) 247-6625
mgr@borough.ketchikan.ak.us

MEMORANDUM

To: All Employees and Tenants of the Ketchikan Gateway Borough

From: Roy A. Eckert, Borough Manager

Subject: Please stay home when you are contagious!

Date: October 15, 2002

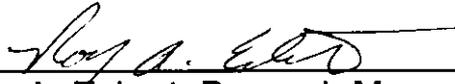
I am not impressed that employees who come to work when they are contagious or too sick to work effectively are demonstrating their superior work ethic. In fact, what they are doing is infecting other employees and causing them to lose productive time at work.

Please take paid time off (PTO) when you are:

- In the contagious stage of any illness (if you are running a fever, likely you are contagious); or
- Feeling sufficiently unwell that you will be unable to accomplish reasonable quantities of productive work.

One of the purposes of PTO is to allow you time to recuperate. It is to the Borough's benefit to have you recover as quickly as possible and to avoid spreading disease to other employees.

I expect all Borough employees to exercise good judgment by maintaining an adequate PTO balance and using PTO when appropriate.



Roy A. Eckert, Borough Manager

10-15-02
Date

Ketchikan Gateway Borough

Human Resources

Policy & Procedure

Policy Topic:	Use of PTO by Exempt Employees for Brief Absences	Department Director:	Cy 12/21/12
		Assistant Manager:	Cy 12/21/12
		Borough Attorney:	RAE 12/21/12
		Borough Manager:	DB 12/21/12
		Effective Date:	12/21/12

PURPOSE:

To define when exempt employees must record the use of PTO to cover absences, and to do so in a manner that is consistent with State and Federal Law; recognizes the public policy issue of accountability among public employees; and is fair to Directors and Managers who often work long hours on a regular basis.

APPLICABILITY:

This Policy supplements other Borough policies and ordinances regarding the use of PTO and applies to all exempt employees, with the exception of Assembly appointed employees such as the Borough Manager, Attorney and Clerk.

DEFINITIONS:

PTO Paid Time Off
FMLA Family Medical Leave Act

PROCEDURE:

When the employee has available PTO

All absences of 2 hours or more per week require the use of PTO. Requiring the use of PTO for absences of less than a full day is for the purpose of public accountability. Absences of less than 2 hours per week do not require the use of PTO.

When the employee exhausts his or her available PTO

An employee's absence from work for any amount of time will result in a reduced salary if the absence is related to FMLA. FMLA rules specifically allow for unpaid leave.

If an employee is absent for personal reasons other sickness or disability, and the employee's leave bank is exhausted, the absence may result in a reduced salary and/or disciplinary action up to and including termination of employment.

Approved SOP's to be filed in LaserFiche under Manager's Office/KGB Policies and Procedures/Department

KETCHIKAN GATEWAY BOROUGH PERFORMANCE APPRAISAL

EMPLOYEE _____
 DEPARTMENT _____
 POSITION _____
 DATE IN POSITION _____
 DATE OF HIRE _____

ANNUAL REVIEW PROBATIONARY REVIEW

RATED FOR PERIOD _____

SPECIAL REVIEW (Please specify) _____

OVERALL PERFORMANCE RATING RATING CODE Use Increments of .5

UNSATISFACTORY (a)(b) 0	DEVELOPMENT NEEDED (b) 1	SATISFACTORY 2	ABOVE AVERAGE (a) 3	OUTSTANDING (a) 4
Fails to meet standards and/or requirements for effective performance.	Occasionally falls short of meeting expectations. Requires improvement to increase effectiveness or growth.	Meets expectations and requirements for all job phases.	Frequently exceeds expectations and requirements for job phases.	Consistently exceeds expectations and requirements for all job phases.

a) Individual scores of less than 1.0 require written comments identifying rationale supporting the score.

b) Individual scores of less than 2.0 specific require written goals and corrective activities.

c) Individual Scores of 3.5 or higher require written examples demonstrating frequency sufficient to justify the score.

NOTE: Overall average of 2.4 or greater needed for a one step increase, or an overall average of 3.4 or greater needed for a two-step increase (except where conflicting with collective bargaining agreements).

SUMMARY EVALUATION

KEY RESULT AREAS	RATING
CONDUCT: Professional actions and behavior	
CAPACITY: Ability to fulfill all job functions and responsibilities	
EFFICIENCY: Ability to produce the maximum work with the minimum resources	
SKILLS: Aptitude toward the specific requirements of the position	
RESPONSIBILITY: Assumption of professional accountability	
INTEGRITY: Character, dependability, and trustworthiness	
EFFECTIVENESS: Ability to achieve a desired result	
SELF DEVELOPMENT: Progress made toward professional development	
TOTAL (Key Result Area)	
<i>Total Key Result Area divided by 8</i>	
TECHNICAL EXPERTISE/PERFORMANCE RATING*	
<i>Total Key Result Area and Technical Expertise Performance</i>	
OVERALL RATING (Total Points divided by 2)	

* Attach specific position performance evaluation form.

In signing this report the employee does not indicate agreement, but acknowledges s/he has received it. If s/he wishes to add a written statement concerning any part of the report, s/he may use the comment section, or attach an additional page.

EMPLOYEE'S SIGNATURE

DATE

EVALUATOR'S SIGNATURE

DATE

DEPARTMENT HEAD SIGNATURE

DATE

MANAGER/HR

FOLLOW-UP TO BE DONE: _____

PERFORMANCE APPRAISAL DEFINITIONS

(Trying to define what we mean by the terms used in the performance appraisal form)

Conduct

- Appropriateness of behavior toward citizens, staff, officials, etc.
- Timeliness of arrival to work, calling in when late or ill, etc.
- Enthusiasm and motivation for work
- Supportive and constructive attitude toward other staff, customers, etc.
- Adhering to personnel standards & guidelines

Capacity

- Ability to think "beyond the box"
- Educational preparedness for assigned activities
- Personal constraints that may prevent carrying out work

Efficiency

- Organizational ability to manage multiple tasks
- Ability to accomplish work with a minimum of energy and time
- Ability to listen well, clarify issues, and carry out work with minimal supervision

Skills

- Technical skills (analytical, mapping, code administration, clerical, etc.) to perform your work activities
- Personal skills (writing, presentation, organization, etc.) to perform your work activities.

Responsibility

- Willingness to assume responsibility for new tasks
- Accountability for completeness, quality and timeliness of tasks

Integrity

- Honesty
- Respect for others' opinions

Effectiveness

- Political judgement and sensitivity
- Ability to set priorities and change them as circumstances change
- Timeliness of work products
- Ability to succeed with job assignments

Self-Development

- Commitment to enhance skills and capacity
- Learning from mistakes (own or others') and constructive criticism (e.g., from proofreaders)

Performance Appraisal Definitions

Conduct: The act, manner, or process of carrying out (as a task) or carrying forward (as a business, government, or war). A mode or standard of personal behavior esp. as based on moral principles - sometimes distinguished from *behavior*. Behavior in a particular situation or relation or on a specified occasion. **syn.** bearing, behavior, demeanor, deportment

** *

Capacity: The power or ability to hold, receive, or accommodate. The ability to store, process, treat, manufacture, or produce. Mental power, capability, and acumen blended to enable one to grasp ideas, to analyze and judge, and to cope with problems: maximum potential mental ability. **syn.** ability, capability, faculty, limit, extent

** *

Efficiency: Capacity to produce desired results with a minimum expenditure of energy, time, money, or materials. **syn.** productive, proficient, competent

** *

Skills: Knowledge of the means or methods of accomplishing a task. A learned power of doing a thing competently, a developed or acquired aptitude or ability. **syn.** adeptness, deftness, dexterity, mastery, proficiency, talent

** *

Responsibility: Moral, legal, or mental accountability. **syn.** accountability, duty, obligation, trust

** *

Integrity: An uncompromising adherence to a code of moral, artistic, or other values. Utter sincerity, honesty and candor. Avoidance of deception. **syn.** character, decency, honesty, principle, honor

** *

Effectiveness: The power or ability to bring about, accomplish, or produce an effect. [effect: the result of a purpose or intention, power to bring about a result.] **syn:** competent, constructive, productive

** *

Self Development: Development of the capabilities or possibilities of oneself or itself. **syn.** (self) improvement, maturation, growth, evolution

** *

**KETCHIKAN GATEWAY BOROUGH
GENERAL POLICY AND PROCEDURE**

POLICY NO: 99-02

Borough Manager: ASD

Borough Attorney: SBE

POLICY TOPIC: Procedure to authorize
merit based pay increases

Effective Date: 12/17/99

Version: This policy replaces and supercedes the version entitled "Procedure to authorize a two step merit based pay increase," dated 10/12/99. Neither this, nor the previous version represents a change in policy.

Policy: All supervisors will use standardized procedures to document performance and authorize merit based step increases under the Borough's pay system.

Purpose: The Borough pay plan has two components. The first involves a process by which cost of living adjustments are considered every year and set as needed at the discretion of the Assembly. The second component involves a merit system intended to encourage and reward satisfactory and superior performance, while discouraging poor performance. This is done by providing a range of possible pay increases based upon the employee's annual performance evaluation. This range includes a zero increase for unsatisfactory work, a one step increase for good work, and a two step increase for exceptional work. However, as a result of inconsistent past procedural practices among supervisors, to promote the equitable application of this process, to reduce subjectivity, and to prevent unfair or inflated use, a standardized qualifying procedure for this long established policy is presented here for the merit based component of the Borough pay plan.

Procedure:

1. Merit based step increases are only authorized in conjunction with an employee's *ANNUAL* performance evaluation. Probationary employees, though evaluated, will not be eligible for more than a one step increase following successful completion of their probationary period.
2. All supervisors will maintain a working file on each employee supervised. This file is intended only for use as a supervisory tool to help track employee performance throughout the year. These working files are not to be used as an additional personnel file. Working files may be in whatever format, and at whatever level of detail, that best suits the individual supervisor.

3. Employees who perform at an unsatisfactory level on any of the evaluation criteria, will be rated with a score of less than two (2) on the Borough's standard performance appraisal form. Each of these scores require written comments explaining why the supervisor believes the performance to be substandard. If practical, these comments should include specific examples of the poor performance. Specific written goals that will address how the employee can improve in the required areas, and a time line to achieve these goals must be included as part of the written documentation of the evaluation. Employees whose final overall average score is less than 2.4, will not receive any step increase as a result of that annual reporting period.
4. Employees who perform their job well will be rated with a score ranging from two (2) to three (3) on the Borough's standard performance appraisal form. These scores do not require any written comments, however, supervisors are encouraged to provide as much feedback as possible during the evaluation process. Employees whose final overall average score is equal to or greater than 2.4, will be rewarded for their performance by receiving a one step pay increase as a result of that annual reporting period.
5. Employees who perform any of their job requirements in a manner that consistently exceeds expectations will be rated for that specific area with a score of either three and a half (3.5) or four (4) on the Borough's standard performance appraisal form. Separate written justification is required for each use of the exceptional score. This documentation will include, but is not limited to the following:
 - a. Examples of the actual work products, services, or initiatives, that can demonstrate performance beyond the expectations for the given position.
 - b. Estimated dates or frequency that each of the examples in (a) above occurred.
 - c. An explanation of how (a) and (b) above combine to constitute a performance level that goes beyond "occasional" and approaches "consistent".

Employees whose final overall average score is equal to or greater than 3.4, will be rewarded for their performance by receiving an additional one step pay increase (for a total of two steps) as a result of that annual reporting period.

6. For each of the items evaluated on the Borough's standard performance appraisal form, scores may not be given in increments of less than half a point (i.e. 0.0, 0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0).
7. Before any supervisor assumes supervisory responsibility of an existing Borough employee, that supervisor will make all reasonable efforts to ascertain from the previous or interim supervisor, the performance level of the employee since his/her last formal evaluation. If possible, the outgoing supervisor should submit written comments regarding his/her observations prior to leaving their position.

**KETCHIKAN GATEWAY BOROUGH
GENERAL POLICY AND PROCEDURE**

POLICY NO: 99-3

Borough Manager: 

Borough Attorney: SBE

POLICY TOPIC: Personnel action form procedure
for documentating acting status

Effective Date: 10-14-99

Policy: Standardized procedures will be used to document the personnel action form (PAF) for employees temporarily acting in a higher position status.

Purpose: The Borough provides for the compensation of employees who are temporarily assigned duties of a higher position. However, the procedures governing this process vary between the different employee groups. To better enable quality control and accuracy of PAF's used for this purpose, the following procedure is presented.

Procedure:

1. Represented and non-represented employees have different requirements for activation of increased pay for acting in a higher position status. Verify with the appropriate CBA or KGB code provision to ascertain when a specific employee is authorized increased pay.
2. It is the responsibility of the originating department head to ensure the accuracy of dates provided for this purpose.
3. The PAF will be documented in following specific areas:
 - a. The effective date block will contain the actual dates that the increased pay is to be provided. DO NOT use this block to list the dates that the person is acting in the higher capacity.
 - b. Explain in the remarks section the actual dates that the person is acting in the higher capacity.
 - c. The dates in (a) and (b) above should not be the same.

KETCHIKAN GATEWAY BOROUGH
DEPARTMENT OF TRANSPORTATION

POLICY NO: _____

Borough Manager:

S.O.P. #: _____

Borough Attorney: SBE

POLICY TOPIC: Substance Abuse

Effective Date: 12/14/95

POLICY:

The Ketchikan Gateway Borough (Borough) is committed to a drug-free workplace.

PURPOSE:

The purpose is to create a Drug and Substance Abuse Policy which will provide drug free workplace for all Borough employees.

In addition, the Borough is obligated as an employer to implement a chemical testing program for its transit employees and employees required to have a commercial drivers license pursuant to federal regulations by the U.S. Department of Transportation, 49 CFR Part 382. The purpose of this Substance Abuse Policy (Policy) is to comply with those regulations.

POLICY COVERAGE:

The policy applies to all Borough Department of Transportation employees who are required as a condition of their employment with the Borough to have a commercial drivers license.

DEFINITIONS:

- A. Accident means an incident involving a commercial motor vehicle in which there is either a fatality, an injury treated away from the scene, or a vehicle is required to be towed from the scene.
- B. Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weights alcohols including methyl and isopropyl alcohol.
- C. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medications containing alcohol.
- D. Breath alcohol technician (BAT) means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

- E. Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
1. Has a gross combinations weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
 2. Has a gross vehicle weight rating of 26,001 or more pounds;
 3. Is designed to transport 16 or more passengers, including the driver; or
 4. Is of any size and is used in the transportation of hazardous materials requiring placards.
- F. Confirmation test for alcohol testing means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen testing order to ensure reliability and accuracy.
- G. Driver means any person who operates a commercial motor vehicle. For the purposes of preemployment testing, the term driver includes a person applying to drive a commercial motor vehicle.
- H. Employee means each transit employee and each employee otherwise required to have a commercial drivers license.
- I. Employer means the Ketchikan Gateway Borough, including agents, officers, and representatives of the Borough.
- J. Evidential breath testing device (EBT) means a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).
- K. Medical Review Officer (MRO) means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by this testing program who has the knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

- L. Performing a safety-sensitive function means any period in which the driver is actually performing, ready to perform, or immediately able to perform any safety-sensitive functions.
- M. Refusal to submit to an alcohol or controlled substance test means that a driver
1. fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing;
 2. fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or
 3. engages in conduct that clearly obstructs the testing process.
- N. Safety-sensitive functions means any of those on-duty functions set forth below:
1. All time at a carrier or shipper plant, terminal, facility, or other property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
 2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
 3. All time spent at the driving controls of a commercial motor vehicle.
 4. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper).
 5. All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
 6. All time spent performing the driver requirements associated with an accident.
 7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- O. Screening test (aka initial test) means in alcohol testing an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In

controlled substance testing it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

- P. Substance abuse professional means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

PROHIBITED CONDUCT:

- A. The following activities are prohibited for Borough employees who are drivers of commercial motor vehicles:
1. Reporting for duty or remaining on duty to perform safety sensitive functions while having an alcohol concentration of 0.04 or greater.
 2. Being on duty or operating a commercial motor vehicle (CMV) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
 3. Using alcohol while performing safety-sensitive functions.
 4. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
 5. Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
 6. Reporting to duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance. Except when instructed by a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.
 7. Reporting for duty, remaining on duty or performing a safety-sensitive function, if the driver tests positive for controlled substances.

DRUG TESTING SITUATIONS:

- A. Controlled substances tests shall follow the split sample procedures. Under this provision, a driver whose urine sample has tested positive for a controlled substance has the option (within 72 hours of being notified by the MRO) of having the other portion of the split sample tested at another laboratory. A driver who fails to request a second test within the seventy-two (72) hour period provided, waives that opportunity and is subject to the sanctions contained herein for a positive test. If the second portion of the sample also tests positive, then the driver is subject to the sanctions contained herein. If the second portion produces a negative result, or for any reason the second portion is not available, the test is considered negative and no sanctions are imposed.
- B. Preemployment Testing:

Prior to the first time an employee performs safety-sensitive functions for the Borough, the employee must submit to testing for alcohol and controlled substances. An employee shall not perform a safety-sensitive function unless the result of the breath alcohol test indicates a blood alcohol level of less than 0.04, and has received a controlled substance test result from the MRO indicating a verified negative result. If the results of the employee's alcohol test indicates a blood alcohol concentration of 0.02 or greater, but less than 0.04, the employee shall not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following the administration of the test.

An applicant will not be required to undergo a preemployment alcohol test if the applicant has undergone a DOT required alcohol test within the previous six (6) months, with a result indicating a blood alcohol level below 0.04. However, in order to qualify for this exception, the applicant must provide satisfactory evidence that no prior employer of the applicant has a record of violations of any DOT alcohol misuse rules for the applicant in the previous six (6) months.

In addition, an applicant will not be administered a preemployment controlled substance test if the following conditions are met:

1. The applicant has participated in a drug testing program meeting the requirements of this policy within the previous 30 days;
2. While participating in this program, the applicant has either been tested for controlled substances in the previous six (6) months, or participated in a random drug testing program for the previous twelve (12) months; and

3. The applicant provides satisfactory evidence that no prior employer of the applicant has a record of violations of any DOT controlled substance use rule for the applicant in the previous six (6) months.

In order to exercise any of the exceptions specified above, the Borough shall first contact the alcohol and/or controlled substance testing program(s) in which the applicant has participated and obtain and retain all of the following information:

1. The name(s) and address(es) of the program(s). (This will generally be the applicant's previous or current employer.)
2. Verification that the applicant participates or participated in the program(s).
3. Verification that the program conforms to the required procedures set forth in federal law.
4. Verification that the driver is qualified under this rule, including that the applicant has not refused to submit to an alcohol or controlled substance test.
5. The date the applicant was last tested for alcohol and controlled substances.
6. The results of any drug or alcohol test administered in the previous six (6) months, and any violations of the alcohol misuse or controlled substance rules.

C. Post-Accident Testing:

As soon as practicable following an accident involving a commercial vehicle, each surviving employee shall be tested for alcohol and controlled substances when either the accident involved a fatality or the employee/driver receives a citation under state or local law for a moving traffic violation arising from the accident.

A driver/employee who is subject to post-accident testing must remain available, or the Borough will consider the driver to have refused to submit to testing. The driver/employee subject to post-accident testing must refrain from consuming alcohol for eight (8) hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

When a required controlled substances test has not been administered within a reasonable time frame following the accident, the following actions shall be taken:

1. Two (2) hours elapsed -- If the driver/employee has not submitted to an alcohol test at this time, the Borough

shall prepare and maintain on file a record stating the reason a test was not promptly administered.

2. Eight (8) hours elapsed -- The Borough will cease attempts to administer alcohol test, and will prepare and maintain record described in (a) above.
3. 32 hours elapsed -- If the driver/employee has not submitted to a controlled substance test at this time, the Borough will cease attempts to administer the test, and will prepare and maintain the record described in (a) above.

The Borough will provide driver/employees with necessary post-accident information, procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirement of this policy.

D. Random Controlled Substances and Alcohol Testing:

Random controlled substances and alcohol testing shall be conducted in accordance with the following:

1. The Borough shall use a scientifically valid method, such as a random number table which is matched with the employees' social security numbers.
2. Random controlled substances testing shall be administered at a minimum annual rate of 50 percent of the average number of driver/employee positions. Random alcohol testing shall be administered at a minimum annual rate of twenty-five percent of the average number of driver/employee positions.
3. The testing shall be unannounced and spread reasonably throughout the calendar year.
4. All driver/employees selected for random controlled substances and alcohol tests shall proceed immediately to the testing site upon notification of being selected.
5. In the event a driver/employee, who is selected for a random controlled substances or alcohol test, is on vacation or an extended medical absence, the Borough may elect to select another driver/employee for testing or keep the original selection confidential until the employee returns.

E. Reasonable Suspicion Testing:

The Borough shall require an employee to submit to an alcohol or controlled substance test when the Borough has reasonable

suspicion to believe the employee has violated the alcohol or controlled substances prohibitions. "Reasonable suspicion" means the belief that the employee has violated the alcohol or controlled substances prohibitions based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or other Borough official who is trained at least 120 minutes in the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

Alcohol testing may only be done if the observations are made during, just before, or just after the period of work day the employee is required to be in compliance. If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the Borough will prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, the Borough will cease attempts to administer the test and shall prepare and maintain the record described above.

Reasonable suspicion may be observed by only one supervisor or Borough official to require the alcohol or controlled substance test. However, the supervisor or Borough official who makes the determination of reasonable suspicion exists shall not conduct the alcohol test.

A written record shall be made of the observations leading to an alcohol and/or controlled substances test, and signed by the supervisor or Borough official who made the observations.

The mere possession of alcohol will not constitute reasonable suspicion.

F. Return-to-Duty Testing:

After engaging in prohibited conduct regarding alcohol misuse and before returning to work, the employee shall undergo a return-to-duty alcohol test indicating a breath alcohol concentration of less than 0.02.

After engaging in prohibited conduct regarding controlled substance use and before returning to work, the employee shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

In the event a return-to-duty test is required, the employee must also be evaluated by a substance abuse professional and participate in any assistance program prescribed.

G. Follow-up Testing:

Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the Borough shall ensure that the employee is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by the substance abuse professional. The employee shall be subject to a minimum of six (6) follow-up controlled substance and/or alcohol tests in the first twelve (12) months, but testing will not exceed 60 months.

Alcohol follow-up testing will be performed only when the employee is performing safety-sensitive functions, or immediately prior to performing or immediately after performing safety-sensitive functions.

RECORDS RETENTION:

- A. The following documents will be retained by the Borough for five (5) years:
 - 1. Alcohol test results indicating a breath alcohol concentration of 0.02 or greater.
 - 2. Verified Positive controlled substance test results.
 - 3. Refusals to submit to required alcohol or controlled substance tests.
 - 4. Substance abuse professionals evaluations and referrals.
 - 5. Annual calendar year summary.
- B. Records related to the collection process and required training will be retained by the Borough for two (2) years.
- C. Negative and cancelled controlled substance test results and alcohol test results indicating a breath alcohol concentration less than 0.02 will be retained by the Borough for one (1) year.
- D. All required records will be maintained in a secure location with access by Borough management with a "need to know" responsibility only. Such information will not be released to third parties unless specifically authorized in writing by the tested employee or otherwise required by law.

ENFORCEMENT AND DISCIPLINE:

The Borough takes a strong stand against substance abuse and its impact on the workplace. Employees who fail a test for alcohol or controlled substances shall be removed from their duties and subject to follow-up testing. A "refusal", as defined in Section

M of the definitions shall be subject to the same penalties as a failed test result. A failed test result may result in discipline up to and including discharge.

REHABILITATION:

The Borough provides employees the use of rehabilitation services in accordance with the terms of Borough benefit programs and subject to their coverage limits. Employees are personally responsible for seeking appropriate treatment for chemical dependency caused by substance abuse. Employees who voluntarily seek treatment will be allowed to use personal leave and benefits as for any other illness and will not have job security or opportunities for promotion jeopardized by seeking treatment.

However, chemically dependent employees are subject to the same prohibitions and penalties as other employees regarding the manufacture, distribution, possession or use of drugs or alcohol in accordance with the Borough's policy Statement on Drug and Substance Abuse. In addition, chemically dependent employees are subject to the same appropriate disciplinary action as other employees, including termination, if they do not meet satisfactory general performance standards, appropriate conduct or other conditions of employment.

The Borough may permit, in its sole discretion, an employee who has tested positive for drugs or alcohol to be evaluated by qualified drug/alcohol counselors and prescribed substance abuse treatment as a condition of continued employment. Termination will not be automatic in instances of an employee's first offense, which offense did not result in an accident or endangerment to life or property. The Borough has the sole authority to determine what treatment programs and employment status changes will be permitted. The Borough will coordinate such situations with the employee's union representative.

CHEMICAL TESTING PROCEDURES:

- A. Drug and alcohol testing shall be conducted in accordance with Procedures for Transportation Workplace Testing Programs, 49 CFR, Part 40.
- B. The Borough will designate a specimen collection site adequate to provide for the collections, security, temporary storage and shipping of specimens to a certified drug testing laboratory.
- C. A chain of custody for each specimen to be chemically tested shall be established and maintained from the time of specimen collection through the testing of the specimen.
- D. The Borough will designate a laboratory certified by the Federal Department of Health and Human Services (DHHS) to perform chemical tests required by this policy.

- E. Each specimen will be analyzed for all controlled substances and for the presence of alcohol. A specimen which indicates the presence of controlled substances equal to or exceeding the levels established in 49 CFR, Part 40, or alcohol exceeding 0.04 shall be reported to the Medical Review Officer as positive.
- F. The Medical Review Officer will review and interpret each verified positive test and report the positive test results to the Borough Manager.

EDUCATION AND TRAINING:

The Borough will provide to employees a copy of the Borough's policies regarding drug and alcohol use in the workplace and informational material regarding use of controlled substances. The Borough will also conduct training for employees, including supervisory personnel, regarding the effects of drug and alcohol use on personal health, safety and the work environment, in addition to the required training specified above.

EFFECTIVE DATE:

In compliance with federal law, this policy is effective on January 1, 1996.

FACILITY DESIGNATIONS:

The specific facility designations required by this policy are described in a memorandum issued from time to time by the Borough Manager. Changes in any designation do not constitute a change in this policy.

KETCHIKAN GATEWAY BOROUGH

MANAGER'S OFFICE

DEPARTMENTAL POLICY & PROCEDURE

Policy No.:	HR-50	Department Director:	Cy 4/24/13
		Assistant Manager:	
Policy Title:	Pre-Employment Drug Testing	Borough Attorney:	SBE 4/25/13
		Borough Manager:	DB 4/25/2013
		Effective Date:	4/25/2013

PURPOSE:

The Borough endeavors to provide a safe and drug free workplace for all employees of the Ketchikan Gateway Borough. Accordingly, the Borough will test applicants to whom an offer of employment is to be extended for prohibited drug use through pre-employment drug screening.

This policy applies to applicants for the following positions:

- Positions which require certifications or licenses that make an employee subject by law to random drug testing:
 - Positions that hold CDL's, 100-ton Licenses, etc.
- Safety Sensitive Positions:
 - Firefighter and EMT/EMS positions, both paid and volunteer
 - Lifeguards and Swim Instructors, both temporary and regular
 - Operator I & II Positions (IBEW)
 - Police Officers
 - Others as determined by the Position Evaluation System job assessment

This Policy does not include elected or appointed officials, such as Assembly members, Planning Commission members, or Service Area board members. Service as an appointed official does not waive the pre-employment drug testing requirement for other positions, for example, a Service Area board member who wishes to become a volunteer firefighter is subject to the provisions of this policy.

PROCEDURE:

The requirements and procedures outlined in this policy are effective September 1, 2012.

Pre-employment drug screening is to be completed on every external individual to whom an offer of employment is to be extended by the Borough, subject to applicability restrictions as noted above. All applicable offers of employment, including verbal and subsequent written

confirmation, must include a statement that the offer is conditioned successful completion of the pre-employment drug screen. This procedure must be completed prior to the start of employment. Information should be secured through the vendor with whom the Borough regularly contracts for this purpose. Documentation shall be kept in the Employee's Medical File in the Manager's Office and the legally required retention files, and will be kept confidential.

Applicants are required to report to the Borough's selected drug testing facility within 24 hours of an offer of an employment. The Borough's drug testing facility will provide applicants outside of Ketchikan, AK directions to the nearest testing facility.

The Borough participates in a drug testing consortium, and all applicants will be tested using the five panel DOT test, which tests for amphetamines, including methamphetamines; cocaine metabolites; marijuana metabolites; opiates, including codeine, morphine, and heroin; and phencyclidine. Collection, security, custody control, laboratory procedures and cut-off levels shall be in accordance with industry standards. All initial positive test results will result in a confirmatory test, and will go to a Medical Review Officer (MRO) for further medical review. In the event of a final positive test result, an applicant may request, in writing and within ten days after the receipt of the test result, an opportunity to explain the positive test result in a confidential setting within 72 hours after the request, or before taking adverse employment action.

Parental consent is required for all applicants under age 18.

A negative result is required before beginning employment. Refusal or failure to be tested, or a final positive test result will cause the employment offer to be rescinded.

All applicants, whether employed by the Borough or not, may obtain copies of the test results within five days of a written request, so long as the request is made within six months of the date of the test.

Applicants who receive a positive test result are classified as not eligible for hire into any Borough position in accordance with the Borough's written policy regarding eligibility for hire. A copy of the policy is available on request.

KETCHIKAN GATEWAY BOROUGH

MANAGER'S OFFICE

DEPARTMENTAL POLICY & PROCEDURE

Policy Title:	Post-Accident Drug Testing Supplement to Dec 14, 1995 Substance Abuse Policy	Department Director:	<i>Cy</i>
		Assistant Manager:	<i>Cy</i>
		Borough Attorney:	<i>SBE</i>
		Borough Manager:	<i>DB</i>
		Effective Date:	<i>June 24, 2014</i>

POLICY:

The Ketchikan Gateway Borough is committed to providing a safe and drug-free workplace for all employees of the Borough. Accordingly, the Borough will conduct post-accident drug screening.

PURPOSE:

This policy supplements the Borough December 14, 1995 Substance Abuse Policy.

This supplemental policy applies to all employees involved in an accident while driving a Borough vehicle.

DEFINITIONS:

Accident: An incident involving a vehicle in which there is either a fatality; an injury treated at or away from the scene; a vehicle required to be towed from the scene; a citation issued to the employee; or damage to a Borough vehicle or by a Borough vehicle to another vehicle or other property, which is reasonably estimated to cost \$1,000 or more to repair.

Driver: Any employee who operates a vehicle.

Vehicle: Any motorized vehicle, including apparatus, equipment, passenger vehicles and off road vehicles commonly referred to as 'four-wheelers', ferries, small motor or engine powered boats, and motorcycles.

PROCEDURE:

The requirements and procedures outlined in this policy are effective immediately.

As soon as practicable following an accident meeting the definition above, the driver/employee shall be tested for alcohol and controlled substances. Employee passengers need not be tested, unless the accident involved a fatality, in which case, all employees involved in the accident shall be tested, whether driving or not. The driver/employee must be driven to the testing facility by a

supervisor or another employee assigned by the supervisor. Employees to be tested must not drive themselves to the testing facility.

A driver/employee who is subject to post-accident testing must remain available, or the Borough will consider the driver to have refused to submit to testing. The driver/employee subject to post-accident testing must refrain from consuming alcohol for eight (8) hours following the accident, or until he/she submits to an alcohol test, whichever comes first. When a required controlled substances test has not been administered within a reasonable time frame following the accident, the following actions shall be taken:

1. Two (2) hours elapsed – If the driver/employee has not submitted to an alcohol test at this time, the Borough shall prepare and maintain on file a record stating the reason a test was not promptly administered.
2. Eight (8) hours elapsed – The Borough will cease attempts to administer alcohol test, and will prepare and maintain record described in (1.) above.
3. 32 hours elapsed – If the driver/employee has not submitted to a controlled substance test at this time, the Borough will cease attempts to administer the test, and will prepare and maintain the record described in (1.) above.

The Borough will provide driver/employees with necessary post-accident information, procedures and instructions, prior to the driver operating a Borough vehicle, so that drivers will be able to comply with the requirement of this policy.

All testing shall be secured through the vendor with whom the Borough regularly contracts for this purpose. Documentation shall be kept in the Employee's Medical File in the Manager's Office and the legally required retention files, and will be kept confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

The Borough participates in a drug testing consortium, and all employees will be tested for controlled substances using the five panel DOT test, which tests for amphetamines, including methamphetamines; cocaine metabolites; marijuana metabolites; opiates, including codeine, morphine, and heroin; and phencyclidine. Collection, security, custody control, laboratory procedures and cut-off levels shall be in accordance with industry standards. All initial positive test results will result in a confirmatory test, and will go to a Medical Review Officer (MRO) for further medical review. In the event of a final positive test result, an applicant may request, in writing and within ten days after the receipt of the test result, an opportunity to explain the positive test result in a confidential setting within 72 hours after the request or before the Borough takes disciplinary action.

A negative result is required before returning to work. Refusal or failure to be tested, or a final positive test result may result in disciplinary action, up to and including termination of employment.

All employees may obtain copies of their test results within five days of a written request, so long as the request is made within six months of the date of the test.

**Ketchikan Gateway Borough
Manager's Office
Policy & Procedure**

Policy Topic:	Handling Incidents and Accidents	Department Director:	<i>Cy</i>
		Assistant Manager:	<i>CM</i>
		Borough Attorney:	<i>SBE</i>
		Borough Manager:	<i>DB</i>
		Effective Date:	<i>June 24, 2014</i>

PURPOSE:

To assure Borough, state and federal requirements are met.

PROCEDURE:

Reports of incidents and accidents shall be prepared and filed in the appropriate Borough office. Employees should complete this process within 24 hours. If the incident report cannot be completed within 24 hours, a draft may be provided to Finance/Risk Management while additional information is being collected.

Incident

Definition: an event that leads to damage or loss for property (no one was injured, not even a probability, and damage reasonably estimated to cost less than \$1,000 to repair).

- Drivers, notify your supervisor
- Drivers and supervisors must ensure compliance with notice and reporting requirements of AS 28.35.050-080
- Driver completes incident report as soon as possible. Some departments provide blank incident report form on the vehicles
- Completed incident report given to the supervisor and supervisor signs incident report
- Supervisor forwards incident report to the department Administrative Assistant
- Administrative Assistant sends paperwork to Finance/Risk Management for processing

Accident

Definition: An incident involving a vehicle in which there is either a fatality; an injury treated at or away from the scene; a vehicle required to be towed from the scene; a citation issued to the employee; or damage to a Borough vehicle or by a Borough vehicle to another vehicle or other property, which is reasonably estimated to cost \$1,000 or more to repair.

- Drivers, notify your supervisor immediately**
- Drivers and supervisors must ensure compliance with notice and reporting requirements of AS 28.35.050-080
- if necessary, supervisor contacts appropriate authorities or directs employee to contact them (police or troopers, etc.)
- Unless precluded due to transportation by emergency personnel due to injury or being placed in police custody, employee involved waits at the scene for the supervisor or their substitute
- Supervisor brings an incident report and takes photos at the scene

- Supervisor or substitute transports employee involved in accident to hospital or TSS
 - See Post Accident Drug Testing Policy for guidelines, especially as pertains to non-CDL drivers. Unless dictated otherwise by DOT or USCG regulations, all post-accident tests shall be non-DOT rapid panel and alcohol tests
- Incident report can be filled out at this time by employee involved and supervisor
- Completed paperwork given to the Administrative Assistant
- Incident report and photos are delivered to Finance/Risk Management for processing

Transit bus drivers and Airport ferry employees may be subject to additional regulations.

AS 28.35.050-080

Sec. 28.35.050. Action of operator immediately after accident.

(a) An operator of a vehicle involved in an accident resulting in injury to or death of a person shall immediately stop the vehicle at the scene of the accident or as close to it as possible and return to, and remain at, the scene until the operator has fulfilled the requirements of AS 28.35.060.

(b) The operator of a vehicle involved in an accident resulting only in damage to a vehicle driven or attended by a person shall immediately stop the vehicle at the scene of the accident or as close to it as possible and return to, and remain at, the scene of the accident until the operator has fulfilled the requirements of AS 28.35.060.

(c) The operator of a vehicle involved in an accident resulting only in damage to a vehicle that is unattended shall immediately stop at the scene of the accident and undertake reasonable means and efforts to locate and notify the operator or owner of the damaged unattended vehicle of the name and address of the operator and owner of the vehicle striking the unattended vehicle. If the operator or owner of the unattended vehicle cannot be located then the operator shall leave in a conspicuous place in or upon the unattended vehicle, a writing stating the name and address of the operator and of the owner of the vehicle that struck the unattended vehicle and setting forth a statement of the circumstances of the accident.

Sec. 28.35.060. Duty of operator to give information and render assistance.

(a) The operator of a vehicle involved in an accident resulting in injury to or death of a person or damage to a vehicle that is driven or attended by a person shall give the operator's name, address, and vehicle license number to the person struck or injured, or the operator or occupant, or the person attending, and the vehicle collided with and shall render to any person injured reasonable assistance, including making of arrangements for attendance upon the person by a physician and transportation, in a manner that will not cause further injury, to a hospital for medical treatment if it is apparent that treatment is desirable. Under no circumstances is the giving of assistance or other compliance with the provisions of this paragraph evidence of the liability of an operator for the accident.

(b) Except as provided in (c) of this section, a person who fails to comply with any of the requirements of this section is, upon conviction, punishable by imprisonment for not more than one year, or by a fine of not more than \$500, or by both. This provision does not apply to a person incapacitated by the accident to the extent that the person is physically incapable of complying with the requirement.

(c) A person who fails to comply with a requirement of this section regarding assisting an injured person is, upon conviction, punishable by imprisonment for not more than 10 years, or by a fine of not more than \$10,000, or by both. This provision does not apply to a person

incapacitated by the accident to the extent that the person is physically incapable of complying with the requirement.

Sec. 28.35.070. Examination or impounding before repair.

A person may not make or have made repairs to damage or injury to a motor vehicle that could have been caused by collision with a person or property without first notifying the Department of Public Safety, chief of police, or in the absence of these, the nearest police officer or other peace officer, who shall immediately examine the vehicle and make a full report subscribed by the person in whose custody the vehicle then is. A copy of the report shall be mailed or delivered to the Department of Public Safety. If no official is within 10 miles of the place where the vehicle is brought for repair, then no notice or examination is required. If there is ground for suspecting that the vehicle was involved in a collision with a person, the vehicle shall be impounded at the expense of the owner, for which the custodian shall have a lien, and shall be accessible only to officers detailed to the investigation of the case until released. If, however, there is no reason to suspect that the damage to the motor vehicle was caused by collision with a person or property, the repair of the vehicle may be authorized by the officer in charge of the investigation at any time after the expiration of 24 hours thereafter.

Sec. 28.35.080. Immediate notice of accident.

(a) The driver of a vehicle involved in an accident resulting in bodily injury to or death of a person or total property damage to an apparent extent of \$2,000 or more shall immediately by the quickest means of communication give notice of the accident to the local police department if the accident occurs within a municipality, otherwise to the Department of Public Safety.

(b) The driver of a vehicle involved in an accident resulting in bodily injury to or death of a person or total property damage to an apparent extent of \$2,000 or more shall, within 10 days after the accident, forward a written report of the accident to the Department of Administration and to the local police department if the accident occurs within a municipality. A report is not required under this subsection if the accident is investigated by a peace officer.

(c) The form of accident report required under (b) of this section can be obtained from any local police department or the Department of Public Safety.

(d) The Department of Administration may require the driver of a vehicle involved in an accident of which a report must be made to file supplemental reports whenever the original report is insufficient in the opinion of that department.

(e) Every law enforcement officer who, in the regular course of duty, investigates a motor vehicle accident for which a report must be made, either at the time of and at the scene of the accident or thereafter by interviewing the participants or witnesses, shall, within 24 hours after completing the investigation, forward a written report of the accident to the Department of Administration.

(f) An accident report is not required under this section from a person who is physically incapable of making the report during the period of incapacity.

**KETCHIKAN GATEWAY BOROUGH
INCIDENT REPORT**

Complete and Send To:
Finance
Ketchikan Gateway Borough
1900 First Ave., Suite 118
Ketchikan, Alaska 99901
Phone: 228-6613 Fax: 228-6698

1. Department/Division: _____ 2. Report date: _____
3. Incident Date: _____ 4. Time: _____ AM/PM
5. Location of Incident: _____

6. Involved or Reporting KGB Employee(s): _____

7. Supervisor: _____

INJURY OR ILLNESS INVOLVING A KETCHIKAN GATEWAY BOROUGH EMPLOYEE:

8. Name of Employee: _____
9. Occupation: _____
10. Treatment given:
(Circle) First Aid, Medical Treatment, Hospital Visit, Hospital Stay, None
11. Nature of Illness or Injury: _____

12. Did the injury occur while the employee was engaged in a routine part of the job?
Yes No
13. Had the employee received training performing the task or the activity attempted?
Yes No

INJURY INVOLVING THE PUBLIC:

17. Name of Injured Person: _____
Address: _____
Home Phone: _____ Work Phone: _____
18. Treatment given:
(Circle) First Aid, Medical Treatment, Hospital Visit, Hospital Stay, None
19. Nature of Illness or Injury: _____

INCIDENT WITNESSES: (Name, address, phone)

1 _____
2 _____
3 _____
4 _____
5 _____

INCIDENT INVESTIGATION:

30. Investigated By: _____ 31. Date: _____

32. Corrective Action Taken in Response to the Findings? Yes ___ No ___

33. Corrective Action Taken: (Check Appropriate blocks and write completion date.)

- A. Verbal instruction: Date: _____
- B. Equipment/facility repair: Date: _____
- C. Training/education: Date: _____
- D. Change of procedures: Date: _____
- E. Change or purchase of personal protective equipment Date: _____
- F. Other: _____ Date: _____

34. Additional Information: (If diagram is needed, attach on a separate sheet and check box.)

35. Supervisor Review: (Name) _____

36. Supervisor Title: _____

37. Copy of this report sent to risk management? Yes ___ No ___ Date: _____

38. This report completed by: _____ (Printed name)

Signature _____ Date: _____

Attorney Review: _____ Date: _____

Manager Review: _____ Date: _____

Risk Manager Review: _____ Date: _____

APPROVALS:
Manager DRB
Attorney LDB
Assembly 11/3/08
Effective Date: 12-1-08

Travel Policy
No. 36

POLICY TOPIC: Travel and Training/Continuing Education

POLICY: Travel and Training/Continuing Education

PURPOSE: To provide direction to those individuals, including elected and appointed officials, receiving training and/or traveling on official Borough business. To provide instruction regarding the policy of the Ketchikan Gateway Borough for non-mandated and mandated employer-paid training.

Failure to follow the established policy may, at the discretion of the Manager or Assembly, result in the Borough's refusal to pay or reimburse an employee/official's travel expenses.

PROCEDURES:

1. *Travel and/or Training Authorization* Form (pre-travel approval).

Prior to any travel or training on behalf of the Borough, the employee/official must complete the *Travel and/or Training Authorization* form to obtain approval from the department head. Assembly approval is required for all elected or appointed officials, the Manager, the Attorney, and the Clerk.

Any trip for an elected or appointed official, the Manager, the Attorney, or the Clerk that is listed as a line item in the adopted budget will be assumed to have Assembly approval. Travel is approved for only one traveler, unless the adopted budget lists a specific number of travelers, and then only the number of travelers listed is authorized. Assembly approval is required for additional travelers.

The *Travel and/or Training Authorization* form should be submitted as soon as the employee/official learns of the trip. The form must include an estimate of all expected costs associated with the trip. Once the department head or Assembly approves the travel or training and completes any missing information, the department head or administrative assistant should submit the written authorization, including documented cost estimates, to the Finance Department and obtain a **Travel/Training Number** from the Accounting Technician. The Accounting Technician will then maintain a log of all travel authorizations for all departments. The completed form should be given to the Finance Department. This form is required even if there will be no cost to the Borough or if the training takes place locally.

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Employee/officials who are required to go to the airport for travel should request ferry passes from the Accounting Technician for airport ferry passage.

If the training qualifies as continuing education, please attach the *Elective Training and Continuing Education Reimbursement Agreement* to the *Travel and/or Training Authorization* form. If the training is listed as a requirement of the job in the pertinent job description, or required as part of an employment contract, the agreement is not required.

If the employee/official wants an advance (see "Per Diem" under section 4.B), the amount requested should be written under "Advance" on the authorization form. Please allow a minimum of 5 business days prior to travel for the travel to be approved and an advance check to be cut. If no advance is requested, the employee/official should write "0" on the advance line.

2. *Travel and/or Training Report* (post-travel report)

The employee/official should submit the *Travel/Training Report* as soon as possible after the training is completed, but no later than 2 weeks after returning from the training/travel. *Travel and/or Training Reports* that are not submitted within 2 weeks of returning **will not** be processed for reimbursement, unless specifically authorized by the Manager. A completed *Travel/Training Report* should be given to the department head for approval, and then forwarded to the Finance Department.

When an employee/official does not complete a *Travel/Training Report* within 2 weeks of returning from the Travel/Training and if a reimbursement is due to the Borough, at the Manager's or the Assembly's discretion, a payroll deduction may be made to the employee/official's next payroll.

Attached to the *Travel/Training Report* should be a narrative of the trip explaining the reason for travel and the benefits to the Borough, (unless it meets the criteria for an Exception as listed on page 3). This narrative portion should be in memo form to the manager indicating dates of travel, training or seminar attended, and by whom.

In order to be reimbursed for travel expenses an employee/official **must** also attach all **actual** receipts for hotel, car rental, cabs, other ground transportation, tuition, and required trip-related Borough business expenses, and any other incidentals. If an employee/official wants to be reimbursed, they must submit receipts for the expenses. **Credit card receipts or statements are not enough for reimbursement**, and a reimbursement **will not** be issued without actual receipts. The employee/official must submit the

Employment Policies

Travel

actual invoices/bills that detail the charge. The following are examples of items that are **not** reimbursable: alcoholic beverages, candy, sun glasses, newspapers, movie rentals, room service, valet parking, etc.

To be reimbursed for meals, the employee/official needs to indicate on the *Travel and/or Training Report* the number of partial and full days. The employee/official should attach a trip itinerary, **boarding passes**, etc., to indicate dates and times of travel.

While the employee/official is not required to turn in the detailed receipts for meal expenses, the employee/official should keep detailed receipts for federal income tax reporting purposes. The total Per Diem amount should be listed under the column for Expenditures Paid by Employee.

The columns for Expenditures Paid by Borough and Paid by Employee must be totaled. The amount the employee/official requested as an advance should be deducted from the Total Expenditures Paid by Employee. If the advance payment received by the employee/official was more than the total expenditures, then the employee/official must attach payment to the Borough for the difference. If the advance payment is less than the total expenditures, the difference will be reimbursed to the employee/official according to established procedures.

EXCEPTIONS:

- A. A *Travel and/or Training Report* is not required if **all** three of the following criteria are met:
 - 1. the employee/official did not request an advance,
 - 2. the training was successfully completed,
 - 3. there has been no cost to the Borough other than registration fees to local vendors.

- B. A Narrative is not required to be completed in the following situations:
 - 1. Travel and/or Training completed (providing there has been Assembly or Board approval) by elected or appointed officials or the North and South Tongass Volunteer Fire Department
 - 2. Travel done for *Official Borough Business* that meets the following criteria:
 - a) it is of a highly sensitive nature;
 - b) and a report will be given to the Assembly in an Executive Session; or
 - c) the Travel is of a reoccurring nature such as AML meetings.

3. Continuing Education

Regular Full-time employees are provided the opportunity to take classes and/or training with the Borough reimbursing the employee for the class or training if the following criteria are met:*

- A. The class/training will enhance the employee's ability to perform his/her duties assigned by the Borough.
- B. The employee completes a *Travel and/or Training Authorization* form and explains how the training will benefit the employee's performance.
- C. The *Travel and/or Training Authorization* form is approved by both the employee's Department Director and the Borough Manager.
- D. Local classes/training will be held during non-business hours on the employee's own time. The Borough will not pay the employee for the time spent associated with the class or training. (Exceptions may be granted on a case-by-case basis by the Borough Manager. (Ex. Training is necessary for licensing requirements).
- E. Non-Local classes/training may be held during business hours or non-business hours. In either case, the Borough will only pay the employee their normal straight time pay for 8 hours per day. No overtime will be authorized for time spent associated with the class or training.
- F. Prior to receiving reimbursement, the employee will sign an *Agreement for Continuing Education* stating that if the employee voluntarily terminates their employment with the Borough within one year of the class/training completion date, the employee will reimburse the Borough for all expenditures made by the Borough for that class/training.
- G. Upon satisfactory completion of the class/training, the employee shall submit proof of satisfactory completion and a signed *Agreement for Continuing Education*, with a check request through his/her Department Director for reimbursement of the costs. If the reimbursement request includes the cost of books/training materials, those books/training materials become the property of the Borough.
- H. Reimbursement of expenses is the preferred procedure, however if an employee requests the Borough pay for the class/training in advance, the employee will submit a signed *Agreement for Continuing Education* with the written request prior to the Borough making any

Employment Policies Travel

expenditure. This agreement acknowledges that if the class/training is not successfully completed, the Borough will withhold expenditures made for that class/training from the employee's future pay.

- I. In all cases, the Department Director will forward a copy of the signed *Agreement for Continuing Education* to the Manager's Office for signature and placement in the employee's personnel file. A copy of the signed agreement will be sent to the Finance Department for placement in the employee's payroll file. This agreement will remain in the payroll file until all the conditions of the agreement have been satisfied.

***Note:** This SOP applies only to the classes/training not specifically mandated by the Borough, such as through job descriptions, or employment contracts. Employees who request training, or who voluntarily accept training offered by the Borough, will comply with this SOP as a condition for Borough payment of that class/training.

3. Additional Information

A. Travel Arrangements through Alaska Airlines:

If an employee/official will be traveling on Alaska Airlines, reservations and purchase tickets on-line through the Easybiz program should be utilized. This should be done by an Administrative Assistant or designated person for each department.

For instructions and procedures for this program contact the **Controller** in the Finance Department.

B. Air Travel Guidelines:

1. All domestic air travel (including Canada) will be in coach class – the Borough will not pay for first class.
2. Travel arrangements should be made as far in advance as possible to take advantage of the most economical rate.
3. If there are penalties associated with changing reservations, the Borough will pay for these, provided the Borough required the change or the change was beyond the control of the employee/official. Ticket changes need to be justified in writing and approved by the Manager and attached to the original Travel Authorization. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee/official. This includes changes to get on earlier flights.
4. Airline travel will originate in Ketchikan or the employee/official will be responsible for any additional routing fees. The exception to this would be if the employee/official is already at

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a different location and their Department Head or the Manager determines that it would be in the best interest of the Borough for the employee/official to attend a conference or meeting before returning to Ketchikan.

5. The Borough will only pay for excess personal or Borough baggage necessary to carry out official Borough business.

C. Hotel and Lodging:

Every effort should be made to stay at a location close to the event to minimize transportation costs. When comparing hotel rates, take into account the cost for a rental car if choosing one hotel over another eliminates the need for a rental car.

All domestic hotel rates should be reserved at the lowest corporate or government rate. Suite accommodations are not permitted; the Borough pays only for single rooms.

If late arrival is guaranteed and the reservation must be canceled, the cancellation must be made within the time allowed. The Borough will not pay for no-shows; unless there is an unforeseen emergency and time does not allow it.

No additional hotel charges such as: phone, (unless the employee/official does not have a cell phone and the call is for Borough business), room service, movies, laundry, parking (unless permission has been obtained for a rental car), valet service, etc.

D. Rental Car:

The use of a rental car is permitted only if the conference or meetings are not within close proximity to the hotel: there is no availability of free shuttles; and with the express written approval of the Borough Manager. When permission is granted, personal medical insurance should not be purchased, since the employee/official is already covered under Workers' Compensation insurance when the car is used for Borough business only.

If permission is granted, for less than three employee/officials traveling together, the Borough will reimburse for the cost of a compact or midsize car. Upgrades are permissible if three or more employee/officials are traveling together, but an economical rate should be sought. The Borough will not pay for luxury rental cars.

If permission is granted and an employee/official has retained a car for a weekend, such expenses are personal – and the car rental expense will be allocated between business and personal use – and the employee/official will be expected to pay the prorated amount.

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The exception to this would be when used to travel on a weekend to another location on Borough business.

Rental charges must be supported with a receipt. Further, the employee/official should make sure to return the car with a full tank of gas.

Disallowed Expenses:

The Borough will not pay for vehicle overdue parking tickets either in Ketchikan or when an employee/official is traveling – those will be the responsibility of the employee/official.

- E. Ground Transportation:
Taxi cabs should only be used when there is no free shuttle service. Most larger (and even smaller hotels) offer free shuttle service from the airports to the hotels.
- F. Per Diem:

To estimate meal expenses and request an advance, the following is the current standard:

Breakfast	12.00
Lunch	16.00
Dinner	<u>32.00</u>
Full Day – Per Diem	<u><u>\$60.00</u></u>

This is the maximum amount that may be requested as an advance payment. The advance will be deducted from the employee/official's actual **Per Diem** based on **Travel Days** to determine the amount of reimbursement due to the employee/official or to be refunded to the Borough.

An amount equal to the above referenced Per Diem rate will be reimbursed for meals. The \$60.00 rate will be reimbursed for the number of days that an employee/official is required to be gone for training or other official Borough business. A partial **Per Diem** rate will be reimbursed for the days of Departure to the training or official business and Arrival from the training or official business as detailed below:

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Per Diem is intended to pay for the actual days that an employee/official is away from home on Borough business. If an employee/official extends their stay due to personal reasons and it is not required due to scheduling of transportation, then any additional meal charges will be the employee/official's responsibility and they will not be paid Per Diem for the additional days.

Occasionally, a traveler is provided with a meal while at a conference or meeting, or as part of a lodging package such as at bed and breakfast inns (and where the Borough is reimbursing for actual lodging costs). When a traveler is provided and consumes a meal in these or similar circumstances, the traveler is not eligible for the related meal allowance.

If an employee/official returns earlier than indicated on their Travel Authorization, they will be expected to repay the extra per diem.

DEPARTURE TO TRAINING/OFFICIAL BOROUGH BUSINESS:

Check-In Times	Allowable Meals	Rate	Rate Code
Prior to 11:00 a.m.	Full Day	\$60.00	1
11:01 a.m. – 4:00 p.m.	Lunch, Dinner	\$48.00	2
4:01 p.m. – 6:00 p.m.	Dinner	\$32.00	3
After 6:00 p.m.	No Per Diem	-0-	

ARRIVAL FROM TRAINING/OFFICIAL BOROUGH BUSINESS:

Arrival Times	Allowable Meals	Rate	Rate Code
Prior to 11:00 a.m.	Breakfast	\$ 12.00	4
11:01 a.m. – 4:59 p.m.	Breakfast, Lunch	28.00	5
After 5:00 p.m.	Full Day	60.00	1

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G. Telephone Expenses

Telephone charges for personal use are not reimbursable. Employee/officials shall pay all telephone expenses when checking out of the hotel, unless they are Borough-related.

H. Credit Card:

As much as practical, expenses should be pre-paid by the Borough. Travel expenses incurred on behalf of the Borough (airfare, hotel, car rental, etc.) that have been estimated and approved on the pre-Travel and Training Authorization can be charged to the employee/official's personal credit card. However, the expenses must be pre-approved, and only that specific employee/official's personal credit card can be used. Once travel is completed, all actual receipts must accompany the Travel Report. **Credit card receipts, copies of receipts, or credit card statements will not be accepted for reimbursement.** Employee/officials cannot charge the expenses of other employee/officials to their own credit card, and then request reimbursement. Employee/officials may request that the vendor direct bill the Borough or submit a check request to the Finance Department for the vendor to be paid in advance or submitted in person to the hotel at check-in time.

I. Personal Travel:

When official Borough Business is combined with personal travel, in no event will the Borough pay more than it would if the trips were not combined. Employees/officials should pay for the personal portion of the travel directly. i.e., if two nights out of five of a hotel stay are personal, the employee should pay for the two nights directly, and the Borough will pay three nights. The Borough will not pay for spouse and/or children's travel costs unless specifically approved in advance and the spouse and/or children are traveling under official Borough business.

J. Purchase Orders:

Purchase orders or XL's should not be used any more for travel and/or training since the *Travel and/or Training Authorization* form provides for all appropriate approvals. For tracking and control purposes a **Travel/Training Number** will be assigned by the Accounting Technician in the Finance Department

K. Canceling, Void/Uncashed Checks:

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Please notify the Finance Department as soon as possible when the travel/training is canceled or is not successfully completed. Any unused, voided, or canceled checks should be promptly returned to the Finance Department.

KETCHIKAN GATEWAY BOROUGH Travel and/or Training Authorization

Name _____	Date _____
Department _____	Vendor No. _____
Travel Dates _____	Reimbursement by Grant? Yes _____
Destination _____	No _____
Purpose of Travel: _____ _____	
Anticipated Benefit _____ _____ _____	

Does this Travel and/or Training request meet the criteria of the Continuing Education Policy?

_____ Yes _____ No

<u>Anticipated Costs</u>	<u>G.L. No.:</u> _____
Tuition/Fees/Registration _____	Meals Per Diem <i>(indicate proper rate code)</i>
Travel:	Departure Rate _____
Air _____	Arrival Rate _____
Ferry _____	Full Day _____ X \$60.00 _____
Ground Transp. _____	Total Per Diem _____ -
Other (Explain) _____	Grand Total \$ _____
Lodging _____	Advance \$ _____
Other (Explain) _____	(101-00-000-1506)

I, the undersigned, understand that I have two (2) calendar weeks to submit my expenses upon return from traveling, or my expenses will not be reimbursed. Further, any advances that were paid to me prior to travel are subject to deduction from my paycheck if my expenses are not submitted within this time period. I am aware that no liquor, beer or wine are reimbursable expenses, and these items will be deducted from my expense report, if applicable. I agree that if I voluntarily terminate employment with the Borough, I will reimburse the Borough for tuition, fees or registration costs incurred for elective training, according to the following schedule and such reimbursement may be deducted from my final Borough paycheck. I certify that this report is true and correct to the best of my knowledge.

<u>Months since completion of training</u>	<u>Amount Reimbursed</u>
Two (2) months or less	100%
Third (3rd) through the Fifth (5th) month	75%
Sixth (6th) through the Ninth (9th) month	50%
Tenth (10th) through the Twelfth (12th) month	25%
More than Twelve (12) months	0%

_____ Employee Signature _____ Date

Assembly Approval Required?			
If yes, approval received? Adopted budget line item?		or Assembly meeting date?	
Department	Funds Available	Manager's Office	Finance

Travel / Training No. (to be assigned by Accounting Tech)

- Required Training
 Elective Training

Ketchikan Gateway Borough Travel / Training Report

<u>Employee Name</u>	<u>Date</u>
<u>Department</u>	<u>Vendor No.</u>
<u>Travel Dates</u>	<u>Destination</u>
<i>Detailed trip narrative in memo form Attached _____ Not attached _____ (meets exception criteria)</i>	

Actual Expenditures

PAID BY BOROUGH	PAID BY EMPLOYEE
<i>Attach all actual receipts to report</i>	
Tuition/Fees/Registration _____	Tuition/Fees/Registration _____
Travel:	Travel:
Air _____	Air _____
Ferry _____	Ferry _____
Ground Transp. _____	Ground Transp. _____
Other (explain) Parking _____	Other (explain) _____
Meals at Per Diem Rates _____	Meals at Per Diem Rates _____
Lodging (actual receipts required) _____	Lodging (actual receipts required) _____
Other (explain) _____	Other (explain) _____
TOTAL _____ -	TOTAL _____ -
Less Advance Payments (101-00-000-1506) _____	(_____)
Reimbursement Due Employee _____	-
	<u>GL Account Number</u> _____
Reimbursement Due Borough _____	
<i>(attach check payable to Ketchikan Gateway Borough)</i>	

I, the undersigned, understand that I have two (2) calendar weeks to submit my expenses upon return from traveling, or my expenses **will not** be reimbursed. Further, any advances that were paid to me prior to travel are subject to deduction from my paycheck if my expenses are not submitted within this time period. I am aware that no liquor, beer or wine are reimbursable expenses, and these items will be deducted from my expense report, if applicable. I agree that if I voluntarily terminate employment with the Borough, I will reimburse the Borough for tuition, fees or registration costs incurred for elective training, according to the following schedule and such reimbursement may be deducted from my final Borough paycheck. **I certify that this report is true and correct to the best of my knowledge.**

<u>Months since completion of training</u>	<u>Amount Reimbursed</u>
Two (2) months or less	100%
Third (3rd) through the Fifth (5th) month	75%
Sixth (6th) through the Ninth (9th) month	50%
Tenth (10th) through the Twelfth (12th) month	25%
More than Twelve (12) months	0%

<u>Employee Signature</u>	<u>Date</u>		
<u>Department</u>	<u>Funds Available</u>	<u>Manager's Office</u>	<u>Finance</u>

Travel / Training No. (to be assigned by Accounting Tech)

Ketchikan Gateway Borough

Manager's Office

Policy & Procedure

Policy Topic:	Borough Vehicles, Take Home Policy	Department Director:	<i>Cef</i>
		Assistant Manager:	<i>Cef</i>
		Borough Attorney:	<i>SFB</i>
		Borough Manager:	<i>DB</i>
		Effective Date:	

PURPOSE:

To clarify when taking a Borough vehicle home is permissible.

PROCEDURE:

Borough vehicles are to be used only during working hours and are not to be taken home, except when authorized under a written Departmental Policy approved by the Borough Manager. This applies to all employees. The use of a Borough vehicle is a privilege and every effort shall be made to be safe, conscientious and courteous while using a Borough vehicle.



Ketchikan Gateway Borough

1900 1st Avenue, Ketchikan, Alaska 99901 ♦ (907) 228-6625 Telephone ♦ (907) 228-6684 Fax

OFFICE OF THE BOROUGH MANAGER

May 24, 2012 (updated 5/22/2013)

To: All White Cliff Employees

From: Cynna Gubatayao

Re: Appropriate Dress and Professional Atmosphere

With the warm weather it can be tempting to dress more casual than usual. While we do not have a detailed dress code policy, Borough Code 3.15.070 states that employees “shall dress appropriately for their job position and particular duties.” Also keep in mind that here in the White Cliff building, we have other tenants including the offices for Federal and State officials, and their visitors as well as members of the public coming to conduct business with the Borough.

While I will leave the definition of ‘appropriate’ to the judgment of you and your supervisor, there are certain guidelines that apply to all employees. Shoes must be worn at all times. Beachwear is never appropriate in the office. If you change into workout clothes for lunch, please change back into your work clothes before returning to work. If you change into more casual clothes for after work activities, please do so after your work is done for the day.

Thank you for your consideration of our tenants and visitors, and for maintaining a professional atmosphere at all times.

KETCHIKAN GATEWAY BOROUGH

Office of the Borough Manager • 344 Front Street • Ketchikan, Alaska 99901

Roy A. Eckert
Borough Manager
(907) 228-6625
Fax: (907) 247-6625
mgr@borough.ketchikan.ak.us

MEMORANDUM

To: All Employees and Tenants of the Ketchikan Gateway Borough
From: Roy A. Eckert, Borough Manager
Subject: Smoking policy
Date: October 15, 2002

Effective immediately, the following shall be the Borough's policy regarding smoking of cigarettes, cigars, pipes or other devices.

1. Each Borough employee who smokes shall comply with this policy.
2. There shall be no smoking in any Borough-owned or Borough-controlled structure or vehicle, including but not limited to office buildings, warehouses, watercraft, buses, trucks and automobiles.
3. During their work day, a Borough employee may smoke only when on break (one break in the morning and one break in the afternoon unless otherwise provided by union contract or designated in writing by department director) or at lunch.
4. A department director or the director's designee may designate one or more smoking areas for that department. All designated smoking areas shall be located so it is possible to enter or leave the building without passing through a designated smoking area.
5. A Borough employee who violates this policy shall be subject to discipline.



Roy A. Eckert, Borough Manager

10-15-02
Date

KETCHIKAN GATEWAY BOROUGH

GENERAL POLICY & PROCEDURE

POLICY NO: _____

Department Director: AKB
Borough Manager: FOR
Borough Attorney: SBE
Effective Date: 4/4/07

POLICY TOPIC: **COMPUTER SYSTEM USE POLICY**

Policy: All employees having use of Borough computer equipment, either stand-alone or as part of a network, and/or having access to the internet on Borough equipment must read and acknowledge having read this policy.

Purpose: The Ketchikan Gateway Borough (KGB) provides access to computers and internet, telecommunications equipment, including but not limited to: personal computers, laptops, palm pilots, external discs and drives, answering machines; and all associated programs and communications, hereafter referred to as the Borough Computer System. The Borough Computer System is provided for lawful uses. Users of the Borough Computer System are solely and fully accountable for their own actions. Misuse of the Borough Computer System or any violation of this policy is grounds for disciplinary action, up to and including termination.

1. Electronic Records Public:

All email and electronic records used with the Borough Computer System are public records subject to inspection, use and copying. AS 40.21.120 (4) defines electronic record to mean "any information that is recorded in machine readable form."

2. Ownership:

All email and electronic records used with the Borough Computer System are the property of KGB.

3. No Privacy:

KGB may monitor individual use of the Borough Computer System including email and internet usage. The internet gateway automatically logs all attempted connections and internet transactions with the logs. No user can have any expectation of privacy as to his or her use of the Borough Computer System. Personal use of email and the Borough Computer System is a privilege, not a right. No one may use the Borough Computer System without authorization. Accessibility does not imply authorization. KGB may limit or deny access to any Internet service or function to users of the Borough Computer System.

4. Security:

The security of the Borough Computer System from unauthorized entry, viruses and other malicious code, and other security threats is a first priority. Users shall take all necessary actions to prevent a breach of security and shall immediately report any security breaches or weaknesses.

a. Reporting of Violations or Vulnerabilities: Users have a duty to immediately report all information

security violations or vulnerabilities to Information Technology Services.

- b. Security Tools: Unless specifically authorized by Information Technology Services, users must not use any tool that can be employed to compromise systems security.

5. No Public Forum:

The Borough Computer System must not be used as a personal public forum to advocate, advance, or express any individual user's own religious, political or personal views or opinions. Users must not represent their statements as official KGB policy unless authorized to do so.

6. No Inappropriate Use:

Any use of the Borough Computer System in a manner that is harassing to any person or which may tend to create a hostile or unpleasant environment for any employee is prohibited.

- The Borough Computer System shall not be used to display, distribute or obtain sexually explicit materials.
- The Borough Computer System shall not be used in any way which is illegal or which violates any rule, regulation or policy of the Ketchikan Gateway Borough.
- Instant Messaging programs shall not be used on the Borough Computer System, unless specific prior authorization is granted to the employee by the Borough Manager.

7. Unauthorized Transfer or Removal of Borough Data:

No one may transfer or remove Borough data or programs unless authorized by the Information Technology Services Manager.

8. Implementation:

The ITS Manager shall be responsible for the implementation of this policy, and shall have the authority to establish standards, maintain and test security, and make periodic updates to operational procedures reflecting changes in the state of the art. Departmental managers have primary responsibility for user supervision and wise use of resources.

9. Retention and Management:

Users of the Borough Computer System shall be responsible to stay informed of and shall comply with the following:

- a. KGB Code Ch 5.90 Public Records
- b. KGB Records Retention Schedule
- c. KGB Electronic Records Management Policy
- d. Records Hold requests as notified by the Borough Manager, Attorney, or Finance Director

KETCHIKAN GATEWAY BOROUGH
GENERAL POLICY & PROCEDURE

POLICY TOPIC: **Cell Phones and Similar Devices Use**

Department Director: Cy
Borough Manager: DB
Borough Attorney: SBE
Effective Date: 8/31/09

POLICY: To establish a policy which prevents cell phone or similar device use while driving Borough vehicles, or while driving a personal vehicle on Borough business.

PURPOSE: The Borough is aware that employees currently use cell phones or similar device for business purposes while driving. Due to research that indicates that cell phone use while driving is dangerous, and according to some studies may even approach the equivalent danger of driving while drunk, the Borough prohibits employee use of cellular phones or similar devices, including the use of Bluetooth or other similar hands-free devices, while driving a Borough vehicle or on Borough business.

PROCEDURE:

1. The prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Borough; or any other Borough related activities not named here while driving.

2. We recognize that other distractions occur during driving, however curbing the use of cell phones while driving is one way to minimize the risk of accidents for our employees. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device.

ACKNOWLEDGMENT

I, _____, acknowledge I have received and read the below-referenced paperwork/bulletin.

Signature: _____

Date: _____

SUBJECT

Cell Phone and Similar Device Policy

Including: iPads, cell phones, smart phones, tablets, desktop computers

& Computer System Use Policy

Additional user guidelines:

- Possession of a Borough issued cell phone or similar device is a privilege, not a right.
- User is responsible for general care of the device.
- Cell phones or devices with GPS capabilities may be accessed and used for Borough purposes.
- Reasonable use of cell phone or similar device is expected. Excessive usage may result with revocation of device.

RETURN THIS SIGNED FORM TO THE MANAGER'S OFFICE



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue, Suite 210, Ketchikan, Alaska 99901

• Telephone: (907) 228-6625 • Fax (907) 228-6684

Office of the Borough Manager



May 2, 2014

To: _____

Re: Cell Phone Allowance

Dear Employee,

Effective immediately, cell phone allowances will be processed through payroll and not through accounts payable. Your next allowance will show up on your June 5, 2014 paycheck.

Please feel free to call me if you have any questions.

Sincerely,

Cynna Gubatayao

Assistant Borough Manager

KETCHIKAN GATEWAY BOROUGH

DEPARTMENT NAME

DEPARTMENTAL POLICY & PROCEDURE

Policy Title:	Exemption from Unemployment Insurance	Department Director:	CJP
		Assistant Manager:	CJP
		Borough Attorney:	SRB
		Borough Manager:	DB
		Effective Date:	June 16, 2014

PURPOSE: To clarify exemption or eligibility for Unemployment Insurance based on Borough service by the Mayor, Assembly members, Planning Commission members, and election workers.

PROCEDURE:

The definition of employment in AS 23.20.525 includes some local government elements in AS 23.20.525(a)(4) and (12). AS 23.20.526 – exclusions from the definition of “employment” - includes AS 23.20.526(d)(8) which excludes persons in the employ of the state or a political subdivision of the state if the service is performed by an individual in the exercise of duties:

- (A) as a judicial officer, the governor, the lieutenant governor, a person hired or appointed as the head or deputy head of a department in the executive branch, a person hired or appointed as the director of a division of a department in the executive branch, an assistant to the governor, a chair or member of a state commission or board, state investment officers and the state comptroller in the Department of Revenue, **an appointed or elected municipal officer***, any other elected official, the fiscal analyst of the legislative finance division, the legislative auditor of the legislative audit division, the executive director of the Legislative Affairs Agency, and the directors of the divisions within the Legislative Affairs Agency;
- (B) as a member of the Alaska Army National Guard or Alaska Air National Guard or Alaska Naval Militia;
- (C) as an employee serving on only a temporary basis in case of fire, storm, snow, earthquake, flood, or similar emergency; or
- (D) **as an election official or election worker if the amount of remuneration received by the individual during the calendar year for services as an election official or election worker is less than \$1,000;***

Based on the statute above, the Mayor, Assembly members, Planning Commission members and some election workers are not eligible for unemployment insurance *based on their service to the Borough and income from meeting stipends*. This policy is not meant to address questions of eligibility based on any other employment or sources of income for these individuals.

In many places, Borough code makes reference to the Attorney, the Clerk, and the Manager as being appointed, or as being an official. Per KGB §30.10.019(p), these three individuals are employees because they work for the borough for a salary. As such, they are eligible for unemployment insurance based on their Borough employment.

* Emphasis added

**KETCHIKAN GATEWAY BOROUGH
PERSONNEL POLICY & PROCEDURES**

POLICY #: **Manager's Office 08-01**

POLICY TOPIC: **Employee Recruitment and Selection**

BOROUGH MANAGER: DB
BOROUGH ATTORNEY: SBE
EFFECTIVE DATE: 3/5/2008

POLICY: Vacancies in positions which are under the Borough Manager's supervision and control pursuant to KGB Code Chapter 5.20 shall be filled in accordance with this policy and procedures and consistent with provisions in ordinance and applicable collective bargaining agreements. The Manager will seek to fill vacant positions with the most qualified applicants.

All positions shall be advertised in-house, externally, or both for at least 7 calendar days unless the vacancy qualifies for an exception as:

- 1) an at will hire;
- 2) a re-hire after layoff;
- 3) a temporary hire; or
- 4) a voluntary or involuntary demotion.

These exceptions are situations where the most qualified candidate for the vacancy is determined based upon application of other Borough employment policies rather than comparison of competing applicants.

This policy shall be read consistently with applicable laws, ordinances, and collective bargaining agreements, and is intended to clarify, supplement, and implement those provisions, but not to supplant requirements or protections appearing in those provisions.

Reference: KGB Code 5.20; KGB Code 30.20.005; KGB Code 30.20.015; Article 4 of the APEA/AFT collective bargaining agreement; Article 4 of the IBEW collective bargaining agreement; Article 4 of the MMP collective bargaining agreement; Article 4 of the IBU collective bargaining agreement. See also Policy and Procedure 99-02 regarding employee pay.

PURPOSE: To provide clear procedures for advertisement and selection of employees consistent with the requirements of the Borough Code and existing contractual obligations.

PROCEDURE:

1. Pre-advertisement steps:

A. When a vacancy is to be filled, the Manager or designee shall review the position description with the appropriate department head for the position to verify that it reflects the current intended duties to be performed.

B: Prior to advertisement the Manager or designee shall verify that the position appears on the authorized non-represented employee pay scale or appears on the pay scales listed in the applicable collective bargaining unit.

C: After verifying the position description and authorization for the position a notice of vacancy shall be prepared unless the vacancy is to be filled by a re-hire after layoff, a temporary hire, or a voluntary or involuntary demotion.

2. Advertisement:

A. The vacancy notice shall be advertised by in-house posting in all Borough Departments and/or written published advertisement twice a week for at least 7 calendar days prior to the deadline for applications. The deadline for applications shall be not more than 30 days from the first advertisement unless the position is advertised as "open until filled". If there is a concern about receiving a limited number of applications from qualified applicants by a set deadline, the manager may direct that a position be advertised as "open until filled". Positions which are advertised with an application deadline shall not be filled prior to the end of the required advertisement period.

1. All advertisements shall:

- a) state that the Borough is an equal opportunity employer;
- b) State the pay range for the position;
- c) State whether the starting pay will be set at step A or a range depending on experience;
- d) State the deadline for applications to be filed;
- e) State where persons may obtain a position description and application.

2. Advertisements may:

- a) State the general or specific duties of the position;
- b) State the department the position is located in;
- c) State whether the position is union or non-union;
- d) State whether the position is exempt or non-exempt;
- e) Contain such other information as the Manager deems appropriate.

B. Where a particular position requires certain skills or licenses or certifications, the recruitment process may include administering tests or other methods to verify that the applicants possess the required skills or certifications. If minimum required scores or examination standards are set for a position they shall be stated in the notice of the position vacancy.

C. All open positions shall be made available on the Borough web site during the entire recruitment period.

3. Exceptions:

- A. Positions which are filled by the re-employment of an employee in layoff status into a vacant position which is substantially similar to the position which the employee held, and which re-employment is within the one year re-hire period, may be filled without advertisement or a competitive selection process.
- B. Positions which serve at the pleasure of the manager may, at the manager's option, be filled without advertisement.
- C. Positions which are filled through the demotion, voluntary or involuntary, of an employee from another Borough position, need not be advertised prior to appointment of the employee to the position. For purposes of this policy a demotion is a placement of an employee in a position which is supervised by or reports to their current (prior) position or which has lower pay than their current position.
- D. Temporary hires during absences of a regular employee or pending filling of a position need not be advertised so long as the temporary employment in the position is anticipated to be less than 12 weeks. However, Temporary employee positions which are designated as temporary positions (i.e. are not a temporary filling of a regular position pending hiring or return of a regular employee) which are filled with a temporary employee must be advertised.

4. Offers of employment

- A. When an applicant for a position is selected for employment, a letter from the manager or designee offering the position shall be sent to the successful applicant. That letter shall set out the position, the pay rate at which the position is offered, whether the position is union or non-represented; whether the position is temporary or regular; and whether the position is exempt or non-exempt. If the position is within a collective bargaining unit a copy of the collective bargaining agreement shall be provided. The letter offering a position may be conditioned on satisfaction of additional conditions which shall be specified in the letter.
- B. If a position is advertised to be filled at a particular wage, it may not be filled at a higher wage without re-advertisement of the position. Where the advertised pay is a range, the position may not be filled at a pay level outside of that range without re-advertisement of the position.
- C. If the position is advertised with a deadline for applications, and no offer of the position to an applicant has occurred within 60 days of the deadline for applications, the position must be re-advertised.

KETCHIKAN GATEWAY BOROUGH

MANAGER'S OFFICE

DEPARTMENTAL POLICY & PROCEDURE

Policy No.:	HR-51	Department Director:	Cy 4/24/13
		Assistant Manager:	
		Borough Attorney:	SBE 4/25/13
Policy Title:	Eligibility for Hire	Borough Manager:	OB 4/25/2013
		Effective Date:	4/25/2013

PURPOSE:

The Borough endeavors to hire the best candidates and to provide a safe and drug free workplace for all employees of the Ketchikan Gateway Borough. Accordingly, under some circumstances, an applicant or potential applicant is not eligible for hire. This policy clarifies those circumstances, and provides a method for a potential candidate to appeal his or her status as 'not eligible for hire'.

PROCEDURE:

The following applicants or potential applicants (referred to as 'applicant' within this policy) are not eligible for hire:

- Any previous employee fired for just cause.
- Any previous employee who resigns with less than two weeks' notice, or the contractually obligated minimum when collective bargaining agreements require less than two weeks.
- Any previous applicant who failed the pre-employment drug test.
- Any previous applicant who accepted a position and then failed to begin their employment with the Borough.
- Any applicant with a felony conviction.
- Any applicant with a misdemeanor conviction within the last five years.

Applicants or who have been identified as 'not eligible for hire' may appeal their status to the Borough Manager. To file an appeal, the applicant must submit their request in writing, and include any information they feel explains why they should be eligible for employment with the Ketchikan Gateway Borough.

The Borough Manager shall respond in writing within ten days. The Manager's response shall state whether or not the applicant's status is being revised, and shall state the reason why or why not and the factors influencing the decision.

Factors to be considered when determining whether or not to revise an applicant's status may include:

- The nature and severity of the infraction;
- The length of time since the infraction;
- The total number of infractions;
- Actions taken by the applicant relevant to the infraction, ie, participation in a drug or alcohol program or anger management program (if the applicant chooses to share such information);
- Any other relevant, non-discriminatory information.

Applicants may appeal their 'not eligible for hire' status no more than once every two years.



KETCHIKAN GATEWAY BOROUGH

1900 First Avenue, Suite 210, Ketchikan, Alaska 99901
• Telephone: (907) 228-6625 • Fax (907) 228-6684
Office of the Borough Manager



KETCHIKAN GATEWAY BOROUGH Eligibility for Hire Appeal form.

According to Borough Policy HR-51, there are many incidents that would make a person ineligible for hire/re-hire.

Please use this form to explain why you would like to appeal to the Borough Manager to allow your application to be considered for the position.

Name: _____

Mailing Address: _____

What position are you applying for?

For what reason would you not be eligible for hire/re-hire? (i.e. failed pre-employment drug test, felony or misdemeanor (within 5 yrs) conviction, previously fired from the Borough, etc.)

Please explain what steps you have taken since that time to change the situation that caused you to become ineligible? (Attach additional pages if necessary) Please include any information you feel explains why you feel you should be eligible for employment.

