

ORDINANCE NO. 6251

**AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE
CHAPTER 50 PERSONNEL, SECTION 50-209 TRAINING
REIMBURSEMENT, SECTION 50-281 PERSONAL LEAVE,
AND SECTION 50-285 HEALTH INSURANCE COVERAGE**

WHEREAS, Fairbanks General Code Chapter 50 Personnel has sections that have not been updated in over twenty years.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

Section 1. FGC Sec. 50-209, Sec. 50-281, and Sec. 50-285 is amended as follows [new text in **bold/underline** font; deleted text in ~~strike~~ font]:

Sec. 50-209. - Training reimbursement.

- (a) A department head or the mayor may authorize an employee to attend training seminars or classes relevant to the employee's duties and responsibilities. All reasonable costs for such training shall be reimbursed by the employer. The term "training" shall mean any educational program, theoretical or otherwise, where the primary purpose is to enhance the employee's skill or proficiency in the performance of the employee's duties.
- (b) Costs incurred by the employee for the maintenance of job proficiency shall be reimbursed provided that the training has been approved by the department head or the mayor.
- (c) In those cases where the elected or appointed official or employee is away on authorized business for less than a 24-hour day not involving overnight lodging, such elected or appointed official or employee shall be reimbursed at the authorized per diem rate. In those cases where the elected or appointed official or employee is away on authorized business involving overnight lodging, such elected or appointed official or employee shall be reimbursed for overnight lodging. An employee's per diem allowance in excess of seven calendar days shall be reimbursed at half the rate of the foregoing rate commencing with the first calendar day thereafter, and shall constitute full reimbursement for all costs incurred, in which case the mayor may authorize higher reimbursement, proven by receipts. No employee shall receive per diem when either the city or another agency, government or private, pays for all meals

and lodging for the employee. The per diem rate shall be \$40.00 per day the same as the State of Alaska rates as stated in the Alaska Administrative Manual (AAM).

Sec. 50-281. - Personal leave.

- (a) ~~Personal leave shall accumulate at the rate of 120 working hours per calendar year for the first twenty-four months of continuous employment, 160 working hours per calendar year for the next twenty-four months of continuous employment, and 240 working hours per calendar year for all months of continuous employment thereafter. Personal leave hours shall be credited pro rata per pay period.~~ **Personal leave shall accrue as follows:**

<u>Continuous Employment Period:</u>	<u>Hours:</u>
<u>Up to 3 Years</u>	<u>160 hours per calendar year</u>
<u>3 – 5 Years</u>	<u>200 hours per calendar year</u>
<u>Over 5 Years</u>	<u>240 hours per calendar year</u>

Employment for less than a full pay period shall be prorated for the purpose of computing personal leave.

- (b) ~~[Reserved.]~~ **Personal leave in excess of 600 hours will be cashed out on the final check of the calendar year. Employees covered by this chapter may cash out personal leave in accordance with the following schedule:**

Total Personal Leave Hours

<u>0—160 hours</u>	<u>Cannot cash out</u>
<u>Over 160 hours</u>	<u>100% cash out value</u>

- (c) Personal leave may be scheduled by the employee subject to the approval of the employee's department head. Personal leave shall not be unreasonably withheld.
- (d) Scheduled personal leave may be taken in conjunction with approved travel on city business so long as any additional expenses to the city are reimbursed by the employee. When personal leave is used for illness or bereavement, the employee shall notify the supervisor as soon as possible.

- (e) Upon termination of any employee covered by this chapter, accrued personal leave up to a maximum of 500 hours or the cap as established in subsection (f) of this section shall be paid at the employee's current rate and manner provided in this chapter.
- (f) Employees, who as of effective date of this section have in excess of 500 hours in personal leave will not be subject to the 500 hour limit on cash out of personal leave hours at the time of termination, but instead their hours will be capped at the number of hours they have at the effective date of this section; except that if a member exceeds his cap due to the denial of the employee's leave requests or due to work requirements, those hours beyond the employee's cap will be cashed out at 90 percent of full value. Hours in excess of the cap not cashed out on the anniversary date shall be carried into the following year and have no cash value.
- (g) Subject to the cap provision set forth in this subsection and subsection (f), any employee covered by this chapter may cash out his personal leave in accordance with the following schedule. Cash-out requests under this subsection are not a matter of right but must be submitted to the mayor for approval. Competing requests submitted to the mayor shall be subject to seniority status. The cashed out hours will be paid on a separate check due at the same time as the employee's next regular paycheck. Cash-outs are not considered compensable hours for pension benefit payments.
- (h) Employees hired prior to the effective date of this ordinance shall have their leave accrual rate "frozen" as of the effective date of this ordinance, and their leave cap, if greater than 500, will likewise be established as of the effective date.

Total Personal Leave Hours

0—200 hours	Cannot cash out
200—500 hours	100% cash out value
Over cap or 500 hours	No cash value

Sec. 50-285. - Health insurance coverage.

The city will provide employees covered by this chapter a group insurance program for medical, dental, life and vision coverage comparable to that provided other city employees provided that the employees will pay plan costs in excess of \$750.00 per employee per month. Employees covered by this chapter will allocate the health

care portion of the package rate increase for health insurance unless the cost is fully covered.

Section 2. That the effective date of this Ordinance is the 1st day of July 2023.



David Pruhs, Mayor

AYES: Ringstad, Rogers, Marney, Sprinkle, Cleworth, Tidwell
NAYS: None
ABSENT: None
ADOPTED: June 26, 2023

ATTEST:

APPROVED AS TO FORM:



D. Danyielle Snider, MMC, City Clerk



Thomas A. Chard II, City Attorney