

**SUBJECT:** INFORMING THE ASSEMBLY THAT THE BOROUGH ENTERED INTO A LETTER OF AGREEMENT WITH THE MATANUSKA-SUSITNA BOROUGH EMPLOYEES ASSOCIATION (MSBEA) REDUCING THE TIME AN EMPLOYEE HAS TO WAIT BEFORE UTILIZING ACCRUED PERSONAL LEAVE

**AGENDA OF:** December 8, 2022

**ASSEMBLY ACTION:**

presented to the Assembly  
12-8-22 (B500)

**MANAGER RECOMMENDATION:** For information only.

**APPROVED BY MICHAEL BROWN, BOROUGH MANAGER:** MB

| Route To: | Department/Individual    | Initials     | Remarks  |
|-----------|--------------------------|--------------|----------|
|           | Originator: M. Brown     | MB           |          |
|           | Human Resources Director | SC           |          |
|           | Finance Director         | YK 8/22      | 11.18.22 |
|           | Borough Attorney         | JS           |          |
|           | Borough Clerk            | Jan 11/28/22 | (B500)   |

**ATTACHMENT(S):** Letter of Grievance Resolution between Mat-Su Borough and MSBEA (1pp)

**SUMMARY STATEMENT:** On October 21, 2022, the Borough entered into a letter of agreement (LOA) with the MSBEA that reduced the amount of time a probationary employee must wait before utilizing accrued personal leave from six (6) months to three (3) months.

A full-time employee accrues approximately seventy eight (78) hours of personal leave during their first six (6) months of employment and thirty nine (39) hours during their first three (3) months of employment.

Under the existing Collective Bargaining Agreement, personal leave is not available to probationary employees within the first six (6) months of their initial employment with the Borough. However, during this six (6) month waiting period such probationary employees

may be granted up to sixteen (16) hours of personal leave if a sufficient amount of leave is available.

During the first six (6) months of initial employment, it is not uncommon for a new hire to need to take time off for an unplanned reason. Often times, this results in the employee being placed in leave without pay status creating a financial hardship. Shortening the waiting period from six (6) months to three (3) months, through this LOA, reduced this impact to employees.

Administration has reviewed and analyzed the impact of this change and has determined that it will not have an operational or fiscal impact.

LETTER OF GRIEVANCE RESOLUTION  
between the  
MATANUSKA-SUSITNA BOROUGH  
and the  
MATANUSKA-SUSITNA BOROUGH EMPLOYEES ASSOCIATION

RE: PROBATIONARY PERSONAL LEAVE  
2022-2024

It is hereby agreed and understood between the parties that Article 44, of the current Collective Bargaining Agreement, shall be modified as set forth below.

ARTICLE 44  
PERSONAL LEAVE

Personal leave shall be defined as any leave accrued by and paid to employees by the Borough for the employees' use for vacation, sickness, or other absences from work. Employees shall begin to earn personal leave at the time of hire as a bargaining unit member.

Personal leave shall not be available to probationary employees within the first ~~six (6)~~ three (3) months of their initial employment with the Borough. This notwithstanding, such probationary employees may be granted up to sixteen (16) hours of personal leave by their immediate supervisor if a sufficient amount of leave is available. Employees may use accrued leave after completing the first ~~six (6)~~ three (3) months of probation.

Personal leave does not accrue during periods of unpaid leave unless otherwise required by applicable federal or state laws. Personal leave accrual resumes upon the employee's return to active pay status.

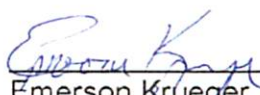
All provisions of the collective bargaining agreement not modified herein shall remain in full force and effect. The effective date of the LOA is the date this agreement is signed by both parties.

Entered into this 20<sup>th</sup> day of October, 2022 at Palmer, Alaska.

For the Borough:

  
\_\_\_\_\_  
Mike Brown  
Borough Manager

For the MSBEA:

  
\_\_\_\_\_  
Emerson Krueger  
MSBEA Vice-President

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