



Administrative Policy No. 25-01

Community Service Leave for Emergency Flood Response

1. Purpose

In accordance with *Resolution 3071, A Resolution of the City and Borough of Juneau Declaring a Local Emergency Response to the August 2024 Glacier Outburst Flood and a Request for State and Federal Assistance* and under the authority of CBJC 03.25.040(b)(4) and (6) the City Manager is implementing this temporary emergency policy.

In an effort to support citizens of Juneau and CBJ employees impacted by the August 2024 flooding in the Mendenhall Valley, the CBJ is implementing a temporary Community Service Leave Policy to assist with flood response. This policy outlines the provisions for taking Community Service Leave for employees living in the flood response area to take leave or for employees who wish to volunteer through the United Way to assist in flood response efforts.

2. Eligibility

All employees who are eligible to accrue personal leave are eligible for Community Service Leave.

3. Leave Entitlement

- Eligible employees are entitled to up to 80 hours or 10 days of paid Community Service Leave during the period that this policy is in effect, but only up to the employee's regularly scheduled work hours.
- The leave can be taken in full days or partial days, depending on the nature of the volunteer activity and with the approval of the employee's supervisor.
- Community Service Leave will end with the termination of this policy. Unused Community Service Leave does not carry over past the expiration of this policy.
- Community Service Leave may not be used to enrich an employee beyond their regularly scheduled work hours.

4. Approved Activities

Community Service Leave may be used for the following activities:

- a. Volunteering with the United Way for flood response activities.
- b. Employees who have a residence, in which they live, in the impacted flood area to address personal recovery efforts related to the flooding.

Exclusions:

- Employees who own property in the impacted flood area, but do not live in that property may only use Community Service Leave by volunteering with the United Way. Employees who have family and friends who live in the impacted flood area may only use Community Service Leave by volunteering with the United Way. This is for coordination and tracking purposes; employees may still work on properties they own or that are owned by family members who were impacted by the flood.

5. Requesting Leave

- Employees must submit a request for Community Service Leave using the form attached to this policy.
- The request should include the reason under which the leave is being requested.
- Approval of leave is subject to the operational needs of the work unit and should be discussed with the employee's supervisor.

6. Documentation

Employees who have a residence, in which they live, in the impacted flood area who wish to use Community Service Leave to address personal recovery efforts related to the flooding, must certify this reason in the leave request form. The City and Borough of Juneau may verify volunteer hours with the United Way for employees using Community Service Leave to volunteer with the United Way for flood response efforts.

7. Impact on Other Leave

Community Service Leave is separate from other forms of leave. Personal Leave shall continue to accrue when Community Service Leave is taken.

8. General Provisions: This policy applies to all agencies and personal leave accruing employees of the City & Borough of Juneau, Alaska.

- A. Authority to promulgate policy: the City Manager of the City and Borough of Juneau, Alaska maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- B. Effective Date: This policy will take effect at 12:01am on August 10, 2024 and will expire at 11:59pm on August 23, 2024.

Dated at Juneau, Alaska this 9th day of August, 2024.



for:

Katie Koester
City & Borough Manager