EAGLECREST HUMAN RESOURCES COMMITTEE AGENDA

August 19, 2025 at 10:00 AM

Zoom Only

https://juneau.zoom.us/j/88301515772 or 1-253-215-8782 Webinar ID:883 0151 5772

A. ROLL CALL

B. APPROVAL OF AGENDA

C. CONSIDERATION OF EAGLECREST CONVERTING TO CBJ CLASSIFICATION AND COMPENSATION PLAN

1. **Finalize Draft Changes to Eaglecrest Personnel Rules**
2. **Consider Conversion Terms for Conversion to CBJ Pay Plan**

D. NEXT MEETING DATE

3. **August 21, 2025 at 1:00 PM**

E. SUPPLEMENTAL MATERIALS

4. **Memo - Additional information regarding conversion to the CBJ Classification and Compensation System**

F. ADJOURNMENT

Department of Human Resources / Risk Management
155 Heritage Way, Juneau, AK 99801
907-586-5250 <phone> 907-586-5392 <fax>
Email: Dallas.Hargrave@juneau.org

MEMORANDUM

Date: August 18, 2025

To: Eaglecrest Board Human Resources Committee

From: Dallas Hargrave
Human Resources & Risk Management Director

Re: Additional information regarding conversion to the CBJ Classification and Compensation System

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Background

On August 13, the Eaglecrest Board Human Resources Committee (HRC) considered draft changes to the CBJ Personnel Rules that impact Eaglecrest. Also at that meeting, the HRC was also presented with the pay range allocation for Eaglecrest job classifications based on the classification study.

Information for August 19, 2025 HRC Meeting

Today, we will be presenting one additional change to the CBJ Personnel Rules and our analysis of two different methods of conversion of Eaglecrest positions from the Eaglecrest pay plan to the CBJ pay plan.

Additional Proposed Personnel Rule Change

In order to assist with recruitment and retention needs for the positions at Eaglecrest that currently work only during the ski season, we are additionally proposing that the Personnel Rules also be changed in the following manner:

18 PR 070. Sign-on Bonus.

(a) The City Manager may authorize a sign-on bonus for a new employee starting in a difficult to fill position under the following conditions:

(1) The City Manager and the employee sign a written agreement specifying the sign-on bonus amount and payment schedule and requiring pro-rated repayment according to the schedule set forth in this section if the employee voluntarily ends service in less than 2, 3, or 4 years. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected.

(2) If the sign-on period is 4 years, the repayment schedule is:

(i) 100% if service is less than 12 months;

(ii) 75% if service is 12 months or greater but less than 24 months;

(iii) 50% if service is 24 months or greater but less than 36 months;

(iv) 25% if service is 36 months or greater but less than 48 months.

(3) If the sign-on period is 3 years, the repayment schedule is:

(i) 100% if service is less than 12 months;

(ii) 66% if service is 12 months or greater but less than 24 months;

(iii) 33% if service is 24 months or greater but less than 36 months;

(4) If the sign-on period is 2 years, the repayment schedule is:

(i) 100% if service is less than 6 months;

(ii) 75% if service is 6 months or greater but less than 12 months;

(iii) 50% if service is 12 months or greater but less than 18 months;

(iv) 25% if service is 18 months or greater but less than 24 months.

(5) The maximum amount established in the sign-on bonus agreement may not exceed $40,000. The sign-on bonus amount may be paid in multiple payments on a schedule determined by the City Manager.

(6) The City Manager shall determine whether a position is difficult to fill, the dollar amount of the sign-on bonus, the payment schedule, and the repayment period. The City Manager shall consider factors such as the current labor market, history of recruitment difficulties, rate of pay for the position, and the number of applicants in making this determination.

(7) A new employee shall only be eligible for a sign-on bonus if they have not worked for the City and Borough of Juneau for a period of at least one year prior to the start of employment. *(Res. 3020, 2023)*

(8) Seasonal, Eaglecrest Limited, and Eaglecrest Seasonal positions may be considered for sign-on bonuses under this section in addition to new employees.

Wage schedule conversion proposals

After considering a variety of different mechanisms to convert current and future Eaglecrest employees from the current wage schedule to the CBJ wage schedules, we would like to present to conversion scenarios for the HRC to consider.

Scenario #1:

- The employee's hourly rate will be identified. Current employees will be placed in the new salary range at a step that provides for an hourly rate that most closely matches the employee's current hourly rate without going below the current rate. This will be referred to as the baseline conversion rate.

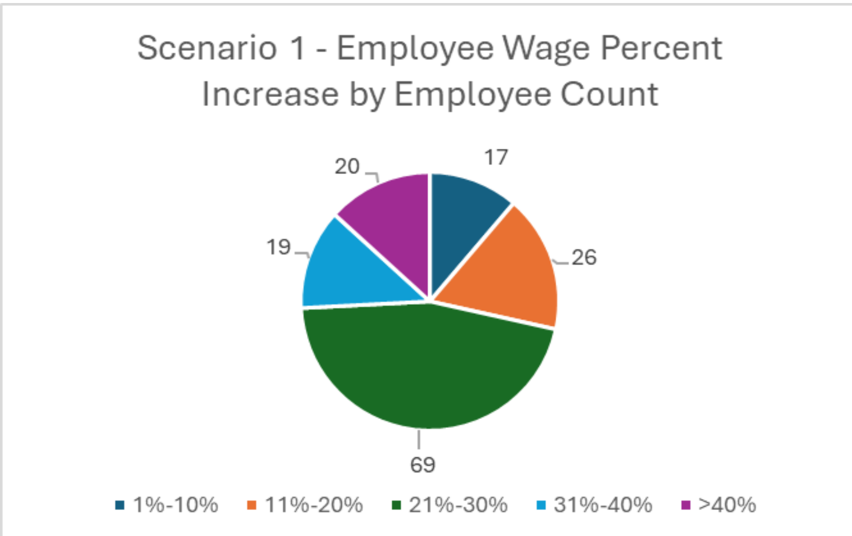
The following factors will be applied:

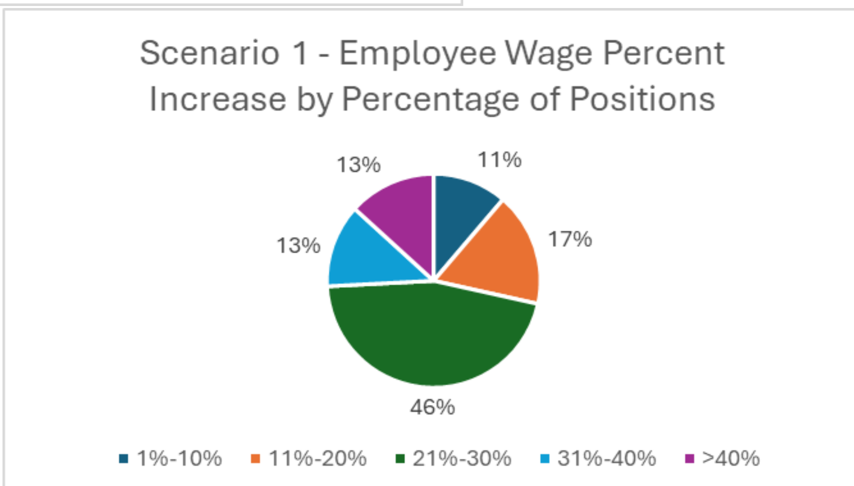
- Employees who are currently at step 7 or above on the Eaglecrest pay scale will have <u>one additional</u> step added to their baseline conversion rate.

- Employees who have a CBJ hire date 10 or more years prior to the conversion will have <u>two additional</u> steps added to their baseline conversion rate.

- If after these rules have been applied, an employee will receive less than a 3% increase, then <u>one additional</u> step will be added to their baseline conversion rate.

*These additional factors will not be compounded, meaning an employee could not receive more than two additional steps upon conversion even if multiple factors apply.





Scenario #2:

- The employee's hourly rate will be identified. Current employees will be placed in the new salary range at a step that provides for an hourly rate that most closely matches the employee's current hourly rate without going below the current rate. This will be referred to as the baseline conversion rate.

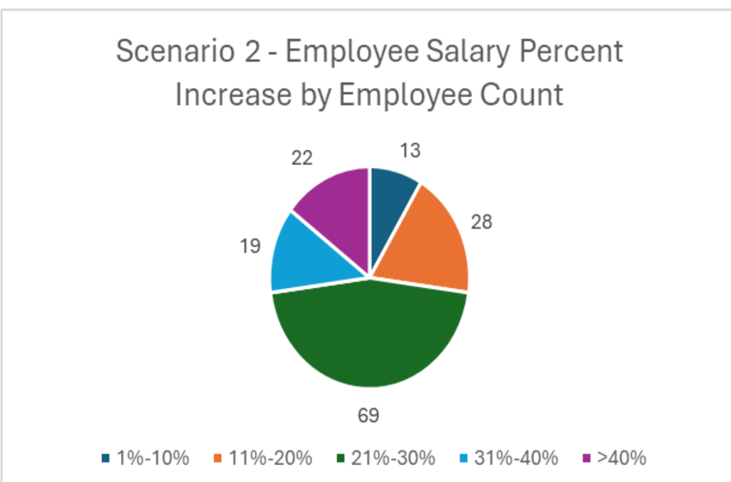
  The following factors will be applied:

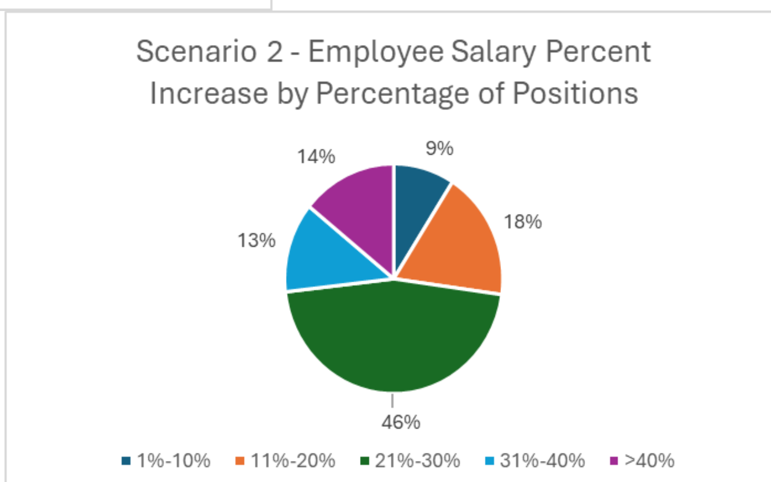
  - Employees who have a CBJ hire date of January 1, 2013, or earlier, will have three additional steps added to their baseline conversion rate.

  - Employees who have a CBJ hire date between January 2, 2013, and December 31, 2014, will have two additional steps added to their baseline conversion rate.

  - Employees who have a CBJ hire date on or after January 1, 2015, will be placed at the step determined to be their baseline conversion rate.

  - If after these rules have been applied, an employee will receive less than a 3% increase, then one additional step will be added to their baseline conversion rate.





Estimated Cost of Conversion

Scenario #1 Total Personnel Service Costs	3,237,186.88
Scenario #2 Total Personnel Service Costs	3,248,052.38
Total FY26 Adopted Personnel Service Authority	3,838,400.00

Total difference between Scenario #1 and Scenario #2 = $10,865.50.