

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2025-13

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING
THE CITY AND BOROUGH OF SITKA PERSONNEL POLICIES HANDBOOK

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to repeal and replace the City and Borough of Sitka (“CBS”) Personnel Policies Handbook.

2. **SEVERABILITY.** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. **PURPOSE.** The purpose of this ordinance is to amend the existing CBS Personnel Policies Handbook and adopt a revised CBS Personnel Policies Handbook. This ordinance addresses the need for a review which was last accomplished in 2021. A primary intent of the substantive revisions is to address outdated, vague, and inconsistent language. This revision also addresses several other changes including definitions modifications, step movement on new pay matrices, sick leave clarity, and group health insurance options. Many revisions are grammatical or organizational in nature, however, substantive revisions of note are listed below:

- Section **1.03 – APPLICABILITY** (Made minor changes regarding Department Head titles, added Port Director and removed Harbormaster)
- Section **2 – DEFINITIONS** (Modified definitions list for updated/outdated language use, clarity for policies)
- Section **6.12 – STEP MOVEMENT ON PAY MATRIX** (Modified step movement policy to allow for use of full range of new pay matrices, introduces new pay matrices in Appendix A)
- Section **7 – HOURS OF WORK, OVERTIME, AND PREMIUM PAYS** (Removed “seventh day double time,” simplified holiday premium pay structure and removed double time)
- Section **8.07 – MANDATORY TIME OFF** (Aligned mandatory time off deadline with FY instead of CY)
- Section **9 – SICK LEAVE** (Provided additional information regarding the use of sick leave, aligned policy regarding exhausting all available leave prior to using leave without pay across several subsections, added clarification for sick leave conversion)
- Section **17 – HEALTH INSURANCE** (Modified eligibility to first of month after initial hire date, modified language regarding payroll deduction)
- Section **19 – TRAVEL** (Removed reference to DTMO in favor of GSA for per diem rates, provided increased clarity on travel authorization pre-approval prior to obligating funds)
- Section **25.01 – Performance Evaluations** (Added option for employees to submit a rebuttal to performance evaluations, except for probationary period evaluations)

51 **4. ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City
52 and Borough of Sitka that the existing CBS Personnel Policies Handbook be amended and
53 replaced with the revised CBS Personnel Policies Handbook attached to this ordinance.
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55 **5. EFFECTIVE DATE.** This ordinance shall become effective on July 1, 2025.
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57 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
58 Sitka, Alaska, this 24th day of June, 2025.
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Steven Eisenbeisz, Mayor

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63 ATTEST:

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Sara Peterson, MMC
Municipal Clerk

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70 1st reading: 06/10/2025
71 2nd and final reading: 06/24/2025
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73 Sponsor: Administrator