

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2011-24

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA UPDATING THE
PERSONNEL POLICIES HANDBOOK TO REFLECT CHANGES DUE TO
COLLECTIVE BARGAINING AGREEMENTS AND GENERAL CLARIFYING
AND OTHER AMENDMENTS**

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is not intended to become a part of the Sitka General Code ("SGC"). However, the attached personnel policies amendments are intended to be incorporated in the City and Borough of Sitka 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 circumstances shall not be affected.

3. **PURPOSE.** The purpose of this ordinance is to make edits to the City and Borough of Sitka Personnel Policies Handbook based on collective bargaining agreements ("CBA") that make current provisions irrelevant, and to make clarifying and other amendments. These proposed Handbook chapters that have been changed are set out in Attachment A to this ordinance, and were provided to the unions and to non-represented employees. The types of amendments are as follows:

- Striking provisions that have been incorporated into CBA and are irrelevant to non-represented employees (meaning non-union employees)
- Increasing the amount of moving allowance for exempt employees
- Simplifying procedures by requiring only Administrator approval for a number of personnel actions
- Updating list of exempt employees
- Subjecting exempt employees who are not Directors, although at-will employees, to Handbook grievance procedures
- Clarifying and clerical amendments (i.e. simply referencing state and federal laws, such as Family and Medical Leave Act and Alaska Family Leave Act, rather than trying to specify all of the applicable provisions and the amendments to these laws in the Handbook)

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that portions of the City and Borough of Sitka Personnel Policies Handbook are amended as set out in Attachment A (new language underlined; deleted language stricken).

5. **EFFECTIVE DATE.** This Ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of
Sitka, Alaska this 28th day of June, 2011.

Cheryl Westover, Mayor

ATTEST:

Colleen Ingman, MMC
Municipal Clerk