

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2021-41

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA REPEALING AND REPLACING 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.

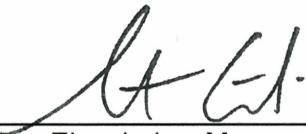
3. PURPOSE. The purpose of this ordinance is to repeal the existing CBS Personnel Policies Handbook and adopt a revised CBS Personnel Policies Handbook. This ordinance addresses the need for a review which was last accomplished in 2014. A primary intent of the substantive revisions is to address outdated, vague, and inconsistent language. This revision also addresses the equity of compensation for employees that are not represented by a collective bargaining unit. The revisions don't affect employees covered by collective bargaining agreements. Due to the time between reviews, this ordinance effectuates a complete restructure of the CBS Personnel Policies Handbook. Most revisions are grammatical or organizational in nature, however, substantive revisions of note are listed below:

- Section **1.03 – APPLICABILITY** (Changed the focus in the collective bargaining agreement to reflect the actual practice of using personnel policies when dealing with represented employees)
- Section **1.2.5 – VOLUNTEERS** (Eliminated from Handbook, separate policy re volunteers to be prepared)
- Section **6.10 – ACTING IN A HIGHER POSITION** (Changed to ensure the acting supervisor earns more than the subordinates they are responsible for while acting)
- Section **6.12 – STEP MOVEMENT ON PAY MATRIX** (Changed to CPI-U calculation)
- Section **8.10 – VACATION ACCRUAL AND TIME OFF DURING PROBATIONARY PERIOD** (Clarification added as it applies to new employees only)
- Section **9.11 – CONVERSION OF SICK LEAVE** (Clarification added)
- Section **12.01 – RECOGNIZED HOLIDAYS** (changed to add Martin Luther King Jr. holiday which is a state and federal holiday)
- Section **14 – ETHICS AND CONFLICT OF INTEREST** (New section for the Handbook that was previously covered in some administrative policies)
- Section **19.01 – LODGING REIMBURSEMENT AND PER DIEM RATES** (Changed to match federal travel regulations and rates rather than a flat rate per diem regardless of destination – this saves travel costs when traveling to lower cost areas and caps hotel reimbursement)
- Section **20.06 – APPEAL PROCEDURES** (Rewritten to reflect a workable practice for non-represented employees when appealing a significant disciplinary action)

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the existing CBS Personnel Policies Handbook be repealed in its entirety and replaced with the revised CBS Personnel Policies Handbook attached to this ordinance.

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 14th day of December, 2021.



Steven Eisenbeisz, Mayor

ATTEST:



Sara Peterson, MMC
Municipal Clerk

1st reading: 11/23/2021

2nd and final reading: 12/14/2021

Sponsor: Administrator