

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-10

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING THE CITY AND BOROUGH OF SITKA PERSONNEL POLICIES HANDBOOK TO ALLOW THE MUNICIPAL ADMINISTRATOR, FOR BUDGETARY REASONS, TO CHANGE DAILY HOURS OF WORK AND THE WORKWEEK AND ESTABLISH FURLOUGH DAYS

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become a part of 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 circumstance shall not be affected.
3. **PURPOSE.** The proposed amendment to the City and Borough of Sitka Personnel Policies Handbook would allow the Municipal Administrator, with Assembly approval, to change the daily hours of work and the workweek to include unpaid furlough days for employees covered by the handbook.
4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the following provisions of the City and Borough of Sitka Personnel Policies Handbook are amended as follows (new language underlined; deleted language stricken):

\* \* \*

Section 7

\* \* \*

**VII. HOURS OF WORK, OVERTIME, ETC.**

**7.1 HOURS OF WORK**

Except as otherwise provided in this title, the regular workweek shall consist of five (5) days at eight (8) hours per day, or upon approval of the Department Head, four (4) days at ten (10) hours per day, totaling forty (40) hours per week. The Municipal Administrator may, for budgetary reasons, and as approved by the Assembly and in accordance with state labor laws, change the daily hours of work and workweek for employees covered by this policy. This may include but is not limited to unpaid furlough days or a reduction in work hours.


\* \* \*

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 26<sup>th</sup> day of April, 2016.

  
Mim McConnell, Mayor

ATTEST:

  
Sara Peterson, CMC  
Municipal Clerk

1<sup>st</sup> reading 4/12/16  
2<sup>nd</sup> reading 4/26/16