

CITY OF THORNE BAY  
ORDINANCE 17-12-05-01


AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF THORNE BAY,  
ALASKA, AMENDING TITLE 2-ADMINISTRATION AND PERSONNEL, CHAPTER  
2.24-OFFICERS AND EMPLOYEES, SECTIONS 2.24.030, .040, .060, .070, PERMANENT  
EMPLOYEES, BENEFITS

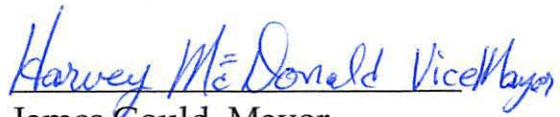
BE IT ENACTED BY THE CITY COUNCIL FOR THE CITY OF THORNE BAY,  
ALASKA

- Section 1. Classification. This ordinance is of a general and permanent nature, the chapter and section hereby amended shall be added to the Thorne Bay Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstances is held invalid, the circumstances shall not be affected thereby.
- Section 3. Amendment of Chapter. Amending Chapter 2.24-Officers and Employees, Sections 2.24.030 Employment, 2.24.040-Travel and Per-Diem, 2.24.060 - Annual Leave, 2.24.070-Sick Leave, are hereby amended and added to the Thorne Bay Municipal Code.
- Section 4. Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED December 5, 2017

ATTEST:

  
\_\_\_\_\_  
Teri Feibel, City Clerk

*for*   
James Gould, Mayor

[Introduction: November 21, 2017]  
[Public Hearing: December 5, 2017]

**ADDITIONS ARE IN BOLD AND CAPITALIZED**

Deleted items are stricken

**Chapter 2.24**  
**Officers and Employees**

Section: **2.24.030 Employment. A. Permanent Employees.** Permanent appointments are made to positions which are considered to be part of the regular complement work force needed to perform municipal services.

**1. Full-time.** Where the work week is forty hours, but not less than 31 hours on a regular basis;

**2. Part-time.** Where the work is done during a portion of a work day, work week, or work year, and totals at least fifteen hours but less than thirty hours a week on a regular basis;

**3. Short-hours Employee.** Where the work is done on a predetermined schedule of less than ~~twenty~~ **FOURTEEN** hours per week on a regular basis.

**F. Work Day.** The regular work day shall consist of eight working hours. An unpaid lunch break of one hour shall be allowed.

**G. Work Week.** A regular work week shall consist of a total of forty hours.

**H. Exceptions.** The nature of certain positions may dictate terms of hire which are exceptions to the general rules. The employee will be fully informed of these exceptions at the time of hire.

**I. Holidays.** The following days shall be recognized as holidays with full pay for all permanent and probationary employees who are in pay status before and following said days:

New Year's Day, January 1st

Martin Luther King Day, third Monday in January

President's Day, as observed nationally

Seward's Day, last Monday in March

Memorial Day, last Monday in May

Fourth of July, July 4th

Labor Day, first Monday in September

Alaska Day, as observed by the State of Alaska

Veteran's Day, November 11th

Thanksgiving Day, fourth Thursday in November

Half-day Christmas Eve, p.m. of December 24th

Christmas Day, December 25<sup>th</sup>

**FULL PAY FOR EMPLOYEES IS DEFINED FOR THE PURPOSE OF THIS SECTION AS:**

**• PERMANENT AND PROBATIONARY EMPLOYEES**

**▪ FULL TIME EMPLOYEES WILL RECEIVE 8 HOURS HOLIDAY PAY**

**▪ PART-TIME WILL RECEIVE 4 HOURS OF HOLIDAY PAY**

When a holiday falls on a Sunday, the following Monday will be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday will be observed as a holiday.



**2.24.040 Travel and per diem allowance.** **A. Per Diem.** While traveling on official business and away from home or designated posts of duty overnight, an employee shall receive a per diem allowance of at least sixty dollars, or an amount to be determined by the mayor, or designee. The amount will be dependent upon the area to which the employee is traveling. **A. Per Diem.** While traveling on official business and away from home or designated posts of duty overnight, an employee shall receive a per diem allowance of an amount to be determined by the **DOD PER DIEM RATES CALCULATOR FOR ALASKA.**

**2.24.060 Annual leave.** **A. Permanent Full-time Employees.** Permanent full-time employees shall accrue annual leave at the following rates: Four hours annual leave per pay period for the first three years of continuous city employment; five hours annual leave per pay period for the fourth and fifth years of continuous city employment; six hours annual leave per pay period for the sixth through ninth years of continuous city employment; eight hours annual leave per pay period for ten years or more of continuous city employment.

**B. Permanent Part-time Employees.** Permanent part-time employees shall accrue annual leave **AT 50% OF THE RATES ESTABLISHED FOR FULL TIME EMPLOYEES.** on a ratio of the hours they work to a forty hour work week.

**C. Permanent Short-hours Employees.** Permanent short-hour employees shall accrue annual leave **AT 25% OF THE RATES ESTABLISHED FOR FULL TIME EMPLOYEES** on a ratio of the hours they work to a forty hour work week.

**I. Accumulation Limit.** Up to **TWO HUNDRED AND FORTY HOURS** ~~one hundred twenty~~ hours of annual leave time may be accrued. ~~during one fiscal year and carried over into subsequent fiscal years.~~ An employee shall forfeit any leave over two hundred forty hours. ~~accumulated and not taken by the end of any fiscal year.~~

**J. Termination.** Accrued annual leave time up to two hundred forty hours will be paid to employees who terminate their employment with the city after six months of service. Payment will be based on salary on date of termination.

**K. Pay in Lieu of Time Off.** There shall be no pay in lieu of earned annual leave time except on termination of an employee. **THE MAYOR OR MAYOR DESIGNEE AND CITY ADMINISTRATOR MAY APPROVE AN EXCEPTION TO PAYMENT IN LIEU OF TIME OFF UNDER EXTENUATING CIRCUMSTANCES NOT CAUSED BY EMPLOYEE.**

**2.24.070 Sick leave.** **A. Policy.** All permanent full-time and part-time employees shall accrue and may use as accrued, sick leave on the basis of:

1. **Permanent Full-time.** Four hours per pay period;
2. **Permanent Part-time.** **AT 50% OF THE RATES ESTABLISHED FOR FULL TIME EMPLOYEES** On a ratio of the hours they work to a forty hour work week.
3. **Permanent Short-hours Employees.** Permanent short-hour employees shall accrue sick leave **AT 25% OF THE RATE ESTABLISHED FOR FULL TIME EMPLOYEES** on a ratio of the hours they work to a forty hour work week. (Ord. 17-05-02-01)

**2.24.090 Compensation.** **A. Objective.** 1. To establish the framework for equal pay for work similar in nature, degree of difficulty or level of responsibility;

2. To provide a means of rewarding city employees for continued good or outstanding service;

3. To establish salary rates which compare favorably with those of other public and private employers in the area, subject to availability of funds;

4. To provide administrative flexibility in recognizing differences among employees whose positions are the same but who differ in terms of quality and length of service rendered;

5. To allow within the annual budget planning to give consideration to possible revision and amendment to the pay schedule;

6. To allow employees completing the six-month probationary period to have their rate of pay reviewed.

**B. Benefits (At the Option of the Employee).**

1. Employees who work thirty-two hours a week or more shall have eighty percent of life and health insurance paid by the city. The remaining twenty percent of life and health insurance premiums is to be deducted from employee's monthly wages.

2. Permanent part-time employees shall have fifty percent of life and health insurance paid by the city. The remaining fifty percent of life and health insurance premiums is to be deducted from employee's monthly wages.

**C. Overtime.**

1. Employees who work over forty hours per week shall be compensated at the rate of one and one-half their hourly rate.

2. Employees, except employees specifically hired to work on holidays, who are authorized to work on stated city holidays will be compensated at the rate of usual holiday pay plus regular pay for each hour they work up to eight hours then at regular overtime rates for time worked over eight hours.

**D. Pay Increases.**

The mayor may adjust an employee's rate of pay according to the quality of service rendered, length of service, and funding availability. (Ord. 03-08-21-01 §4, 2003; Ord. 94-11 §5(part), 1994: Ord. 8201-2 §9,1986), Ord. 09-02-03-01