

Vote: Burney, Graham, O’Barr, Sullivan-Leonard, Wilson in favor and Wall opposed

**City of Wasilla
Ordinance Serial No. 16-01(AM)**

An ordinance of the Wasilla City Council amending Wasilla Municipal Code Title 3, Personnel, regarding 3.45.010 Definitions, 3.50.020, Types of Positions and Appointments 3.50.060, Selection of Current and Former Employees 3.55.030, Position Descriptions 3.55.070, Annual Performance Evaluation 3.60.060, Holidays with pay, adopting 3.65.090 Bereavement Leave and amending 3.90.040, Travel.

Section 1. Classification. This ordinance is of a general and permanent nature and shall become part of the city code.

Section 2. Amendment of section. WMC 3.45.010, Definitions, is hereby amended to amend the definitions of Family Member, Non-regular Hourly Employee and Temporary Position as follows:

Family member. Spouse, father, mother, brother, sister, or child, or family member by marriage.

Non-regular hourly employee. An employee appointed to a non-regular hourly position. A non-regular hourly employee will not work more than 119 hours per month. A non-regular hourly employee serves at-will and may terminate his or her employment or be terminated at any time with or without cause, and for any reason or no reason. A non-regular hourly employee is not covered by any of the terms of this title and is not entitled to any of the rights and benefits provided to employees under this title unless expressly stated otherwise in specific provisions of this title. A non-regular hourly employee’s personnel file shall document the fact that the employee is not entitled to any of the rights and benefits provided to the employees under this title unless expressly stated otherwise in specific provisions of this title.

Temporary Position. A position established for a defined period of time not to exceed 89 days except when the mayor extends the period of the temporary appointment. Temporary employees must have a minimum 30 day break in service at the end of their temporary appointment for temporary assignment of up to 119 hours per month for the duration of the temporary assignment or 40 hours per week for up to 89 calendar days. Temporary employees who work for 40 hours per week for up to 89 calendar days must have a 13 week break in employment before being eligible for re-employment.

Underline, added. ~~Strikethrough, deleted~~

Section 3. Amendment of subsection. WMC 3.50.020(C) and (D), Types of Positions and Appointments, is hereby amended to read as follows:

(C) *Temporary.* A temporary position is one established for a defined period of time ~~except when the mayor extends the period of the temporary appointment. A temporary employee must have a minimum of 30 days break in service to qualify to serve in another temporary appointment.~~ **for an employee to work up to 119 hours per month for the duration of the assignment or 40 hours per week for up to 89 calendar days. Temporary employees who work for 40 hours per week for up to 89 calendar days must have a 13 week break in employment before being eligible for re-employment.**

(D) *Non-Regular Hourly.* A non-regular hourly position is one needed to perform city services on a recurring basis, with the number of hours worked in a particular week varying from week to week. **A non-regular hourly employee shall not work more than 119 hours per month.** ~~The total number of hours worked per year in a non-regular hourly position shall be less than 1,040.~~ A non-regular hourly appointment is an appointment to such a position. A person holding a non-regular hourly position serves at-will and may terminate his or her employment or be terminated at any time with or without cause, and for any reason or no reason. A person holding a non-regular hourly position is not covered by any of the terms of this title and is not entitled to any of the rights and benefits provided to employees under these rules unless expressly stated otherwise in specific provisions of these rules.

Section 4. Amendment of subsection. WMC 3.50.060(C)(5), Transfers or Promotions, is hereby amended to read as follows:

(5) **Transfers or Promotions.** Transfers or promotions shall be completed with the mutual agreement of the department heads concerned and shall normally be effective within two weeks of acceptance, or at the start of the next pay period.

Section 5. Amendment of subsection. WMC 3.55.030(C), Position Descriptions is hereby amended to read as follows:

(C) A position description is a general description and need not describe all duties required of a position. A supervisor may require an employee to perform any of the duties described in the employee's position description, as well as other duties that are necessary or desirable and which the employee is qualified to perform. **Position descriptions must be updated at least every three years or prior to advertising to fill a position.**

Section 6. Amendment of subsection. WMC 3.55.070(B), Annual Performance Evaluation is hereby amended to read as follows:

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(B) An annual performance evaluation shall be prepared for all employees, excluding temporary employees, **non-regular hourly employees, interns, ~~elected officials~~** and positions appointed by the city council. Each supervisor, with assistance of the human resources division, shall develop and use performance standards suited to the requirements of their department. Standards of performance established as a basis for personnel evaluation shall have reference to the quality and quantity of work, the manner in which service is rendered, and such characteristics as will measure the value of the employee to the city.

Section 7. Amendment of subsection. WMC 3.60.060(A), Holidays with pay, is hereby amended to read as follows:

(A) The following days shall be recognized as holidays that are compensated with eight or 10 hours of regular pay for all employees, except temporary, non-regular hourly, and intern employees, who are in pay status before and following such days:

New Year's Day	January 1st
President's Day Washington's Birthday	Third Monday in February
Seward's Day	Last Monday in March
Memorial Day	Last Monday in May
Independence Day Fourth of July	July 4th
Labor Day	First Monday in September
Alaska Day	October 18th
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas	December 25th

Section 8. Adopting a section. WMC 3.65.090, Bereavement Leave, is hereby adopted to read as follows:

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3.65.090 Bereavement Leave.

In the event of death of an employee's family member, the employee shall be allowed up to four working days off per occurrence without loss of pay. A bereavement leave request shall require prior written authorization from the employee's department head and the mayor.

Section 9. Amendment of section. WMD 3.90.040, Travel, is hereby amended as follows:

When traveling on official city business, reasonable actual expenses of conducting business will be reimbursed only if approved by the mayor. Eligible expenses shall include lodging, **if lodging is required**, meals, airfare and other transportation expenses, registration for seminars and trainings and other expenses if approved by the mayor. Travel schedules shall be arranged to the city's best advantage and any deviations from the shortest or least expensive route will be the responsibility of the employee. Private vehicle mileage shall be reimbursed at the current rate allowed by the IRS for use of privately owned vehicles. Reimbursement for actual costs of parking, ferry fare, bridge, road and tunnel tolls shall be reimbursed only if approved by the mayor.

Section 10. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on January 11, 2016.


BERT L. COTTLE, Mayor

ATTEST:


JAMIE NEWMAN, MMC, City Clerk

[SEAL]


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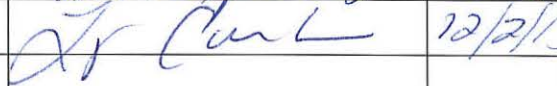

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CITY COUNCIL LEGISLATION STAFF REPORT

Ordinance Serial No. 16-01: An Ordinance Of The Wasilla City Council amending Wasilla Municipal Code Title 3, Personnel, regarding Definitions, Types of Positions and Appointments, Selection of Current and Former Employees, Position Descriptions, Annual Performance Evaluation, Travel and adopting Bereavement Leave.

Originator: Donna Faeo, Human Resources Generalist 
 Date: 12/1/2015 Agenda of: 12/14/2015

Route to:	Department Head	Signature	Date
X	Finance Director		12-2-15
X	Deputy Administrator		12/2/15
X	City Attorney		
X	City Clerk		12/2/15

Reviewed by Mayor Bert L. Cottle:  12:02:2015

Fiscal Impact: yes or no **Funds Available:** yes or no

Account name/number: N/A

Attachments: Ordinance Serial No. 16-01 (4 pages)

Summary Statement: The proposed ordinance serves to revise Title 3, Personnel to provide conformity to definitions of employee types employed at the City of Wasilla. The following sectional analysis is provided to detail and describe the proposed amendments.

Section 2: WMC 3.45.010, Definitions: Define Family Member, Nonregular Hourly Employee, and Temporary Position.

Section 3: WMC 3.50.020(C), Types of Positons and Appointments, Temporary: Updating term limits, eligible work hours and break in employment service, and WMC 3.50.020(D), Nonregular Hourly: Updating eligible work hours.

Section 4: WMC 3.50.060(C)(5), Transfers or Promotions: Adding sub-section title to conform to existing code format.

Section 5: WMC 3.55.030(C), Position Descriptions: Adding language that job descriptions must be updated every three (3) years prior to advertising to fill a position.

Section 6: WMC 3.55.070(B), Annual Performance Evaluation: Updating to add non-regular hourly and intern employee types and removing elected officials.

Section 7: WMC 3.60.060(A), Holidays with pay: Updating holiday names.

Section 8: WMC 3.65.090, Bereavement Leave: Adopting bereavement leave for employee's family members.

Section 9: WMC 3.90.040, Travel: Adding language regarding reimbursement requirements for meals if lodging is required to conform with the existing Finance Policy for Travel and Business Expenses.

Staff Recommendation: Introduce and set for public hearing Ordinance Serial No. 16-01.