



**CITY OF KOTZEBUE
RESOLUTION NO. 24-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE
AMENDING SECTION 3.05 - TYPES OF POSITIONS AND CLASSIFICATIONS AND
SECTION 3.25 - SPECIAL SALARY PROVISION OF THE CITY OF KOTZEBUE
PERSONNEL POLICY MANUAL ("PPM")**

WHEREAS, Resolution 23-25, Exhibit B, adopted July 27, 2023, repealed the former Personnel Policy Manual ("PPM"), in its entirety, and enacted a new PPM;

WHEREAS, the PPM can be amended by a duly enacted Resolution of the City Council of the City of Kotzebue;

WHEREAS, Section 3.05 Types of Positions and Classifications is amended to add a new employee position and classification **Flexible Hour** as set in 6. below **bolded and underlined**:

1. Regular Full-Time. A full-time position is considered to be a part of the regular complement continuously needed for performing city services.

2. Regular Part-Time. A part-time employee is one who is occupying a position that regularly requires working at least 15 hours but less than 30 hour in a week. Those working less than 15 hours per week are not eligible for PERS (Alaska Public Employees Retirement Fund).

3. Temporary. A temporary employee is one who is occupying a position where the need for that position is for a specific duration and where the work to be performed may not normally exceed six months. A temporary employee may fill the vacancy created by an approved leave of absence or extended illness. An employee hired to fill a temporary position serves at the pleasure of the department head and/or City Manager and is subject to summary discharge by either the department head or the City Manager, with or without cause, without right of hearing or appeal and is an "at-will" employee.

4. At-Will. Employees in positions determined to be "at-will" serve at the pleasure of the City Manager and can be dismissed at any time, with or without cause. At-Will positions include the Police Chief, the Fire Chief, all Department Heads, and other positions determined as "at-will" as set forth in KMC 2.48.010(A)

5. Partially At-Will. Employees in positions determined to be "partially at-will" serve at the pleasure of the City Manager and can be dismissed at any time, with or without cause. Partially at-Will positions include City Clerk.

6. Flexible Hour. Employees in positions as determined by their respective Department Heads and with approval of the City Manager who work pre-determined, pre-scheduled flexible hours for extended periods of time.

WHEREAS, Section 3.25 Special Salary Provisions is amended by deleting the present 4. in *[italics and brackets]* and replacing it with a new 4. **bolded and underlined:**

1. Part-Time Employees. Any employee regularly employed on a work schedule of less than full-time (as described in Section 3.05) shall be compensated at the hourly rate established by the City Manager, but not higher than that of full-time employees similarly situated (exclusive of benefits). Such employees may be advanced in pay based upon satisfactory service in the same manner as full-time employees. Regular part-time employees accrue leave on pro-rated basis.

2. Temporary Employees. A temporary employee (as described in Section 3.05) shall be employed initially at the hourly rate established by the City Manager, but not higher than that of full-time employees similarly situated (exclusive of benefits). Temporary employees shall be paid only for hours actually worked and shall not accrue leave, receive holiday pay, leave allowance, or other benefits.

3. Temporary Assignments. Employees may be assigned temporarily to perform duties of a higher classification for purposes of training and/or demonstration of skill leading to possible promotion, or to fill vacancies.

4. *[Deleted – Acting City Manager or Acting Department Heads will have a merit increase or pay adjustment at the rate of their immediate supervisor while acting or covering the position.]*

4. Acting City Manager or Acting Department Heads will be paid at a rate set by the City Manager.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue amends the City of Kotzebue PPM as set out herein, effective immediately with the passage of this Resolution.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 21st of March, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Rosie Hensley, City Clerk