



**CITY OF KOTZEBUE
RESOLUTION NO. 24-51**

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE
UPDATING THE EMPLOYEE PERSONNEL HANDBOOK (PPM) TO ADDRESS
EMPLOYEE BENEFITS AND DEFINING WORKPLACE VIOLENCE.”**

WHEREAS, the City of Kotzebue (“City”) Personnel Policy Manual may be amended by Resolution;

WHEREAS, These revisions/edits need to be made to update certain Sections of the PPM as set out herein;

WHEREAS, The **current** section 3.05 and 7.05 read as follows:

PPM 3.05 Types of Positions and Classifications.

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.

PPM 7.05 Health and Life Insurance.

1. All regular full-time and regular part-time employees are eligible for health and life insurance after successfully completing 60 days of continuous employment and work a minimum of 30 hours. Employees may enroll in the municipal health insurance plan by completing required forms. Employees electing additional life insurance coverage are responsible for additional cost associated with the plan. Refer to the plan document for plan provisions outlining any costs associated for employee and employee dependents. The City will continue to pay the premium for the City's qualifying employee's basic life insurance and the employee health insurance subject to such terms as set by the City Manager with approval of the City Council.

2. Those employees electing not to participate in the either health or life insurance programs will be required to sign a waiver of coverage form; and,

WHEREAS, these sections are **amended to read as follows** with revisions/edits/additions set out in **red, bolded and underlined**:

3.05 - Types of Positions and Classifications.

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 **20** hours but less than **30 hours** in a week.

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 the approval of the City Manager who work pre-determined, pre-scheduled flexible hours for extended periods of time. Those working less than 15 hours per week are not eligible for PERS (Alaska Public Employees Retirement Fund). Those working less than 20 hours per week are not eligible for Health Insurance Benefits.

7.05 - Health and Life Insurance.

1. All regular full-time and regular part-time employees are eligible for health and life insurance **on the first of the month, following 60 days of continuous employment and work a minimum of 20 hours.** Employees may enroll in the municipal health insurance plan by completing all required forms. Employees electing additional life insurance coverage are responsible for additional costs associated with the plan. Refer to the plan document for plan provisions outlining any costs associated for employee and employee dependents. The City will continue to pay the premium for the City's qualifying employee's basic life insurance and the employee health insurance subject to such terms as set by the City Manager with approval of the City Council.

2. Those employees electing not to participate in either health or life insurance programs will be required to sign a waiver of coverage form.

3. Flexible hour employees working less than 20 hours per week are not eligible for health and life insurance.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue approves these additions/edits/revisions as set out in the fourth **WHEREAS** as set out above, effective immediately.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 5th day of September 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk