



KENAI PENINSULA BOROUGH

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Dale Bagley, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*

FROM: Stormy Brown, Director of Human Resources *SB*

DATE: January 22, 2015

SUBJECT: Amendments to Ordinance 2015-01, Amending KPB 3.04.160 to allow the administration to establish personnel policies for administrative employees and repealing resolution 2011-087

Ordinance 2015-01 amends KPB 3.04.160 to allow the administration to adopt personnel policies consistent with employment conditions established by the assembly for all administrative employees. Currently KPB 3.04.160 authorizes the assembly to adopt a personnel policy regarding some aspects of employment. KPB 3.04.220 authorizes the assembly to adopt personnel policies relating to other aspects of employment.

To be consistent and avoid confusion as to when personnel policies are subject to assembly approval the administration recommends the assembly amend ordinance 2015-01 by amending KPB 3.04.220 with similar changes to those made to KPB 3.04.160. These changes provide that the assembly approves employment conditions relating to these areas and authorizes the administration to adopt personnel policies consistent with those conditions as follows:

- **Amend the title by inserting “and KPB 3.04.220” as follows:**

AN ORDINANCE AMENDING KPB 3.04.160 AND KPB 3.04.220 TO ALLOW THE ADMINISTRATION TO ESTABLISH PERSONNEL POLICIES FOR ADMINISTRATIVE EMPLOYEES AND REPEALING RESOLUTION 2011-087

- **Amend the third whereas clause and insert new fourth and fifth whereas clauses as follows:**

WHEREAS, KPB 3.04.160, last amended in 1981, states that the assembly will adopt a policy for various personnel matters via the budget process or by resolution [AND HAS IN RECENT YEARS BEEN APPLIED TO POLICIES DEVELOPED TO ADDRESS ADMINISTRATIVE EMPLOYEES WHO ARE NOT COVERED BY THE CBA]; and

WHEREAS, KPB 3.04.220, last amended in 1978, states that the assembly will adopt by resolution policies regarding employee activities and work rules not already covered by the code; and

WHEREAS, these sections of the code have in recent years been applied to policies developed to address administrative employees who are not covered by the CBA; and

➤ **Insert a new section 2 as follows and renumber the remaining sections:**

3.04.220 Employee Activities – Authorized when.

The assembly shall establish, either through the approved annual borough operating budget or by resolution, [adopt policies] employment conditions related to employee expenditures and activities [regarding employee activities and work rules] not specifically covered by this code, including but not limited to, travel on official business, outside employment, automobile usage, and required uniforms. The administration shall adopt personnel policies, consistent with the employment conditions established by the assembly, for all administrative employees.

Your support of this ordinance would be appreciated.