



CITY OF SAINT PAUL

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Breadth

ORDINANCE 16-13

AN ORDINANCE OF THE CITY OF SAINT PAUL, ALASKA, REVISING THE CITY CODE OF ORDINANCES, CHAPTER 11, PERSONNEL POLICY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SAINT PAUL:

Section 1. Classification. Section 2 of this ordinance shall become a permanent part of the Code of Ordinances of the City of Saint Paul, Alaska.

Section 2. Amendment. City Ordinance Chapter 11, Personnel Policies and Procedures, shall be repealed, revised and reenacted as follows:

The City Manager shall be responsible and required to provide a Personnel Policy and Procedures Manual for all City Employees. The Manual shall provide for all aspects of employment with the City. Sections may include:

- General provisions and responsibilities**
- Employment terms and conditions**
- Employee conduct and workplace requirements**
- Drug and alcohol use policy**
- Safety Program policy**
- Equal Opportunity provisions**
- Recruitment and hiring**
- Classification Program**
- Workday, payroll and pay period**
- Holidays and leave accruals and allowances**
- Performance evaluation**
- Disciplinary grounds, actions, and process**
- Grievances**
- Separation from service**

The Manager shall update the document as laws affecting such policies may occur.

The Council shall review substantive changes to the policy when made, and shall give guidance to the Manager with regard to any other or additional policy set by Council for City employees.

Section 3. Severability. As provided in the City Code of Ordinances Chapter I, Section 1.7, Severability, if any portion of this ordinance is subsequently found to be invalid, such invalidity shall not affect the other parts of this ordinance.

Section 4. Duration. This ordinance shall remain in effect until revised by the City Council in accordance with the procedures set forth in Chapter I, Section 1.8, Amendments to the Code.

Section 5. Effective Date. This ordinance shall become effective thirty days following its adoption by the City Council.

First reading: October 25, 2016

Second reading: January 17, 2017

Public hearing: January 17, 2017

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE COUNCIL OF THE CITY OF SAINT PAUL THIS _____ DAY OF _____, 2017.

Simeon Swetzof, Jr., Mayor

ATTEST:

Phyllis A. Swetzof, City Clerk