

CITY OF PALMER
RESOLUTION NO. 96

PERSONNEL REGULATIONS

NOW, THEREFORE, BE IT RESOLVED:

GENERAL PROVISIONS

Application
These regulations shall apply to all ^{permanent} employees of the City of Palmer.

Purpose
It is the general purpose of these rules to assist in the accomplishment of the following objectives.

- a. The recruitment and retention for the municipal service of the best qualified individuals obtainable and reasonably available.
- b. The provision of security of tenure of City employees subject to the need for the work performed, the availability of funds, and the continued effective performance and acceptable personal conduct of the employees.
- c. The provision to employees of assignment of duties and responsibilities; sound practical training; supervision and administrative direction; and opportunities for promotion within municipal service on the basis of merit and fitness.
- d. Establishment of pay rates, hours worked, holidays, annual leave and sick leave.

Definitions

- a. Permanent employee -- An employee paid on a monthly salary.
- b. Municipal Building - Any capital improvement not involved in a particular department, plus general maintenance of the Municipal Building itself.

Assignment of Positions

The Mayor shall have the duty of appointing all permanent employees subject to the approval of the Council. All temporary employees shall be hired and/or fired by department heads subject to the approval of their respective Council committees. Department heads can be removed from their positions only by action of the Council and for just cause.

Pay Plan

The Council shall develop a pay plan for all employees and, following at least annual reviews of the pay plan, make revisions as are necessary and desirable. No increases in salary shall be automatic merely upon completion of a specified period of service. Each increase shall be based upon performance and merit and shall require the approval of the City Council.

Hours of Work

(To be determined by the Committees and incorporated in the job descriptions)

Residence

All permanent employees shall reside within the City Limits of the City of Palmer.

Holidays

The following days shall be recognized as holidays with pay for all permanent employees of the City:

New Year's Day	Labor Day
Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

When one of these holidays falls on a Sunday, the following Monday shall be recognized in lieu thereof. If the employee's regular work schedule requires that he work on one of these holidays, he shall be paid at double the usual rate for that day, or if the employee prefers, he may be paid at the regular rate for that day and accumulate an extra day of annual leave, provided he obtains prior approval from his Council Committee.

Annual Leave

Permanent employees of the City shall accumulate annual leave at the rate of one (1) day per month. Maximum annual leave that any employee may accumulate shall be forty-five (45) days. During each fiscal year an employee shall use at least five days of his annual leave unless otherwise requested by the Council. If the Council so requests, the employee shall be paid double time for five days in lieu of annual leave. When an employee leaves the service of the City, his termination pay shall consist solely of his accumulated annual leave.

Sick Leave

Permanent employees shall accumulate sick leave at the rate of one (1) day per month. The maximum amount of sick leave that any one employee may accumulate shall be ninety (90) days. Any absence from work because of illness for more than three days at one time shall require a physician's certificate that the absence was necessary before sick leave will be paid. All annual leave and sick leave will be charged on the basis of the employee's schedule of work, i.e. if schedule of work is 6 days per week and employee is off one week - six days of leave will be charged.

Payment for Accrued Annual Leave

When an employee desires he may request, in writing, payment for his accrued annual leave or any portion, from the Council.

POSITION DESCRIPTIONS

Mayor -

The Mayor is the legal head of the City and as such is responsible for the total operation of the City. He presides at the meetings of the Common Council, appoints committees from the Council to carry out the functions of the City government and is responsible for seeing that the work of the committees is carried out. He appoints members to the Planning Commission and may from time to time appoint various citizen advisory committees for special activities. He annually develops a general plan of work for City government which can serve as a guide to the Council committees, and periodically brings necessary items to the attention of the Committees and the Planning Commission.

Council

The Council functions as the legislative group of the city government by its consideration and adoption of ordinances and resolutions. The Council also assists the Mayor in the operation of the City government through the following standing committees and through other committees which the Mayor may from time to time appoint:

Professional Services Committee

This Committee studies existing ordinances to determine their applicability and may bring to the attention of the Mayor and the Council the need for changes and alterations. When the need becomes apparent to the Council that changes, alterations and/or new ordinances are necessary, this committee has the responsibility for seeing that the City Attorney prepares these changes, alterations, and/or new Ordinances in proper form for presentation to the Council for consideration. Not all ordinance proposals shall arise from this committee, but this Committee shall be responsible for seeing that the proposals are put in proper legal form.

The Professional Services Committee gives counsel and aid to the City Health Officer, suggests areas of activity of the Health Officer, helps develop and carry through public health protection programs that fall within the responsibility of the City, and reports to the Council on these activities. The Professional Services Committee will give counsel to the work of the City Engineer whether he is permanent or temporary, provide the Council with reports of his activities, and will see that the work of the Engineer is carried out as per instructions from the Council. This Committee will oversee the Municipal Building and will help prepare the annual budget for the Municipal Building.

Budget and Personnel Committee

The Budget and Personnel Committee prepares a tentative budget for each fiscal year which shall incorporate the suggestions and requests from the various departments to the extent that they are financially practicable. After review of the tentative budget by the Council, this Committee prepares final budget for Council approval. Following approval of the budget by the Council, this committee will examine incomes and expenditures by the City and will periodically have reports prepared for submission to the Council and to each department concerning compliance by each department with the budget as approved by the Council. This committee will incorporate in a revised budget necessary changes as approved by the Council. They shall also be constantly alert for possibilities of improving budgetary procedures and budget control. This Committee shall give aid and counsel the work of the City Clerk's office and shall assist the City Clerk in the preparation of an annual budget request for administrative funds.

The personnel function of this committee shall be primarily an annual review of position descriptions. They shall also be alert for opportunities to improve personnel and public relations.

Water Department Committee

This committee shall aid in the preparation of annual budget requests for the operation of the Water Department, give aid and counsel the work of members of the Water Department, maintain liaison between the Water Department and the Council, and other committees and the public; and in general give aid to the efficient operation of the Water Department, assisting in the preparation of periodic reports to the Council on Water Department operations.

Street Department Committee

This Committee shall aid in the preparation of annual budget requests for the operation of the Street Department including necessary City street engineering work; give aid and counsel the work of members of the Street Department, maintain liaison between the Street Department, other Council Committees, the Council, the public, and in general give aid to the efficient operation of the Street Department, assisting in preparation of periodic reports to the Council on Street Department operations.

Planning Commission Liaison Committee

The purpose of this committee is to provide and maintain liaison between the Planning Commission and the City Council. At least one member of this committee shall attend each meeting of the Planning Commission if at all possible. They shall familiarize themselves with the operation and developments of this commission and their objectives. They shall be responsible for seeing that the Commission considers proposals and referrals from the Council and that decisions and/or proposals of the Commission are made known to the Council. The Mayor shall be the chairman of this committee.

Public Safety Committee

This committee shall aid in the preparation of the annual budget requests for the operation of the Police and Fire Departments, give aid and counsel the work of the members of the Police and Fire Departments, maintain liaison between the Water Department, Street Department and the Council and other committees and the public; and in general give aid to the efficient operation of the Police and Fire Departments, assisting in the preparation of periodic reports to the Council on Police and Fire Department operations.

Dated this 22nd day of November, 1960, at Palmer, Alaska.

Charles E. Logsdon, Mayor

ATTEST:

Emilie St. Pierre
Emilie St. Pierre, City Clerk

