

Proposed by:	Administration
Attorney Review:	11/08/2022
Vote:	<input type="checkbox"/> Aye <input type="checkbox"/> Nay <input type="checkbox"/> Absent

**MUNICIPALITY OF SKAGWAY, ALASKA**  
**RESOLUTION NO. 22-40R**

**A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA, AMENDING THE MUNICIPALITY OF SKAGWAY'S PERSONNEL SECTION 5.2 "PAY DAYS" TO ACCOMMODATE A SEMI-MONTHLY PAYROLL PROCESS.**

**WHEREAS**, the current personnel policy "Pay Days" section 5.2 notates all personnel are paid on the fifteenth and last day of the month; and

**WHEREAS**, in order to account for work days within each pay period, employees must estimate hours worked for the last several days of each pay period; and

**WHEREAS**, amending the pay days to "semi-monthly" will allow flexibility in the payroll process so employees can account for actual hours worked instead of estimating hours in the future; and

**WHEREAS**, with the new semi-monthly pay days, the municipality would pay employees on the seventh and twenty first of each month;

**NOW THEREFORE, BE IT RESOLVED** by the Borough Assembly of the Municipality of Skagway that the Skagway personnel policy is amended as follows:

**5.2 Pay Days**

All personnel are paid ~~on the fifteenth and the last day of the month~~ semi-monthly. When the pay days fall on a holiday or weekend, employees are paid on the workday preceding the holiday or weekend.

**BE IT FURTHER RESOLVED** that this resolution shall become effective February 1, 2023.

**PASSED AND APPROVED** by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this \_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Andrew Cremata, Mayor

ATTEST:

\_\_\_\_\_  
Steve Burnham, Jr., Borough Clerk  
(SEAL)