

Proposed by:	Administration
Legal Review:	12/14/2023
Vote:	Aye Nay Absent

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 23-38R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING THE PERSONNEL POLICY REGARDING CHAPTER 9, TRAINING AND TRAVEL.

WHEREAS, Administration has drafted a policy to manage travel-related expenses; and

WHEREAS, the personnel policy shall refer to the travel expense policy to ensure efficient reimbursement and/or per diem processing through the finance department;

WHEREAS, ~~strike through~~ indicates text deleted and underline indicates text added to current regulations; and

WHEREAS, the personnel policy is amended by resolution;

NOW THEREFORE BE IT RESOLVED, that Chapter 9, “Training and Travel” of the personnel policy is amended to read:

9.2 ~~Reimbursement~~ Compensation

- a) Training and Travel required by the Municipality – When training or travel is required by the Municipality, the Municipality will pay the cost of registration, tuition, and publications, transportation, lodging, and per diem. Partial days of less than eight (8) hours of training will be pro-rated. Compensatory time off duty or overtime pay will be used when either eight (8) hours of training time is exceeded in one day; forty (40) hours of training time are exceeded in a work week; or when ten (10) hours of training time is exceeded in one day, if the normal work day for that employee is ten (10) hours.
- b) Training not required by the Municipality - The Municipality will not provide financial assistance for this type of education and training. Employees may be granted, upon written request, permission to take time away from their job for training not required by the Municipality when such time is taken without pay, or as vacation time, and only so long as their absence will not cause hardship for their department, including increased costs.

9.3 Travel

- (a) The Municipal Administrative Office will assist with travel, car rental, and lodging for municipal employees. Air travel will be booked for coach class seating. Should the employee choose to be seated in business class or first class seating the cost difference will be borne by the employee.

- ~~(b)~~ Per diem will be paid at the rate of \$58 per day of travel. Per diem will be paid in advance of travel. If a per diem is not requested prior to travel, an expense report with supporting receipts may submitted for reimbursement.
- (~~e~~b) Travel taking place within one day will be compensated as one 8-hour day of normal duty. Compensatory time off duty or overtime pay will be used when forty (40) hours are exceeded in a work week.
- (~~d~~c) Use of an employee's personal vehicle may be approved by the department supervisor and mileage will be reimbursed at the current standard mileage rate as issued annually by the Internal Revenue Service; this covers all operating expenses, including the cost of gas.

9.4 Per Diem/Reimbursement

- (a) Refer to the *Travel Expense Policy*.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this ___ day of _____, 2023.

Sam Bass, Mayor

ATTEST:

Steve Burnham, Jr., Municipal Clerk

(SEAL)