

## MUNICIPALITY OF SKAGWAY, ALASKA RESOLUTION NO. 09-28R

**A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING THE PERSONNEL POLICY REGARDING PAY PLAN AND ADMINISTRATION TO DEFINE PAID LEAVE AND CLARIFY OVERTIME AND HOLIDAY PAY.**

**WHEREAS**, the personnel policy is amended by resolution; and

**WHEREAS**, the personnel policy committee is working on an update of the personnel policy which will include a comprehensive review of necessary changes; and

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

**NOW THEREFORE BE IT RESOLVED**, that Chapter 5, Pay Plan and Administration is hereby amended to define paid leave and clarify overtime and holiday pay as follows:

Chapter 5 Pay Plan and Administration

### **5.0 Definitions**

**Paid leave is defined as time an employee is away from the workplace and is not working for the Municipality, and is paid their regular rate of pay. Paid leave does not include time when an employee works on an official holiday designated by the Municipality.**

### **5.4 Overtime**

Work performed in excess of the regular work day or regular work week is compensated at one and one-half times the regular rate of pay, **which will be referred to as the overtime rate**. Whenever possible, the employee's supervisor shall authorize overtime. Police standby time is not considered overtime.

(a) All work in excess of eight hours per day for employees regularly scheduled to work either eight hours or less is paid at the overtime rate.

(b) All work in excess of ten hours per day for employees regularly scheduled to work more than eight hours is paid at the overtime rate.

(c) All work in excess of 40 hours in a seven-day week, ~~excluding those hours already paid at the overtime rate,~~ is paid at the overtime rate. Paid leave shall be considered as time worked when computing work **hours** in excess of 40 hours in a seven-day week. **Hours worked shall only be counted once for purposes of determining overtime pay, regardless of whether the hours worked exceed the regular work hours for a day or exceed 40 hours for a seven-day week.**

(d) Overtime is computed to the nearest half hour.

(e) Overtime pay is available only to an employee paid an hourly rate.

(f) See Section 5.5 for rates of pay for hours worked on holidays.

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5.5 Holiday Pay

(a) Permanent employees, probationary employees and regular seasonal employees (in their third or more consecutive season) are compensated for holidays in relation to the number of hours they would have normally worked on that day not to exceed 8 hours.

(b) Permanent part-time employees, probationary part-time employees and regular seasonal part-time employees (in their third or more consecutive season) not regularly scheduled to work on the day of the holiday receive 0.2 of the regularly scheduled weekly hours as pay for that holiday not to exceed 8 hours. Regular season employees are not eligible for holiday pay for holidays outside their season of hire.


(c) Employees whose scheduled day off falls on a holiday are compensated by an extra day's pay or by an extra day off.

(d) All work on a holiday is paid at the rate of two and one half times the regular rate of pay, at the overtime rate of one and one-half times the regular rate of pay. In addition to the overtime pay rate for work on a holiday, an employee otherwise eligible for holiday pay will receive their regular rate of pay for hours regularly scheduled to work (see Section 5.5(a), unless the holiday is compensated by an alternative day off, in which case work on the holiday is paid at the regular rate. Police employees on stand-by time on holidays are paid at the rate of one and one half times the regular stand-by rate.

**PASSED AND APPROVED** by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 17<sup>th</sup> day of September, 2009.

  
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Thomas D. Cochran, Mayor

ATTEST:

  
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Marjorie D. Harris, Municipal Clerk

(SEAL)

