

Proposed by:	Administration
Attorney Review:	11/08/2022
Vote:	6 Aye 0 Nay 0 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:

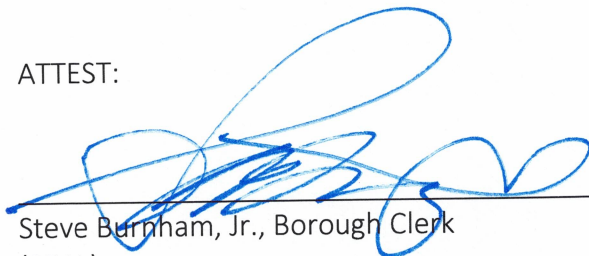
5.2 Pay Days


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 17th day of November 2022.

ATTEST:


 Steve Burnham, Jr., Borough Clerk
 (SEAL)


 Andrew Cremata, Mayor
 Orion Hanson, Vice-Mayor

