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**KODIAK ISLAND BOROUGH
ORDINANCE NO. FY2023-17**

**AN ORDINANCE OF THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH AMENDING THE
KODIAK ISLAND BOROUGH PERSONNEL RULES AND REGULATIONS, 2022 EDITION, TO
REFLECT CHANGES IN THE MOVING EXPENSES FOR NEW EMPLOYEE SECTION**

WHEREAS, the Kodiak Island Borough Assembly, in keeping with the personnel policy, recognizes that personnel rules and regulations must be amended from time to time to provide for necessary adjustments; and

WHEREAS, the Assembly acknowledges that the difficulty of finding applicants locally necessitates the need to advertise online and off-island, and if a successful candidate is found from outside Kodiak, it is necessary to be able to make timely and efficient offers to applicants; and

WHEREAS, staff is recommending the removal of the requirement for Assembly approval for the standard offer of one month salary for moving expenses and instead it should remain as being authorized by the Borough Manager; and

WHEREAS, this change does not affect the need for Assembly approval for any moving expense reimbursement in excess of the standard one month salary limit, nor does it change the requirement of signing a Transportation Agreement.

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH that:

Section 1: This ordinance is of a general and permanent nature and shall become a part of the Kodiak Island Borough Code of Ordinances. It may be referenced in the legislative history notes for KIBC 2.15.010 as an ordinance making a change to the personnel policies and the amendments to Chapter 11, Section 1105 are attached.

Section 2: Section 2.15.010 of the Kodiak Island Borough Code of Ordinances is amended to read as follows:

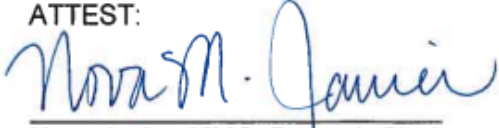
2.15.010 Personnel Rules and Regulations, The Kodiak Island Borough Code of Personnel Rules and Regulations, ~~1994 Edition~~, **2022 Edition, as adopted by Ordinance No. FY2022-09 and amended by Ordinance No. FY2023-17**, is adopted as the personnel code of the borough and made a part of this chapter as though set forth in full.

Effective Date: This ordinance takes effect upon adoption.

**ADOPTED BY THE ASSEMBLY OF THE KODIAK ISLAND BOROUGH
THIS TWENTIETH DAY OF APRIL, 2023**

KODIAK ISLAND BOROUGH


Aimee Williams, Borough Mayor

ATTEST:

Nova Javier, MMC, Borough Clerk

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Introduced by: Borough Manager
First reading: 04/06/2023
Second reading/public hearing: 04/20/2023
Amended: 04/20/2023

VOTES:
Ayes: Delgado, Griffin, LeDoux, Smiley, Smith, Turner, and Arndt
Noes: None.

ATTACHMENT TO ORDINANCE NO. FY2023-17

1105 MOVING EXPENSES FOR NEW EMPLOYEES

When there is a position to be filled and the best applicant is from outside of Kodiak, the Borough Manager may authorize the reimbursement of moving expenses. Such positions may be reimbursed for actual and necessary expenses under the following conditions:

- a. The employee must be appointed to a position for which the Borough Manager certifies that such expenditure is necessary to recruit qualified employees.
- b. The maximum reimbursable for an employee shall be determined at the time of employment in accordance with current costs not to exceed the equivalent of one month's salary. On a case-by-case basis and upon approval of the Borough Assembly, additional reimbursement of moving expenses exceeding this limit may be authorized by the Borough Manager.
- c. New employees who are assisted with their moving expenses under this policy shall be required to sign a Transportation Agreement prior to employment. The Transportation Agreement shall stipulate that the employee will reimburse the Borough for all or part of such expenditures in the event he or she voluntarily leaves Borough service, or is discharged for cause, within a period of two (2) years according to the following schedule:
 - 100% -Less than twelve (12) months
 - 75% -Twelve (12) but less than eighteen months
 - 50% -Eighteen (18) but less than twenty-four (24) months
- d. New employees may not be given an advance against moving expenses without prior written approval of the Borough Manager.
- e. It is the responsibility of the appointing authority to see to it that prospective new employees are aware of pertinent limitations of these regulations before a move is made.
- f. Reimbursement shall be based upon itemized receipts for moving expenses. The appointing authority shall be responsible for advising new employees of dollar limitations, the need for itemized receipts or invoices, the meaning of the Transportation Agreement, and other pertinent matters prior to their move.