

Introduced by: Smith  
Date: 04/19/11  
Hearing: 05/17/11  
Action: Amended by Substitute  
Vote: 8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-10**

**AN ORDINANCE AMENDING KPB CHAPTER 3.04 TO REQUIRE SEPARATE  
APPROVAL BY RESOLUTION TO AMEND APPENDIX A ADMINISTRATIVE AND  
LEGISLATIVE PERSONNEL SALARY AND BENEFITS**

**WHEREAS,** pursuant to resolution 84-182 the borough has provided to the administrative and legislative employees the same benefits as those agreed upon in the Collective Bargaining Agreement for borough union employees; and

**WHEREAS,** for at least the last 10 years the administrative employees have been given the same salary adjustments as have the union employees; and

**WHEREAS,** instead of simply including them in the budget the borough's best interests would be served by the assembly separately reviewing and setting the pay plan for administrative employees and the benefits package for administrative and legislative employees;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That KPB 3.04.130 is hereby amended as follows:

**3.04.130. Pay Plan—Administrative service.**

- A. [EXCEPT AS PROVIDED IN PARAGRAPH B BELOW, T] The assembly shall annually, prior to July 1st, [FROM TIME TO TIME,] adopt [EITHER THROUGH THE APPROVED ANNUAL BOROUGH OPERATING BUDGET OR] by separate resolutions, a pay plan and a benefits plan for administrative employees. The mayor shall set actual salaries, within the limits of the pay plan, to award justifiable merit increases. A merit increase may only take effect on July 1, unless otherwise approved by the assembly or mayor for good cause shown, and must be reported to the assembly prior to adoption of the annual budget or at the next assembly meeting if not effective July 1.
- [B. THE SALARY SCHEDULE FOR APPENDIX A PERSONNEL MAY ONLY BE AMENDED BY SEPARATE RESOLUTION AND NOT AS A PART OF THE ANNUAL BOROUGH BUDGET. THE MAYOR REMAINS AUTHORIZED TO SET ACTUAL SALARIES WITHIN THE LIMITS OF THE APPROVED SALARY SCHEDULE.]

**SECTION 2.** That KPB 3.04.160 is hereby amended as follows:

**3.04.160. Benefits—Vacation—Working conditions—Holidays.**

The assembly shall annually, prior to enactment of the annual budget, [FROM TIME TO TIME] adopt[, EITHER THROUGH THE APPROVED ANNUAL BOROUGH OPERATING BUDGET OR] by resolution, a policy for Administrative and Legislative employees regarding the normal hours of work, holidays with pay, personal leave [VACATION LEAVE WITH PAY, SICK LEAVE], maternity leave, military leave, employee insurance coverage, and other benefits with pay, or benefits without pay.

**SECTION 3.** That this ordinance shall take effect immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 17TH DAY OF MAY, 2010.**

  
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Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smith, Tauriainen, Knopp

No: None

Absent: Smalley