



RESOLUTION NO. 18-24

**A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY
AMENDING SECTION 9.05 OF THE ALEUTIANS EAST BOROUGH
EMPLOYEE HANDBOOK**

WHEREAS, A.S. 29.20.410(a) authorizes municipalities to create and implement personnel systems to govern the terms of municipal employment; and,

WHEREAS, pursuant to that authority, the Aleutians East Borough enacted Section 7.10.020 of the Aleutians East Borough Code of Ordinances, which directed the Borough to adopt a personnel policy; and,

WHEREAS, accordingly, the Borough has adopted the Aleutians East Borough Employee Handbook; and,

WHEREAS, Section 9.05 of the Employee Handbook governs the methods by which the Borough awards merit-based salary adjustments to its employees; and,

WHEREAS, the Assembly wishes to amend Section 9.05 to provide for a new policy that is more sustainable, predictable, and clear than the current policy; and,

WHEREAS, Section 7.10.030 authorizes the Assembly to amend the policies set forth in the Employee Handbook by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Aleutians East Borough as follows:

Section 1. Section 9.05 of the Aleutians East Borough Employee Handbook shall be amended as set forth in Exhibit A.

Section 2. This Resolution shall become effective immediately upon adoption.

PASSED AND APPROVED BY THE ALEUTIANS EAST BOROUGH ASSEMBLY on this 8th day of February, 2018.



Alvin D. Osterback, Mayor

ATTEST:



Tina Anderson, Clerk

EXHIBIT A
RESOLUTION 18-24

9.05 Annual Evaluation⁴⁹ and Salary Adjustment

- A. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's probationary period in any new position. This probationary period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
- B. Cost of living adjustments funded by the Assembly will be given annually to regular employees, ~~who exhibit satisfactory performance as determined by evaluation. Cost of living adjustments~~ and will be based upon the Consumer Price Index for Anchorage as computed for the preceding fiscal year.
- C. Merit-based pay adjustments are awarded by the Borough in an effort to recognize truly superior employee performance. Merit-based pay is pay above the cost of living allowance that is given to employees annually for satisfactory performance. ~~The decision to award a merit based adjustment is dependent upon numerous factors, including the information documented by this formal evaluation and performance review process.~~ Employees become eligible for a one-time, 2.5% merit-based pay increase on the 10th, 15th, 20th, and 25th year of Borough employment. An employee shall receive such an increase only after a performance evaluation reflects the employee's satisfactory performance of his or her work duties. Any other pay adjustments shall be made in accordance with section 9.05(D) of this Employee Handbook.
- D. Merit-based increases other than those described in Section 9.05(C) may be awarded when an employee has reached some tangible, professional milestone, such as the completion of educational courses, degrees, or certifications that directly relate to the employee's work duties for the Borough. Such increases shall be awarded at the Mayor's sole discretion. ~~As a guideline, in determining the amount of merit-based compensation, additional~~ general rule, such compensation ~~can~~ may be awarded by the Mayor at any level up to and including the amount of the cost of living adjustment.; however, the Mayor may ~~Deviation~~ deviate from this guideline ~~is allowable~~ with the approval of the Assembly.

Black typeface = current language.

~~Red strikethrough~~ = deleted language.

Blue typeface = new language.

49 The annual evaluation is a type of performance review. Other performance reviews may take place at the end of an employee's probationary period, after a disciplinary action or corrective action plan has been completed, or at such other time as the AEB deems appropriate and beneficial.