

## RESOLUTION NO. 22-20

### A RESOLUTION OF THE ALEUTIANS EAST BOROUGH ASSEMBLY APPOINTING AN ACTING BOROUGH CLERK

**WHEREAS**, the Aleutians East Borough (“Borough”) has a Borough Clerk; and

**WHEREAS**, Aleutians East Borough Municipal Code (AEBMC) outlines the appointment – term and the duties of the Clerk; and

**WHEREAS**, the Borough Clerk retired on October 29, 2021 and Administration has not been able to fill the vacancy; therefore, Administration recommends appointing the Administrative Clerk, Glennora Dushkin, as the acting Borough Clerk; and

**WHEREAS**, AEBMC Section 2.28.040 states:

In case of a temporary absence of the Borough Clerk, the Assembly may appoint an acting Borough Clerk, with all the powers and obligations of the Borough Clerk. The acting Borough Clerk shall be duly qualified.

The acting Borough Clerk shall in all cases sign all documents in the name of the Borough Clerk, subscribing his personal signature as acting Borough Clerk; and

**WHEREAS**, if the Assembly approves the appointment, the following terms and conditions would become effective:

1. Type of position: Temporary, non-exempt, full-time, hourly, full-time position.
2. Effective Date: October 30, 2021
3. Wage and benefits: \$28.85 per hour

Pay would increase from \$18.80 to \$28.85 for the period of employment as the Acting Clerk. Pay would decrease to \$18.80 when a Borough Clerk is hired.

All other benefits remain the same.

4. Duties: As described in the Aleutians East Borough job description dated October 20, 2021 for the Borough Clerk while conducting the Administrative Clerk duties for the Borough.

5. Condition of Employment:

- Due to the temporary absence of the Borough Clerk, the Assembly would appoint the Administrative Clerk as the acting Borough Clerk with all the powers and obligations of the Borough Clerk. The acting Borough Clerk shall in all cases sign all documents in the name of the Borough Clerk, subscribing her personal signature as acting Borough Clerk.
- The acting Borough Clerk position would be temporary in nature.
- Pay for this position would become retroactive to October 30, 2021.
- The individual would also conduct her Administrative Clerk duties.

6. Employee Handbook: This position would be subject to the policies and procedures set forth in the Borough's Employee Handbook.

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


Section 1. The Borough Assembly appoints the Administrative Clerk, Glennora Dushkin, to become the acting Borough Clerk.

Section 2. Such appointment shall be made retroactive to October 30, 2021, and the terms and conditions outlined above will become effective.

Section 3. This resolution shall become effective immediately upon adoption.

**PASSED AND APPROVED BY THE ALEUTIANS EAST BOROUGH ASSEMBLY**  
on this 10<sup>th</sup> day of November 2021.

ALEUTIANS EAST BOROUGH, ALASKA

  
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Alvin D. Osterback, Mayor

ATTEST:

  
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Glennora Dushkin, Acting Borough Clerk