

**NORTHWEST ARCTIC BOROUGH ASSEMBLY
ORDINANCE 20-03**

**AN ORDINANCE OF THE NORTHWEST ARCTIC BOROUGH
ASSEMBLY AMENDING THE BOROUGH PERSONNEL CODE.**

WHEREAS: Title 3 of the Borough Code establishes the Borough Personnel Code, including standards, guidelines, and procedures for the Borough workforce; and

WHEREAS: the Borough wishes to revise its Personnel Code to ensure an efficient and effective Borough workforce, and to update and clarify employee standards; and

WHEREAS: the Assembly has determined that it is in the Borough's best interest to update its Personnel Code.

**NOW THEREFORE BE IT ENACTED BY THE NORTHWEST
ARCTIC BOROUGH ASSEMBLY:**

Section 1: Title 3 of the Borough Code is amended as follows with additions indicated by underlining in bold and deletions by ~~strikethrough~~ in bold:

3.04.070 Personnel committee.

A. There is established a personnel committee composed of the mayor and four assembly members appointed by the president to perform the duties specified in this code or as otherwise assigned by the president.

~~**B.—The mayor shall not be a member of the personnel committee when it conducts pre-disciplinary hearings under NABC 3.40.060. Instead, the remaining four members of the committee shall designate a fifth individual to serve on the committee for purposes of the hearing. The individuals designated by the remaining members of the committee shall not be employees of the borough. The mayor, as personnel officer, may participate in the presentation of the borough's position at the pre-disciplinary hearing.**~~

3.08.020 Promotion

When well qualified individuals are available, appointments to fill vacancies in the classified service shall be made from within the borough services. (Ord. 13-10 § 1, 2014; Ord. 91-04 § 2, 1991; Code 1986 § 3.08.020)

3.20.040 Leave-without-pay status.

Employees may be granted leave without pay if preapproved by the personnel officer, provided that the leave will not negatively impact the borough. Each request for leave without pay will be considered in light of the circumstances involved and in regard to the needs of the borough. Leave without pay may only be granted to an employee after all personal leave earned by the employee has been exhausted. Upon approval, leave without pay shall be deemed to run concurrently with, and shall not augment any other period of unpaid leave to which the employee may otherwise be entitled. Personal leave time will not accrue while an employee is on leave-without-pay status.

Section 2: This Code Ordinance shall be effective upon adoption.

PASSED AND ADOPTED THIS 28th DAY OF April, 2020.



Nathan Hadley, Jr., Assembly President

PASSED AND APPROVED THIS 28th DAY OF April, 2020.



Lucy S. Nelson, Mayor

SIGNED AND ATTESTED TO THIS 28th DAY OF April, 2020.



Stella Atoruk, Borough Clerk

ATTEST:



First Reading: March 25, 2020

Second Reading: April 28, 2020