

Introduced by: Mayor
Date: December 7, 1976
Hearing: January 14, 1977
Vote: Unanimous
Action: Enacted

KENAI PENINSULA BOROUGH

ORDINANCE 76-68

AN ORDINANCE AMENDING CHAPTER 3 OF THE KENAI PENINSULA BOROUGH CODE OF ORDINANCES RELATING TO THE PROBATIONARY PERIOD OF PERMANENT EMPLOYEES AND RELATING TO STEP AND MERIT INCREASES ON THE ANNIVERSARY DATE OF EMPLOYMENT.

WHEREAS, the borough undertook a classification study covering all full time positions of employment; and

WHEREAS, the classification study was intended to provide improved career ladders and an opportunity to achieve management improvements; and

WHEREAS, the classification was intended to provide a sound basis for recruiting, testing, and selecting borough employees; and

WHEREAS, the classification study would establish a framework for evaluating employee performance;

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

Section 1. That Section 3.04.070, subparagraph A, is hereby amended to read as follows:

3.04.070 Types of employment Regulations applicable.
A. Probationary: All employees appointed to permanent positions of the borough will be considered on probation for a period of 180 [90] days. Within this period, the borough mayor, or the borough officer to whom this responsibility has been delegated, may terminate any employee whose performance he believes to be unsatisfactory, without hearing or

appeal to the assembly.

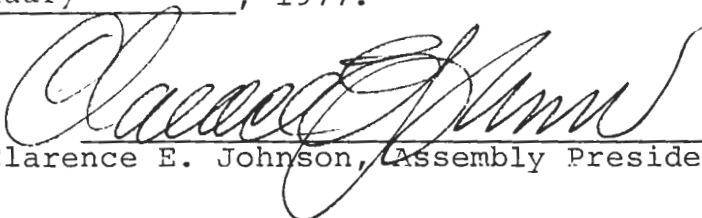
Section 2. That Section 3.04.210, subparagraphs A and B are amended to read as follows:

3.04.210 Salary--Assignment and increases--Review required. A. Each permanent employee shall be initially paid at the rate described in Step A of the range assigned to his position. After satisfactory completion of the probationary period, the employee will be entitled to a pay increase to Step B. On the anniversary date of permanent employment measured from the completion of the employee's probationary period, the employee will be entitled to a pay increase to Step C [A PAY INCREASE TO STEP B MAY BE GIVEN. THE PERFORMANCE OF EACH EMPLOYEE SHALL THEREAFTER BE REVIEWED ANNUALLY FOR THE PURPOSE OF DETERMINING WHETHER HE SHALL BE PROMOTED TO THE NEXT STEP.]

B. The performance of each employee shall thereafter be reviewed annually on such anniversary date of permanent employment for the purpose of determining whether he shall be promoted to the next step. Step increases D through F are based on merit and are not automatic and are given only upon the recommendation of the employee's supervisor. [STEP INCREASES ARE NOT AUTOMATIC AND ARE GIVEN ONLY UPON THE RECOMMENDATION OF THE EMPLOYEE'S SUPERVISOR.] Persons reaching the top limit of their range will remain at Step F unless promoted to another position with a higher pay range.

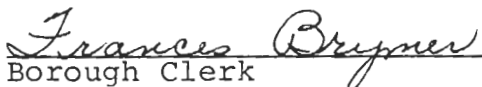
Section 2. This ordinance shall take effect on the day after enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH
THIS 4th DAY OF January, 1977.



Clarence E. Johnson, Assembly President

ATTEST:



Frances Bryner
Borough Clerk