

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE 2022-19

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING TITLE 3, PERSONNEL, TO ADD A LONGEVITY BONUS, MAKE EXECUTIVES ELIGIBLE FOR THE LONGEVITY BONUS, PROVIDE LATITUDE TO THE CITY MANAGER TO HIRE ABOVE THE MIDPOINT OF THE WAGE RANGE, AND TO INCREASE MOVING EXPENSES AVAILABLE TO NEW EMPLOYEES

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF UNALASKA, as follows:

**Section 1: Classification.** This Ordinance is a Code Ordinance.

**Section 2:** Chapter 3.60 Miscellaneous Provisions, is hereby amended by adding a new section, 3.60.140 Longevity Bonus, as follows:

**§ 3.60.140 LONGEVITY BONUS.**

- (A) Regular full-time Executive Employees shall be paid a Longevity Bonus of \$1,000 per consecutive year of service, starting at year 3, then year 5 and then every 5 years thereafter. For example:
- (1) On the Executive's three (3) year employment anniversary: \$3,000.
  - (2) On the Executive's five (5) year employment anniversary: \$5,000.
  - (3) On the Executive's ten (10) year employment anniversary: \$10,000.
  - (4) On the Executive's fifteen (15) year employment anniversary: \$15,000.
  - (5) On the Executive's twenty (20) year employment anniversary: \$20,000.
- (B) Regular full-time, non-Executive employees, who are not represented by a labor union, shall be paid a Longevity Bonus, as follows:
- (1) On the employee's three (3) year employment anniversary: \$2,000.
  - (2) On the employee's five (5) year employment anniversary: \$5,000.
  - (3) On the employee's ten (10) year employment anniversary: \$10,000.
  - (4) On the employee's fifteen (15) year employment anniversary and each subsequent 5-year employment anniversary thereafter: \$10,000.
- (C) Part-time employees who are eligible for benefits shall be paid a partial Longevity Bonus calculated as a percentage of the bonus paid to an employee in the full-time equivalent of their position. For example, a part-time employee working twenty hours per week is eligible for a \$1,000 Longevity Bonus on the employee's three (3) year employment anniversary; an employee working thirty hours per week would be eligible for \$1,500 upon their three (3) year employment anniversary.

- (D) Current employees, who are employed by the City on the effective date of this ordinance and who are between the anniversary years set out in paragraphs (A) and (B) above, shall receive the longevity bonus commensurate with the anniversary which they have most recently surpassed. For example, an employee who has reached their four (4) year anniversary will receive the three (3) year longevity bonus; and an employee who has surpassed their ten (10) year employment anniversary will receive the ten (10) year longevity bonus.
- (E) The employment anniversary date shall be determined by the employee's current employment period with the City. Former periods of employment with the City may not be added to determine the number of years of service.
- (F) The Longevity Bonus is contingent upon satisfactory job performance and may be denied or delayed at the City Manager's discretion based on disciplinary actions or other considerations at the time of the proposed bonus.

**Section 3:** Chapter 3.56 Executives, Section 3.56.030 Compensation, paragraph (C), is hereby amended to read as follows [New language is underlined; and deleted language is ~~overstruck~~.]:

**§ 3.56.030 COMPENSATION.**

- (C) With the exception of a hiring bonus, cost of living adjustments, merit increases, and travel allowance and the longevity bonus authorized by City Council, bonuses and special merit awards are not available to executive employees.

**Section 4:** Chapter 3.40 Pay, Section 3.40.050 Basis of Pay Rates, paragraph (A) Hiring Wage Range, is hereby deleted and replaced, as follows:

**Existing Paragraph (A) to be deleted**

- ~~(A) *Hiring wage rate.* An appointment to any position can be made from the minimum to the midpoint of the wage range based on the applicant's experience and ability over and above the qualification requirements specified for the class, prior creditable city service, or on a critical shortage of applicants. Advancement to the maximum wage rate within a pay range shall be by successive merit increases. Approval by the City Manager shall be made in writing prior to appointment. In no instance shall appointment be made above midpoint of the wage range, except at the Department Director level.~~

**New Paragraph (A)**

- (A) *Hiring wage rate.*
  - (1) Appointment to any position can be made from the minimum to the midpoint of the wage range based on the applicant's experience and ability over and above the qualification requirements specified for the class, prior creditable city service, or on a critical shortage of applicants.
  - (2) Appointment above the midpoint of the wage range is allowed at the Department Director level. Below the Department Director level, appointment above the

midpoint of the wage range is at the sole discretion of the City Manager, with justification provided in writing.

- (3) Written approval of the hiring wage rate shall be made by the City Manager before appointment.
- (4) Advancement to the maximum wage rate within a pay range shall be by successive merit increases.

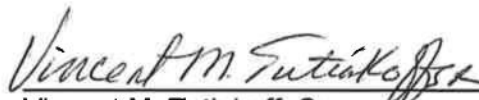
**Section 5:** Chapter 3.60 Miscellaneous Provisions, Section 3.60.060 Moving Expenses for New Employees, is hereby amended to read as follows [New language is underlined; and deleted language is ~~overstruck~~.]:

**§ 3.60.060 MOVING EXPENSES FOR NEW EMPLOYEES.**

- (A) Whenever, in the opinion of the City Manager, it is necessary to recruit qualified employees from outside the city, the employee will receive a lump sum payment not to exceed ~~\$5,000~~ \$10,000, less applicable withholdings, to assist with moving related expenses, plus airfare for the employee and dependents residing with the employee, as defined by the Internal Revenue Service. The moving expense payment amount shall be determined by the hiring Department Director and the Human Resources Manager.
- (B) If the employee voluntarily leaves the employment of the city before completing 12 continuous months of employment, the employee will be required to repay the city for ~~all~~ moving expenses, prorated for the number of months employed. The repayment of ~~the moving expenses~~ may be waived by the City Manager. The City Manager may require a written repayment agreement prior to paying any moving expenses.
- (C) The city shall be responsible for return transportation of an employee only as required by applicable state law.

**Section 6: Effective Date.** This ordinance is effective upon adoption.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on December 27, 2022.

  
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Vincent M. Tutiakoff, Sr.  
Mayor

ATTEST:

  
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Estkarlen P. Magdaong  
Acting City Clerk

