

Postponed  
Indefinitely  
1-8-02

Submitted by:

Chairman of the Assembly  
At the Request of the Mayor  
Employee Relations  
December 18, 2001

Prepared by:

For reading:

ANCHORAGE, ALASKA

AO NO. 2001-188

AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE SECTION 3.30.147,  
REGARDING ACCRUAL AND USE OF PERSONAL HOLIDAY.

THE ANCHORAGE ASSEMBLY ORDAINS:

**Section 1.** Anchorage Municipal Code 3.30.147 is hereby amended to read as follows:

**3.30.147 Accrual and use of personal holiday.**

A. [EFFECTIVE JANUARY 1, 1992] Effective January 1, 2002, and each January 1 thereafter, regular employees shall accrue [AN EIGHT HOUR HOLIDAY] a personal holiday. The number of hours a regular employee receives shall be based upon the hours which they are normally scheduled to work. Regular part-time employees shall accrue a prorated personal holiday based upon the hours which they are normally scheduled to work. Personal holidays shall be requested and approved in the same manner as annual leave. Accrual shall only occur on January 1 of each year and shall be based on the employee's status on that date.

B. No Change

C. [FOR 1991, AN EMPLOYEE'S BIRTHDAY SHALL CONSTITUTE HIS PERSONAL HOLIDAY.]

**Section 2.** This ordinance shall be effective January 1, 2002

PASSED AND APPROVED by the Anchorage Assembly this \_\_\_\_\_ day of \_\_\_\_\_  
2001.

Chair of the Assembly

ATTEST:

Municipal Clerk

**MUNICIPALITY OF ANCHORAGE**  
**Summary of Economic Effects -- General Government**

AO Number: 2001- 188      Title: An Ordinance Amending AMC 3.30.147, Accrual and Use of Personal Holiday  
Sponsor: Employee Relations  
Preparing Agency: Employee Relations  
Others Impacted: none

**CHANGES IN EXPENDITURES AND REVENUES:**

(In Thousands of Dollars)

	FY01	FY02	FY03	FY04	FY05
<b>Operating Expenditures</b>					
1000 Personal Services					
2000 Non-Labor					
3900 Contributions					
4000 Debt Service					
<b>TOTAL DIRECT COSTS:</b>	\$	\$	\$	\$	\$
Add: 6000 Charges from Others					
Less: 7000 Charges to Others					
<b>FUNCTION COST:</b>	\$	\$	\$	\$	\$

**REVENUES:**

**CAPITAL:**

**POSITIONS: FT/PT and Temp**

**PUBLIC SECTOR ECONOMIC EFFECTS:**

No additional costs are anticipated.

**PRIVATE SECTOR ECONOMIC EFFECTS:**

None

Prepared by Karen Moore, Employee Relations

Telephone: 343-4514

Validated by OMB: *Cheryl Frasca*

Date: 12/6/01

Approved by: *David K. Little*  
(Director, Preparing Agency)

Date: 12/6/01

Concurred by \_\_\_\_\_  
(Director, Impacted Agency)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



# MUNICIPALITY OF ANCHORAGE

## ASSEMBLY MEMORANDUM

No. AM 1003-2001

Meeting Date: December 18, 2001

1 FROM: Mayor

2  
3 SUBJECT: Ordinance Amending Municipal Code

4  
5  
6 Anchorage Municipal Code Section 3.30.147 of the Personnel Rules establishes the hours  
7 a regular full-time or regular part-time employee accrues hours for their Personal Holiday.  
8 Employee Relations is seeking to amend this section of the Code to incorporate changes  
9 to the Municipal Code relative to the alternate work schedules.

10  
11 Employees assigned to the 9-80 or 4-10 work schedules are disadvantaged under the  
12 current language. They must use annual leave to make up for the one or two additional  
13 hours beyond the current 8-hour Personal Holiday accrual when using their Personal  
14 Holiday.

15  
16  
17  
18 Concurrence:

19   
20  
21  
22 Harry Kieling  
23 Municipal Manager

Prepared by:

  
David Otto, Director  
Employee Relations

24  
25  
26  
27 Respectfully submitted

28   
29  
30  
31 George Wuerch  
32 Mayor

Municipality of Anchorage  
MUNICIPAL CLERK'S OFFICE  
**Agenda Document Control Sheet**

*to 2001-188*

(SEE REVERSE SIDE FOR FURTHER INFORMATION)

<b>1</b>	<b>SUBJECT OF AGENDA DOCUMENT</b> <b>An Ordinance changing Personal Leave to allow Personal</b> Leave Hours to match hours scheduled to work.	<b>DATE PREPARED</b> November 29, 2001	
		Indicate Documents Attached AO <input type="checkbox"/> AR <input checked="" type="checkbox"/> AM <input type="checkbox"/> AIM	
<b>2</b>	<b>DEPARTMENT NAME</b> Employee Relations	<b>DIRECTOR'S NAME</b> David Otto	
<b>3</b>	<b>THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY</b> Karen Moore, Records and Benefits Manager	<b>HIS/HER PHONE NUMBER</b> 343-4514	
<b>4</b>	<b>COORDINATED WITH AND REVIEWED BY</b>	<b>INITIALS</b>	<b>DATE</b>
<input checked="" type="checkbox"/>	Mayor		
	Heritage Land Bank		
	Merrill Field Airport		
	Municipal Light & Power		
	Port of Anchorage		
	Solid Waste Services		
	Water & Wastewater Utility		
<input checked="" type="checkbox"/>	Municipal Manager	<i>M</i>	<i>(12)</i>
	Cultural & Recreational Services		
<input checked="" type="checkbox"/>		<i>DKF</i>	<i>11/29/01</i>
	Finance, Chief Fiscal Officer		
	Fire		
<input checked="" type="checkbox"/>	Health & Human Services		
	Office of Management and Budget	<i>CF</i>	<i>12/6/01</i>
	Management Information Services		
	Police		
	Planning, Development & Public Works		
	Development Services		
	Facility Management		
	Planning		
	Project Management & Engineering		
	Street Maintenance		
	Traffic		
	Public Transportation Department		
	Purchasing		
<input checked="" type="checkbox"/>	Municipal Attorney	<i>MS</i>	<i>12/03/01</i>
	Municipal Clerk		
	Other		
<b>5</b>	<b>Special Instructions/Comments</b>		
	<i>G.F. Entabator</i>		
<b>6</b>	<b>ASSEMBLY HEARING DATE REQUESTED</b> December 18, 2001	<b>7</b>	<b>PUBLIC HEARING DATE REQUESTED</b> <i>1/8/02</i>

