

Submitted by: Chair of the Assembly at the  
Request of the Mayor

Prepared by: Dept. of Law

For reading: August 16, 2011

*Postponed Indefinitely 8/30/11*

**ANCHORAGE, ALASKA  
AO No. 2011-85**

**AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE TITLE 3 TO  
INCLUDE EMPLOYEES OF THE PAYROLL SECTION IN THE LIST OF GROUPS  
EXEMPT FROM COLLECTIVE BARGAINING.**

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**THE ANCHORAGE ASSEMBLY ORDAINS:**

**Section 1.** Anchorage Municipal Code section 3.70.060 is hereby amended to read  
as follows (*the remainder of the section is not affected and therefore not set out*):

**3.70.060 Collective bargaining units.**

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C. Exempt employees. The following employees shall be exempt from  
collective bargaining:

1. All executive employees and those appointed employees as identified  
in Section 3.30.012.A;
2. All supervisory employees as designated by the board upon petition of  
the municipality;
3. The office of the mayor, except that employees currently eligible for  
collective bargaining or bargaining unit members whose positions are  
reassigned to that office shall only be excluded from bargaining unit  
membership with the approval of the board;
4. The staffs of the municipal manager, the executive manager, and the  
office of emergency management, except employees currently eligible  
for collective bargaining or bargaining unit members whose positions  
are reassigned to those offices shall only be excluded from bargaining  
unit membership with the approval of the board;
5. The staff of the municipal attorney;
6. The staff of the internal auditor;
7. The portion of the treasurer's staff charged with billing and collecting  
property taxes, collections administration, and direct administrative  
assistance;
8. The ombudsman, the staff of the office of the ombudsman, the  
municipal clerk and the staff of the municipal clerk, and the staff of the  
equal rights commission;
9. The staff of the department of employee relations;
10. Confidential employees who in the normal course of their duties have  
access to or assist in the preparation of labor relations materials used  
in negotiations, arbitrations, grievances and board meetings;

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- 11. The staff of any municipal information technology department or division, including:
  - a. The staff of the municipality, except for the reprographics section;
  - b. The staff of the Anchorage Water and Wastewater Utility information technology division; and
  - c. The staff of the Municipal Light and Power Utility systems division except for the radio shop.
- 12. The staff of the assembly;
- 13. The staff of the police and fire retirement board;
- 14. The staff of the Heritage Land Bank and Real Estate Services; [AND]
- 15. The staff of the office of management and budget; and[.]
- 16. The staff of the payroll section.

(AO No. 69-75; AO No. 77-94; AO No. 247-76; AO No. 78-82; AO No. 78-113; AO No. 78-166; AO No. 79-27; AO No. 81-82; AO No. 82-49; AO No. 85-8; AO No. 88-47(S); AO No. 88-82; AO No. 88-131(S); AO No. 88-148; AO No. 89-46(S-1); AO No. 89-125; AO No. 98-115(S), § 5, 7-1-98; AO No. 2002-69, § 4, 5-14-02; AO No. 2003-61, § 1, 1-1-03; AO No. 2004-138, § 1, 10-26-04; AO No. 2007-45, § 1, 4-10-07; AO No. 2008-90(S), § 3, 1-1-09)

**Section 2.** This ordinance shall be effective immediately upon passage and approval by the Assembly.

PASSED AND APPROVED by the Anchorage Assembly this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Chair of the Assembly

ATTEST:

\_\_\_\_\_  
Municipal Clerk

# MUNICIPALITY OF ANCHORAGE

## ASSEMBLY MEMORANDUM

No. AM 453-2011

Meeting Date: August 16, 2011

1 **From: MAYOR**

2  
3 **Subject: AN ORDINANCE AMENDING ANCHORAGE MUNICIPAL CODE**  
4 **TITLE 3 TO INCLUDE EMPLOYEES OF THE PAYROLL SECTION**  
5 **IN THE LIST OF GROUPS EXEMPT FROM COLLECTIVE**  
6 **BARGAINING.**  
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9 The ePal (Kronos) automation project will result in complete re-engineering of the  
10 employee pay and leave management systems and processes. In order to capitalize  
11 and leverage the technology investment, the Municipality must align the  
12 organization with the new enterprise technology and business processes. This will  
13 result in two primary changes: consolidation and redefinition of payroll functions.  
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15 The functions of processing paper-based time sheets and entering data will no  
16 longer be relevant. Instead, there will be a consolidated Payroll Section within the  
17 Finance Department. The positions will be assigned to new payroll classifications  
18 and position descriptions will reflect the duties and skills associated with use of the  
19 new technology and business processes.  
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21 Currently, Employee Relations, Office of Management and Budget and Information  
22 Technology positions are among those exempt from collective bargaining due to the  
23 confidential nature of the work they perform, particularly as they relate to labor and  
24 personnel issues.  
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26 When the Payroll Section was part of the Employee Relations Department, payroll  
27 positions were exempt from collective bargaining. The Payroll Section was  
28 transferred to the Finance Department in 2005; and the employees remained non-  
29 represented by agreement.  
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31 The Payroll Section performs functions that require a high degree of confidentiality  
32 and will have access to sensitive and private information about all Municipal  
33 employees. They compile financial information for and during labor negotiations  
34 and grievance resolutions. The Payroll Section positions should be included among  
35 those listed in 3.70 as being exempt from collective bargaining.  
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37 This amendment adds the employees of the Payroll Section to the list of employees  
38 exempt from collective bargaining.

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**THE ADMINISTRATION RECOMMENDS APPROVAL OF AN ORDINANCE  
AMENDING ANCHORAGE MUNICIPAL CODE TITLE 3 TO INCLUDE  
EMPLOYEES OF THE PAYROLL SECTION IN THE LIST OF GROUPS EXEMPT  
FROM COLLECTIVE BARGAINING.**

Prepared by: Nancy B. Usera, Employee Relations  
Approved by: Nancy B. Usera, Employee Relations  
Concur: Lucinda Mahoney, CFO  
Concur: Dennis A. Wheeler, Municipal Attorney  
Concur: George J. Vakalis, Municipal Manager  
Respectfully submitted: Daniel A. Sullivan, Mayor