CITY OF SAINT PAUL
ALASKA

MEMORANDUM TO COUNCIL

TO: Mayor and City Council Members

FROM: Phillip Zavadil, City Manager

CC: Aubrey Wegeleben, City Clerk; Stephanie Mandregan, Finance Director

DATE: August 16, 2024

RE: Resolution 24-12 – A Resolution Affirming Council Review of Revisions to City Personnel Policy 12 – Separation of Employment

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SUMMARY: Resolution 24-12 affirms Council review of revisions to City Personnel Policy 12 – Separation of Employment. The updated policy corrects Policy 12 so that the number of days without notification by an employee regarding not attending work is consistent with Policy 05.05.B.6 – Attendance and Punctuality.

PREVIOUS COUNCIL ACTION: The last time that the Council reviewed changes to this policy was in 2018.

BACKGROUND AND DISCUSSION: City Personnel Policy 05.05.B.6 – Attendance and Punctuality states "Employees who are absent from work for five (5) consecutive days without giving proper notice to the City will considered to have voluntarily resigned". City Personnel Policy 12.B.4.a – Separation of Employment states "An employee who fails to report to work or contact his supervisor for three (3) consecutive workdays will be considered to have abandoned the job without notice, effective at the end of the employee's normal shift on the third day. The City has been using the 5 days to determine if an employee decides not to attend work and not provide notice they are not attending work as the basis for voluntary resignation and job abandonment. Changing Policy 12 to align with Policy 05.05 creates consistency between both these policies and aligns with current City enforcement of the policy.

ALTERNATIVES: City Council could choose not to approve this resolution.

FINANCIAL IMPLICATIONS: None.

LEGAL: Legal counsel has reviewed the revisions to this policy.

ADMINISTRATION COMMENTS AND RECOMMENDATION: Approval of this Resolution is recommended.

PROPOSED MOTION: I move to approve Resolution 24-12.

ATTACHMENTS: Resolution 24-12, Proposed amended City Personnel Policy 12.