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**CITY OF WHITTIER, ALASKA  
RESOLUTION 2022-008**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WHITTIER, ALASKA, AUTHORIZING DISTRIBUTION OF THE CITY  
OF WHITTIER EMPLOYEE POLICY AND PROCEDURES MANUAL**

**WHEREAS**, Whittier Municipal Code Section 2.70 *Personnel Administration* establishes  
a system of uniform personnel regulations with the aim of improving the quality of  
personnel administration and providing uniformity in human resource matters; and

**WHEREAS**, the Whittier Municipal Code establishes the general regulations  
guiding  
administration of the City's personnel system, including general provisions, employee  
conduct, grievance committee, organization and delegation of authority, classification of  
positions, salary administration, employment benefits, recruitment and selection,  
performance evaluation, employee development, and other miscellaneous provisions; and

**WHEREAS**, the Whittier City Council passed Resolution #58-2015 on July 21,  
2015 to rescind Resolution 999-12 (passed on March 6, 2012 – adopting a Policies and  
Procedures Manual) on the basis that that the Policy and Procedures Manual purportedly  
duplicated what was already established by Municipal Code and created confusion; and

**WHEREAS**, more recently, the Whittier City Council directed administration to  
bring forward a new Employee Policy and Procedures Manual with the aim of providing  
best employment practices and creating uniformity of policies that will carry forward from  
one administration to the next; and

**WHEREAS**, the new Employee Policy and Procedures Manual establishes  
employment expectations, promotes uniformity of policy, and promotes a harmonious  
workplace by clarifying employment expectations around a wide range of topics including  
not only those addressed within City Code, but more broadly related to topics such as use  
of cell phones, business atmosphere, progressive discipline, reporting of work-related  
injuries, Alaska's Family Leave Act, use of City internet and computers to promote cyber  
security, prohibitions regarding smoking and drugs and alcohol, drug testing, workplace  
violence, sexual harassment, acceptance of gifts, traveling on behalf of the City, accident  
reporting, and many other important policies that promote a safe and productive work  
environment; and

**WHEREAS**, the Employee Policy and Procedures Manual has been reviewed by all  
City staff who provided comments and input, by the city attorney, and in a work session

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with the Whittier City Council, with the aim of obtaining consensus about the employment practices governing City of Whittier employees; and

**WHEREAS**, it is necessary to ensure employees are aware of the laws, rules, and regulations that govern their employment, and the Employee Policy and Procedures Manual provides a handbook for employees to easily find topics related to their employment and employee standards of conduct; and

**WHEREAS**, the Employee Policy and Procedures Manual will be periodically reviewed and amended as needed to promote employment best practices.

**NOW, THEREFORE, BE IT RESOLVED THAT:** The Whittier City Council by this resolution hereby directs the Employee Policy and Procedures Manual be distributed to all current and future employees.

**PASSED AND APPROVED** by a duly constituted quorum of the city council this 15<sup>th</sup> day of March, 2022

**THE CITY OF WHITTIER, ALASKA**

  
Dave Dickason, Mayor

AYES: Blair, Shen, McCord, Wagner, Dickason

NAYS: None

ABSENT: Denmark, Pinguoch

ABSTAIN: None

ATTEST:

  
Naelene Matsumiya  
City Clerk