



# MEMORANDUM

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**Resolution 25-063, A Resolution of the City Council of Homer, Alaska, Amending City of Homer Personnel Regulations, Chapter 3, Section 3.14.1 Employment of Relatives. City Manager/HR Director.**

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Lord and City Council  
**Date:** June 23, 2025  
**From:** Andrea Browning, HR Director  
**Through:** Melissa Jacobsen, City Manager

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The Personnel Regs are periodically reviewed if revision and/or clarifications are necessary.

After much consideration given to best practices and fiscal impacts, Administration recommends the following revisions:

Expand definition of “family” under Employment of Relatives and Bereavement. The current regulations define family members, but do not include “*step-sibling*” as part of that definition. The COH does not allow family members to work in the same department. Additionally, the current regulations do not recognize step-siblings when pertaining to Bereavement Leave.

## **Chapter 3**

*Current Personnel Regs read:*

**3.14.1** For purposes of this chapter, “family member” means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including a stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent, or grandchild of the employee or a parent or sibling of the employees’ spouse.

***Change:*** *Expand definition of family member to include step-sibling.*

**Amended 3.14.1 will read:**

**3.14.1** For purposes of this chapter, “family member” means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including a

stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, step-sibling, grandparent, or grandchild of the employee or a parent or sibling of the employees' spouse.

**Recommendation:**

Adopt Resolution 25-063