MEMORANDUM

STATE OF ALASKA

Department of Administration

To:

All Agencies

Date:

March 30, 2006

From:

Scott J. Nordstrand

File Ref:

Department of Administration

Subject:

Administrative Manual

Phone:

465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 50

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective April 1, 2006.

Transfers Between Funds

AAM 25.125 - Transfers for Payroll. New requirement to transfer cash to general fund in order to cover payroll by payday. Late transfers may result in payroll warrants being withheld until cash is transferred.

Expenditures

AAM 35.140 – Unauthorized Expenditures. A cross reference to Division of Personnel's new policy on employee awards was inserted.

AAM 35.200 - Tax Liabilities on Vendor Transactions. This section is revised to include the Leaking Underground Storage Tank tax to the list of taxes that State of Alaska is subject to pay. Previously the state had been exempt from this tax.

Payment Methods

AAM 38.180 – Forgeries. Clarification was added about the conditions that must be met prior to the reissue of a particular state warrant where a forgery has occurred.

Travel/Moving

AAM 60.020 - Travel Definitions

- Duty station and residence revised to remove the word "radius" to accommodate actual driving distances where no roads exist.
- Emergency definition changed to differentiate between business and personal situations.

- MCAAK airfares and MCAAK credits added.
- Travel status clarified to differentiate per diem allowances for short- and long-term travel based on duration and type of lodging facility provided.

AAM 60.030 - State Travel Office

- Emergency and Non-emgerency Travel Arrangements combined into single Travel Arrangement section.
- New "Travel Purchase Process" section added that describes booking request form policies, approval documentation requirements, and policy for handling fare increases.

AAM 60.040 - Travel Approvals

• Changed approval process from automated travel plan back to written pre-approval. Added any related leave requests to list of required documentation.

AAM 60.050 - Travel Purchase Policies

• Changed requirement for lost savings to internal documentation process rather than reporting to commissioner and Division of Finance.

AAM 60.060 - Payment Methods for Transportation and Expenses

- New policy on accumulating and using mileage.
- Introduces MCAAK Credit which the STO provides on purchases of Alaska Airlines state contract fares. Agencies receive \$.0167 for each dollar spent on MCAAK fares that can be used on any purchase at the STO.
- Creates a one-year limit for agencies to use their mileage and MCCAK credits before it reverts to a statewide pool for use by agencies that have a business need. This new policy will be implemented beginning April 1, 2007 for miles and credits earned prior to April 1, 2006.

AAM 60.240 - Lodging Types and Rates

• Clarified short- and long-term based on new definition of travel status.

AAM 60.310 - 60.400 Moving. The moving section is being revised to include a definitions section, removal of dollar amounts for mileage (replaced with link to table), add language to allow departments to begin collecting on the move liability once termination notice has been received, add notification of departments in transfer situations where a move liability remains, and clarification of costs allowable on a return move of exempt and partially exempt employees. In addition, we will be posting a move flow chart to assist in processing moves, as well as a new moving expense report to replace the travel authorization for identifying move expenditures.

Procurement

AAM 81.025 – Policy Against Human Trafficking. The State of Alaska may not enter into or amend a contract above \$50,000 with a company established and headquartered, or incorporated and headquartered, in a Tier 3 country unless the company has submitted a certified copy of its policy regarding human trafficking and such policy is approved by the State of Alaska.

Personnel

The Division of Personnel has written a new section for the AAM entitled, General Personnel System Information. The following are the subsections currently being added:

100.090 – Employee Recognition Awards 100.100 – Early Permanent Status

Compensation

AAM 270.280 - Compensation Paid to Members of Boards and Commissions. New section establishing all compensation of members of boards and commissions to be paid through the statewide payroll system to comply with Internal Revenue Service requirements.

Leave Accounting

AAM 280.360 through 280.580 sections have been rewritten and/or deleted by the Division of Personnel. These sections address the Alaska Family Leave Act and the Federal Family and Medical Leave Act. See the listing on the next page to cross-reference the old and new sections.

Fringe Benefits

AAM 320 – Title of section has been changed from "Tax Reportable Travel" to "Fringe Benefits" to accommodate other tax issues beside travel into this section. This section has been expanded to include taxable situations that arise when employees travel and/or move, plus state vehicle usage and employer provided housing.

AAM 350.080 – Fringe Benefits. This section was moved and incorporated into the newly titled section 320.

You should keep this memorandum, as well as future transmittal memorandums, in your manual for reference.

SJN/lp

Alaska Administrative Manual Update

Section Number	Old Title	New Title
AAM 280.360	Family Leave Introduction	Family Leave
AAM 280.370	Family Leave Definitions	Eligibility and Notification
AAM 280.380	AFLA Threshold Requirements and Leave	Certification of Health Care Provider
	Entitlements	
AAM 280.390	FMLA Threshold Requirements and Leave	Leave Tracking and Reporting
4.43.6.200.400	Entitlements	(7:1.D D D
AAM 280.400	AFLA and FMLA Exclusions from	"Light Duty" Assignments
A A D A 200 A 10	Coverage	
AAM 280.410	Family Leave Confidential Medical Files	Confidentiality
AAM 280.420	Advising Employees of Provisions of the Acts	Health Insurance
AAM 280.430	Invoking a Family Leave Entitlement	Parental Leave
AAM 280.440	Family Leave – Second and Third Medical	Fit for Duty Report
	Opinions	
AAM 280.450	Tracking Family Leave	Substance Abuse
AAM 280.460	Family Leave and Legal Holidays	Section Deleted
AAM 280.470	Family Leave and Workers' Compensation	Section Deleted
AAM 280.480	Consecutive Use of Parental Leave	Section Deleted
AAM 280.490	Concurrent Application of FMLA and	Section Deleted
	AFLA Entitlements	
AAM 280.500	Shared and Concurrent Uses of Family	Section Deleted
	Leave by Spouses	
AAM 280.510	Concurrent Uses of Family Leave by Unrelated Employees	Section Deleted
AAM 280.520	Family Leave and Other Leave Use	Section Deleted
AAM 280.530	Leave and Merit Anniversary Dates and	Section Deleted
	Family Leave LWOP	
AAM 280.540	Family Leave and Major Medical Coverage	Section Deleted
AAM 280.550	Alternate Employment	Section Deleted
AAM 280.560	Return from Family Leave Fit for Duty	Section Deleted
	Report	
AAM 280.570	Return from Family Leave – Other	Section Deleted
	Considerations	
AAM 280.580	Family Leave Abuses	Section Deleted