# **MEMORANDUM**

## STATE OF ALASKA

Department of Administration

To: All Agencies Date: June 29, 2012

From: Becky Hultberg Phone: 465-2200

Commissioner

Department of Administration

**Subject:** Administrative Manual

#### STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 75

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective July 1, 2012.

## **Capital Assets**

**AAM 55.020, AAM 55.025, and 55.040.** Added terminology for buildings to include "improvements", "betterments" and/or "additions" for capitalization purposes and to be consistent with terminology used within Capital Asset Section 55.

#### **Travel**

**AAM 60.240** – **Lodging Types and Rates.** This section is revised to require a long-term travel assignment form be submitted to the Division of Finance for approval when the travel is out-of-state for 30 days or more. Previously there was no distinction made between out-of-state and instate travel. However, this distinction is being made to ensure any tax implications regarding the out-of-state travel are identified and handled in a proper and timely manner.

### **Personnel Section**

**AAM 130.010 - Classification and Pay Plans.** Edited description of pay plan to remove reference to one of the plan's goals.

AAM 130.020 - Market Based Pay Adjustments. Repealed.

**AAM 130.270** – **Flexibly Staffed Positions.** Added language to clarify the purpose of flexible staffing. Added section to provide guidance on when flexible staffing is appropriate and for establishing flexible staffing of filled positions. Edited sections to clarify meaning.

**AAM 130.300 - Reallocation Action of a Filled Position.** Edited to clarify the requirement to provide a compelling business reason for all requests.

## **Fringe Benefits**

**AAM 320.340** – **Cell Phones and Electronic Equipment.** Added tablets to this policy, as they have become a common tool in the workplace as technology advances. This section identifies the required justification to receive a state issued device or an allowance for a cell phone, tablet, or electronic equipment. Adds tablets to the allowance section and identifies this as taxable income to the employees. Employees will not be allowed to receive an allowance for two data plans, unless a waiver is granted by the Commissioner of the Department of Administration

## **Payroll Section**

**AAM 360.360 – Saving Bonds.** This section was updated to reflect the current practice to purchase U.S. Department of Treasury Bonds. The U.S. Department of Treasury has phased out paper savings bonds, and has implemented a secure web based system for employees to access and directly purchase savings bonds.

#### **Mileage**

The U.S. General Service Agency has revised the mileage amount for personal use of airplane from \$1.29 to \$1.31, and motorcycles from \$0.48 to \$0.525. In addition, a revision to the dry rate for airplanes has also been recalculated to be \$0.98. Although these rates are not published in the AAM directly, they are published on forms that are linked within the travel and moving sections of the AAM. New forms have been provided with these new rates effective 7/1/12.

Transmittal memorandums are available, along with the entire Alaska Administrative Manual, at <a href="http://doa.alaska.gov/dof/manuals/aam/index.html">http://doa.alaska.gov/dof/manuals/aam/index.html</a>.

BH/lp