

# MEMORANDUM

State of Alaska  
Department of Administration  
Division of Personnel

To: Human Resources Managers

Date: August 10, 2001

From: Sharon Barton  
Director



Phone: 465-4429

Fax: 465-2269

Email: sharon\_barton@admin.state.ak.us

Subject: Personnel Memorandum 02-02  
Nonretention of Probationary Employee with  
Permanent Status in Another Job Class

This memorandum sets out the procedure to be followed when an employee with permanent status, moves to a position in a different class series from that in which they hold permanent status and fails to complete probation in the new position in the General Government, Confidential, Supervisory and LTC bargaining units.

When this occurs the employee will retain all the rights conferred at the time permanent status was earned. The employee will be placed in a vacant position in the job class and the bargaining unit for which s/he holds permanent status in the employing agency. Should there be no such vacancy, the employee will be placed in a vacant position in the immediately prior employing agency from which the employee promoted/transferred. If there is no vacancy in the bargaining unit and job classification in which the employee holds permanent status, the employee will be placed in layoff from this job classification in the bargaining unit in which permanent status was earned.

Since layoff occurs by specific operation of contract, the two week notice is not required.

Employees who have been placed on layoff in the bargaining unit in which they were not retained will be notified of the change in policy and placed on the layoff list for the bargaining unit and job class in which permanent status was earned.

This policy is effective immediately and rescinds the July 1998, policy issued by the Division of Personnel.

cc:  
David Koivuniemi  
Assistant Commissioner  
Department of Administration

All Division of Personnel staff