

MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel & Labor Relations

To: All Administrative Services Directors

Date: October 25, 2007

From: Nicki Neal
Director *Nicki Neal*

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Subject: LTC Temporary Appointments

The purpose of this memorandum is to provide guidance and clarification regarding Article 13.01.C of the LTC contract.

Article 13.01.C refers to selection for appointment for temporary work “in excess of thirty (30) consecutive days” that may result in a change to a permanent classification in accordance with Article 22.02. This memorandum seeks to clarify how “thirty (30) consecutive days” is applied. Thirty (30) consecutive days is thirty working days. If holiday leave or personal/annual leave is taken during the time period, there is a break and counting of the consecutive thirty (30) days would start over again. However, regular days off (RDO) do not count as a break in determining thirty (30) consecutive days.

Your assistance in distributing this memorandum to supervisors of LTC employees will be appreciated. If you have any questions regarding LTC Temporary Appointments, please do not hesitate to contact your assigned Human Resources Manager.

cc: Division of Personnel & Labor Relations Web Page
Local 71