

# MEMORANDUM

## State of Alaska Department of Administration Division of Labor Relations

**TO:** All Commissioners      **DATE:** September 8, 2005

**THRU:** Ray Matiashowski  
Commissioner  
Department of Administration

**From:** Art Chance      **PHONE:** (907) 465-4404  
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**SUBJECT:** Volunteering for Hurricane/Flood Relief

Many State employees have expressed interest in volunteering to assist in the recovery from Hurricane Katrina. The State is proud of the compassion and public spirit demonstrated by our employees who want to help our fellow Americans, and will assist and accommodate where we can.

There are two forms of volunteer service: 1) volunteering to make yourself available for service under a formal Emergency Management Assistance Compact (EMAC) (AS 26.23.135 *et seq.*) and 2) personally volunteering on an individual basis. Each is dealt with separately.

### EMAC Volunteers:

Several departments are parties to EMACs. Departments are or will be soliciting volunteers for service under EMACs should the State be called upon by a signatory state or the federal government to provide employees. All such employees will be deployed under the central authority of the Department of Military and Veterans' Affairs, Division of Homeland Security/Emergency Management. Employees formally deployed for service under an EMAC will continue to receive all pay and benefits as if they remained at their normal duty station. Since this is considered to be a temporary assignment, wages or salaries will not be adjusted for the Lower 48 geographic differential. Travel benefits will be in accordance with the Administrative Manual or appropriate labor agreement. The Department of Administration has worked out coordination of such deployments with the DMVA to insure that such employees are properly designated and appropriately compensated. All EMAC reimbursements to the employing department will be coordinated by DMVA or the cognizant federal agency. Only those employees formally

deployed under the auspices of an EMAC will be considered to be in work status for purposes of travel, pay and benefits.

Personal Volunteers:

Other employees may wish to volunteer their services through their church, a voluntary organization, or independently. Where business permits, supervisors are encouraged to grant leave liberally (personal/annual/vacation (AMHS)). (There may be instances where sick or personal leave may be used under FMLA/AFLA, but those will be dealt with individually and are not addressed in this memo.) In addition, Commissioners have the authority to grant a leave of absence without pay of up to one year to under the Leave Rules. The various collective bargaining agreements also contemplate leaves of absence without pay and should be consulted as appropriate to the circumstance. An employee who volunteers for service other than under the auspices of an EMAC will be entitled to pay and benefits for only so long as he or she remains in paid leave status. Employees who are granted or who lapse into leave without pay will lose their benefits after the time limits prescribed by rule or contract. Periods of leave of absence without pay greater than 23 days will result in adjustment of the employee's Merit Anniversary Date or Seniority date, except where a collective bargaining agreement may prescribe another period. Employees who volunteer other than under the authority of an EMAC are not entitled to State authorized travel or travel benefits and are not considered to be in the service of the State should an accident or injury occur.

No memorandum such as this can cover all possible circumstance, so prudence and good judgment must be applied. Please consult with your Group's Management Services Unit and as always this office will assist you in any way we can.

cc by email:

All Directors

All Supervisors

cc:

Senior Management Services Consultants

Technical Services Groups

All L/R Staff