

## AAM 300. MULTIPLE-POSITION EMPLOYEES

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### **AAM 300.010 Definition of Multiple-Position Employee**

A multiple-position employee is concurrently appointed in two or more distinct positions. Multiple-position employees may occupy positions in different job classes, in different levels within a job class series, or in the same job class, for the same or different bargaining units. A multiple-position employee may be full-time in one position and work occasionally in another position. An employee may also be appointed to several part-time or seasonal positions within the same department or to positions in different departments. Overtime eligibility of positions held by a multiple-position employee may be different. However, the employee's eligibility will be determined by the employee's primary responsibility. Eligibility for leave and types of leave programs under which leave is accrued may be different for each position occupied by a multiple-position employee.

When an employee holds more than one position with the State, it is the responsibility of the agency or agencies employing the individual to determine the primary position of the employee. The primary position is generally the position for which the employee is scheduled to work the greatest number of hours in a workweek on a consistent basis. The primary department of a multiple-position employee maintains all employee benefits and enters all time sheets in AKPAY. The employee is enrolled in the employee base in AKPAY for the primary position only. The employee must also be appointed to each secondary position through shadow enrollments in the employee base in AKPAY. Shadow screens are for informational and historical purposes only and do not affect pay. The

employee's payroll base record in AKPAY must contain payroll information for all positions held by the employee.

#### **AAM 300.020 Compensation**

It is the responsibility of the primary department to maintain AKPAY payroll records of a multiple-position employee. In order for a multiple-position employee to be compensated correctly for all positions, the employee's payroll base record must be changed to allow pay rate overrides. Pay rate override directs AKPAY to use hourly or salaried amounts entered in the payroll base record for the employee.

#### **AAM 300.030 Overtime Pay**

Overtime eligibility for a multiple-position employee is determined by reviewing the overtime eligibility of each position. When the positions are in the same branch of government and each position is overtime eligible, the employee is eligible for overtime at the appropriate overtime rate for all hours worked in excess of the overtime threshold. When the positions are in different branches of government, the employee's eligibility for overtime must be separately determined for each branch.

When a multiple-position employee works in one position that is overtime exempt and another position that is eligible for overtime, the overtime eligibility of the employee is determined by the total duties test. All duties performed in a workweek are considered. The employee's primary responsibility determines the overtime eligibility of the employee. If the primary responsibility satisfies an FLSA exemption, the employee is not eligible for overtime pay for the combined multiple positions and hours worked beyond the normal workweek are not compensated. When the employee is determined to be eligible for overtime, the hours worked in each position must be considered together in determining when the overtime threshold is reached.

Overtime for multiple-position employees is paid by the department for which the employee worked more hours than the normal scheduled hours resulting in an overtime situation.

In accordance with the Fair Labor Standards Act (FLSA), the overtime rate for a multiple-position employee is paid at the blended rate. The blended regular rate is calculated by multiplying total hours worked in each position by the appropriate rate of pay for each position, summing total dollars, and dividing this figure by the total number of hours worked. The blended halftime rate is the blended regular rate divided by 2. The following example illustrates the calculation of regular pay, blended halftime overtime pay, and total pay using the blended rate:

An employee works 25 hours at \$10.00 an hour in position A and 20 hours at \$12.50 an hour in position B in one week. Five hours must be compensated at the blended rate half-time premium.

25 hours @ \$10.00/hr.	\$250.00
20 hours @ \$12.50/hr.	\$250.00
<b>Total</b>	<b>\$500.00</b>
Blended Regular Rate: \$500.00/45 hrs	\$11.11
Half time Rate: \$11.11/2	\$5.56
Half-time Premium: \$5.56 x 5 hrs	\$27.80
<b>Total Pay: \$500.00 + \$27.80</b>	<b>\$527.80</b>

An agency may establish a different FLSA appropriate overtime rate from the blended rate for a multiple-position employee. The agency may pay the same as or more than FLSA requires, but may not pay less. The overtime rate must be agreed on by the agency and the employee and must be documented before overtime is approved or worked.

When positions are in different branches of government, hours worked in each position must be considered separately to determine when an employee enters overtime status for each. The employee must meet FLSA overtime eligibility thresholds in a position to be eligible for overtime in the position. Hours worked in both positions would not be combined in determining the overtime threshold.

#### **AAM 300.040 Time and Attendance Processing**

AKPAY generates only one time and attendance batch for an employee. The primary department of a multiple-position employee is responsible for entry and certification of all time data. The secondary department must submit an accurate, complete paper time sheet with leave slips attached to the primary department no later than three days prior to payroll calendar deadlines for each production payroll. Time sheets and leave slips must be signed by the employee and reviewed and signed by the employee's supervisor.

#### **AAM 300.050 Holidays**

Holiday pay is a benefit provided employees through Personnel Rule [2 AAC 07.810](#) and collective bargaining contracts. Employing agencies of a multiple-position employee must be familiar with holiday provisions for the positions. If only one position is eligible for holiday pay, the department with the position eligible for holiday pay is responsible for all holiday pay due. The agency must ensure an employee does not accrue a greater benefit than that for which the employee is eligible. Refer to

[AAM 290.050](#) Holiday Pay for part-time employee holiday pay policies and [AAM 270.020](#) Holiday Pay for general holiday pay policies and requirements.

When an employee occupies two positions that are eligible for holiday pay and the employee works regular scheduled hours in both positions, hours worked in each position must be reviewed as a whole to determine the holiday benefit. Eligibility for holiday pay is based on several factors. The number of regular hours an employee is scheduled to work in a week determines the number of hours of holiday pay. The employee is eligible for holiday pay when the employee is in pay status the day before and the day following a holiday. When a multiple-position employee is eligible for a holiday, hours for the holiday are prorated to each position based on the number of regular hours the employee is scheduled to work in a week in each position.

For example, if a multiple-position employee is scheduled to work 20 hours a week in position A and 17.5 hours a week in position B, holiday pay for one day is prorated as follows:

$$\frac{20 \text{ hrs/week}}{37.5 \text{ hrs}} \times 7.5 \text{ hrs} = 4 \text{ hrs} \times \text{hrly rate of pay in position A}$$

$$\frac{17.5 \text{ hrs week}}{37.5 \text{ hrs}} \times 7.5 \text{ hrs} = 3.5 \text{ hrs} \times \text{hrly rate of pay in position B}$$

#### **AAM 300.060 Leave Records**

The primary employing agency of a multiple-position employee is required to establish leave records for the employee appropriate for the primary position. They are also responsible for processing leave adjustments for both positions in time and attendance batches when both positions are in the same leave system and in the same branch of government.

The secondary department is responsible for submitting leave slips to the primary department with the employee's time sheet. If the second position is in a different leave system or a different branch of government, the secondary department is required to maintain manual leave records for the employee.

#### **AAM 300.070 Leave Accrual**

AKPAY does not differentiate between positions when processing leave accruals for multiple-position employees. When positions are eligible for leave in two different leave programs, such as personal leave, and sick and

annual leave, the secondary agency must pay the employee with non-leave-accruing pay codes and maintain manual leave records for the employee. AKPAY leave accruals must be audited by both agencies after each production payroll.

When a multiple-position employee holds positions in two different branches of government, the positions are considered two distinct positions for leave accrual purposes. The secondary agency must pay the employee with nonleave accruing pay codes and maintain manual leave records for the employee regardless of whether leave programs for the positions are the same or different. Total hours in pay status in each position must not be combined for calculating total leave accrual for the employee. For example an employee works 30 hours a week in an overtime eligible position in the classified service, GG bargaining unit, and 20 hours a week in an overtime eligible position in the partially exempt service. The employee is eligible for leave accrual on 30 hours a week in one position and accrual on 20 hours a week in the other position.

#### **AAM 300.080    Leave Usage**

Accrued annual and personal leave is available for use following wait periods as specified in [2 AAC 08.050](#) and in collective bargaining contracts. A multiple-position employee who accrues leave in two different leave programs is subject to wait periods specific to each leave program. Wait periods are based on 30 or 90 continuous calendar days of employment.

A multiple-position employee may use annual and sick, or personal leave in accordance with [2 AAC 08.050](#) and respective collective bargaining contract provisions. When a multiple-position employee uses leave, the employee must complete a leave slip for the type of leave appropriate to the position from which the employee is taking leave. If the employee takes leave from both positions concurrently, the employee must complete leave slips for each position. The maximum leave used in a workweek for each position may not exceed the number of hours for which the employee is normally scheduled to work in a week for each position.

When a multiple-position employee holds positions in two different branches of government, the positions are considered two distinct positions for leave usage purposes. If the employee works 30 hours per week in one position and 20 hours in the other position, the employee is required to take 50 hours of leave for a week of leave, 30 hours in the primary position and 20 hours in the secondary position.

## **AAM 300.090 Health Insurance**

Pursuant to [AS 39.30.090\(a\)\(9\)](#), employees working a minimum of 15 hours but less than 30 hours per week are eligible for health insurance benefits by self-paying one-half the state contribution rate for a full-time employee. Additionally, some collective bargaining contracts provide a cap on the cost of employer paid health insurance. Where a premium cap is established, employees pay the portion of the premium that exceeds the cap. The type of coverage an employee receives and the portion of the premium above the employer's premium cap the employee pays is established in collective bargaining agreements and statutes.

To determine if a multiple-position employee is eligible for health insurance coverage, insurance provisions for each position are reviewed. When both positions provide for health insurance, the total number of regular hours worked by the employee in a workweek may be combined to determine if the employee meets the minimum workweek requirement. Health insurance costs must be shared on a prorated basis by the employing agencies when regular hours worked in the workweek from both positions contribute to eligibility requirements for the benefit. If there are different health insurance benefit plans for the two positions occupied by a multiple-position employee, the employee is covered under the plan for the unit designation of the primary position.

For most employees, eligibility for health insurance begins when the employee has served in a permanent or long-term nonpermanent, full-time or part-time position for 30 calendar days as provided in [AS 39.30.090\(b\)\(1\)\(A\)](#). When an employee becomes eligible for full health insurance benefits as a result of being hired in a second position, coverage begins on the first day of full-time employment (30 hours or more in a workweek) following completion of 30 calendar days in a health insurance eligible position.

A multiple-position employee who has elected against health insurance as a part-time employee or who has been self paying half the premium cost must complete an Evidence of Insurability Form when the employee becomes eligible for full coverage at a later time. The primary employing agency is responsible for submitting the completed form to the Division of Retirement and Benefits along with a memorandum requesting confirmation of eligibility. The Division of Retirement and Benefits is notified by the carrier of the eligibility date or denial of coverage. The Division of Retirement and Benefits notifies the agency. An agency must not update employee health insurance eligibility information on AKPAY until the agency has received notice of eligibility from the Division of Retirement and Benefits.

### **AAM 300.100 Retirement Benefits**

A multiple-position employee may be ineligible for retirement in both positions or may accrue retirement benefits under several different situations: 1) they may accrue benefits under one retirement program for both positions; 2) they may accrue benefits under two different retirement programs; or 3) they may accrue benefits under one retirement program for one position and be ineligible for retirement in the other position.

Situations 2 and 3 are rare. Correct pay codes must be used in time and attendance batches to ensure appropriate employee and employer retirement contributions are calculated in both situations.

### **AAM 300.110 Union Dues**

An employee is responsible for payment of union dues to each union from which the employee receives representation. The amount of dues is set by each collective bargaining contract.

### **AAM 300.120 Legal Trust**

Employing agencies are responsible for legal trust charges for all positions where legal trust is provided in collective bargaining contracts. Employing agencies are not required to pay multiple legal trust charges to a union on behalf of a multiple-position employee who occupies two positions both represented by the same labor union. In this situation, the employer charge for legal trust is shared by both agencies on a prorated basis. The employee does not receive a multiple benefit and the State may not be charged twice for legal trust for an employee in multiple positions.