

- MCAAK airfares and MCAAK credits added.
- Travel status clarified to differentiate per diem allowances for short- and long-term travel based on duration and type of lodging facility provided.

AAM 60.030 - State Travel Office

- Emergency and Non-emergency Travel Arrangements combined into single Travel Arrangement section.
- New "Travel Purchase Process" section added that describes booking request form policies, approval documentation requirements, and policy for handling fare increases.

AAM 60.040 - Travel Approvals

- Changed approval process from automated travel plan back to written pre-approval. Added any related leave requests to list of required documentation.

AAM 60.050 - Travel Purchase Policies

- Changed requirement for lost savings to internal documentation process rather than reporting to commissioner and Division of Finance.

AAM 60.060 - Payment Methods for Transportation and Expenses

- New policy on accumulating and using mileage.
- Introduces MCAAK Credit which the STO provides on purchases of Alaska Airlines state contract fares. Agencies receive \$.0167 for each dollar spent on MCAAK fares that can be used on any purchase at the STO.
- Creates a one-year limit for agencies to use their mileage and MCCAOK credits before it reverts to a statewide pool for use by agencies that have a business need. This new policy will be implemented beginning April 1, 2007 for miles and credits earned prior to April 1, 2006.

AAM 60.240 - Lodging Types and Rates

- Clarified short- and long-term based on new definition of travel status.

AAM 60.310 – 60.400 Moving. The moving section is being revised to include a definitions section, removal of dollar amounts for mileage (replaced with link to table), add language to allow departments to begin collecting on the move liability once termination notice has been received, add notification of departments in transfer situations where a move liability remains, and clarification of costs allowable on a return move of exempt and partially exempt employees. In addition, we will be posting a move flow chart to assist in processing moves, as well as a new moving expense report to replace the travel authorization for identifying move expenditures.

Procurement

AAM 81.025 – Policy Against Human Trafficking. The State of Alaska may not enter into or amend a contract above \$50,000 with a company established and headquartered, or incorporated and headquartered, in a Tier 3 country unless the company has submitted a certified copy of its policy regarding human trafficking and such policy is approved by the State of Alaska.

Personnel

The Division of Personnel has written a new section for the AAM entitled, General Personnel System Information. The following are the subsections currently being added:

100.090 – Employee Recognition Awards

100.100 – Early Permanent Status

Compensation

AAM 270.280 - Compensation Paid to Members of Boards and Commissions. New section establishing all compensation of members of boards and commissions to be paid through the statewide payroll system to comply with Internal Revenue Service requirements.

Leave Accounting

AAM 280.360 through 280.580 sections have been rewritten and/or deleted by the Division of Personnel. These sections address the Alaska Family Leave Act and the Federal Family and Medical Leave Act. See the listing on the next page to cross-reference the old and new sections.

Fringe Benefits

AAM 320 – Title of section has been changed from “Tax Reportable Travel” to “Fringe Benefits” to accommodate other tax issues beside travel into this section. This section has been expanded to include taxable situations that arise when employees travel and/or move, plus state vehicle usage and employer provided housing.

AAM 350.080 – Fringe Benefits. This section was moved and incorporated into the newly titled section 320.

You should keep this memorandum, as well as future transmittal memorandums, in your manual for reference.

SJN/lp

Alaska Administrative Manual Update

| Section Number | Old Title | New Title |
|-----------------------|---|---------------------------------------|
| AAM 280.360 | Family Leave Introduction | Family Leave |
| AAM 280.370 | Family Leave Definitions | Eligibility and Notification |
| AAM 280.380 | AFLA Threshold Requirements and Leave Entitlements | Certification of Health Care Provider |
| AAM 280.390 | FMLA Threshold Requirements and Leave Entitlements | Leave Tracking and Reporting |
| AAM 280.400 | AFLA and FMLA Exclusions from Coverage | “Light Duty” Assignments |
| AAM 280.410 | Family Leave Confidential Medical Files | Confidentiality |
| AAM 280.420 | Advising Employees of Provisions of the Acts | Health Insurance |
| AAM 280.430 | Invoking a Family Leave Entitlement | Parental Leave |
| AAM 280.440 | Family Leave – Second and Third Medical Opinions | Fit for Duty Report |
| AAM 280.450 | Tracking Family Leave | Substance Abuse |
| AAM 280.460 | Family Leave and Legal Holidays | Section Deleted |
| AAM 280.470 | Family Leave and Workers’ Compensation | Section Deleted |
| AAM 280.480 | Consecutive Use of Parental Leave | Section Deleted |
| AAM 280.490 | Concurrent Application of FMLA and AFLA Entitlements | Section Deleted |
| AAM 280.500 | Shared and Concurrent Uses of Family Leave by Spouses | Section Deleted |
| AAM 280.510 | Concurrent Uses of Family Leave by Unrelated Employees | Section Deleted |
| AAM 280.520 | Family Leave and Other Leave Use | Section Deleted |
| AAM 280.530 | Leave and Merit Anniversary Dates and Family Leave LWOP | Section Deleted |
| AAM 280.540 | Family Leave and Major Medical Coverage | Section Deleted |
| AAM 280.550 | Alternate Employment | Section Deleted |
| AAM 280.560 | Return from Family Leave Fit for Duty Report | Section Deleted |
| AAM 280.570 | Return from Family Leave – Other Considerations | Section Deleted |
| AAM 280.580 | Family Leave Abuses | Section Deleted |