# **MEMORANDUM**

## STATE OF ALASKA

Department of Administration

To:

All Agencies

Date:

June 28, 2006

From:

Scott J. Nordstrand

File Ref:

Commissioner

Department of Administration

Subject:

Administrative Manual

Phone:

465-2200

#### STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 51

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective July 1, 2006.

### Travel/Moving

AAM 60.030 – State Travel Office. Deleted section on fees as this information is being incorporated into STO service standards.

AAM 60.060 - Payment Methods for Transportation and Expenses. This section was revised to adopt the recently amended policy regarding the use of companion coupons. The state will now pay the full cost of the business related travel and the employee will only be responsible for the additional fees and taxes related to the companion coupon. The employee will still be responsible for paying for the tickets on their personal credit card.

#### Personnel

The following subsections are being added to the General Personnel System Information section of the AAM:

#### AAM 100.110 Advance Step Placement

Memorializes current policy

#### AAM 100.120 Reference Checks

- · Requires hiring managers conduct at minimum, two employment-related reference checks on the applicant determined to be the most qualified.
- For applicants who are current or former employees of the State of Alaska, requires hiring managers to obtain the applicant's last two performance evaluations, if available, from Employee Records and any other pertinent documents such as disciplinary memoranda.

#### AAM 130 Classification and Pay

Memorializes current policy

## **Fringe Benefits**

AAM 320 Fringe Benefits. Two new sections are being added to the AAM. This describes the tax implications of providing these particular fringe benefits to employees.

- 320.320 No-Additional-Cost Services
- 320.330 Parking

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

SN/lp