



### **Enterprise Application**

**AAM 90.020 – Confidential Information and Security.** Aligned policy with objective to protect social security numbers and ensure that applications developed do not use social security numbers as the key to search or access information.

### **Personnel**

**AAM 100.055 – Establishing Employment Eligibility.** Added language regarding the employee's responsibility to maintain proper employment authorization documents. Also added the policy that the State does not function in the role of a sponsor for employment-based immigration visas.

**AAM 100.075 - Theft of State Property, Funds, and/or Equipment by a State Employee.** Added a new section regarding the suspicion or receipt of a report of theft of state property, funds, and/or equipment by a state employee.

### **Compensation**

**AAM 270.020 – Holiday Pay.** Clarifies eligibility for holiday pay during leave-without-pay.

**AAM 270.050 – Overtime Eligibility.** Updated to address changes in the federal regulations defining Fair Labor Standards Act overtime exemptions.

**AAM 270.080 – Additional Straight Time.** Removes reference to “overtime” to clarify additional straight time is paid at the annualized hourly rate.

### **Fringe Benefits**

**AAM 320.340 – Cell Phones and Electronic Equipment.** Modified to clarify that simply paying for personal use does not prevent violations of the Executive Branch Ethics Act.

In addition to the above AAM sections, the Alaska Per Diem matrix was updated to reflect the current bargaining unit agreement conditions. This matrix can be found at <http://fin.admin.state.ak.us/dof/travel/resource/rates.pdf>.

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

AK/lp