

Calculating Layoff Points

Overview

An employee's permanent/probationary classified service history is researched and recorded on an excel worksheet to calculate layoff points after a layoff proposal has been received by Department HR. Department HR staff perform the initial review, and staff in the Division of Personnel and Labor Relations (DOPLR) verify. Initial points should be calculated by Department HR immediately prior to submittal of the department's Layoff Plan to DOPLR Recruitment Services. For large groups of calculations (20 or more), it is necessary to coordinate with DOPLR Recruitment Services and the Employee Planning and Information Center (EPIC) to facilitate efficient processing.

Research the Employee's History

1. Layoff points are calculated by Department HR staff based on information in the employee's official personnel file maintained by EPIC. Active, inactive, and microfiche records for time spent in the classified service must be checked for each employee. However, since a large number of employees have most of their history in AKPAY, use AKPAY to begin filling out the worksheet. Note: When using the dates entered in AKPAY, the effective date to enter when calculating layoff points is the last day worked in the position, which is the day before the effective date of the personnel action in AKPAY.
2. Identify all periods of creditable service with the State:
 - a. Identify all prior service.
 - b. Periods of nonpermanent, emergency, exempt, or partially exempt service are not credited but they should be listed in the Class Title's column of the worksheet to help explain gaps in creditable service when points are verified against PERS service. This may also be beneficial for determining tie breakers.
 - c. Time served as a provisional employee is credited only when it has been retroactively converted to probationary or permanent status in the same PCN.
3. Notify EPIC staff if any documents are missing from an employee's official personnel file. EPIC may obtain the missing documents from one of the following sources:
 - Payroll file
 - Department personnel file
 - Division of Finance file (prior to May 16, 1990 only)
 - AKPAY (an AKPAY screen print may be used only after all other sources have been exhausted - after May 15, 1990 only. AKPAY was effective May 24, 1990.)

A layoff calculation sheet may not be finalized for a layoff order until the missing documents are placed in the official personnel file.

4. The start and end dates for leave without pay (LWOP) and compensatory leave run outs are NOT recorded in the service section of the worksheet. Seasonal leave without pay (SLWOP) and other LWOP (such as part-time nonscheduled hours) which resulted in a merit

anniversary date (MAD) adjustment personnel action are documented in a separate area of the worksheet and are automatically deducted from the employee's total service. Note: Compensatory leave run outs count as state service time.

5. If an employee is on a period of LWOP (e.g., leave of absence, seasonal leave without pay) when the layoff points are calculated, use the **day before** the leave start date as the ending date for the employment segment, unless the employee is on active military duty under USERRA (see 6 below). Note: If an employee separates while on a period of leave without pay, use the day before the leave start date as the ending date for the employment segment. Do not use the ending date that's on the effective date of the separating personnel action.
6. Employees who are on a leave of absence because they've been called to active military duty under USERRA receive credit for active military duty time. Identify all periods of LWOP which are a result of the employee being on active military duty under USERRA. The employee receives credit for that time when calculating layoff points.
7. Each layoff point calculation sheet should be saved using the following naming convention: Employee's last name, employee's first initial, followed by the employee's ID number, and the letters "LPC" (e.g., Smith, A 123456 LPC). After the layoff point worksheets have been initially calculated, the electronic copies are sent with the department's Layoff Plan to Recruitment Services for verification in order to generate the Order of Layoff.

Verification of Service

8. As a check against gross error, DOPLR will compare the length of service from the worksheet to the length of State of Alaska PERS service credit available online from the Division of Retirements and Benefits. Both EPIC and Payroll staff have access to this information.
9. After verification by DOPLR, Department HR will be notified of any discrepancies. Recruitment Services will maintain an electronic copy of the calculation sheet, and a copy will be placed in the employee's official personnel file in EPIC.

Requirements Upon Layoff

10. Immediately preceding and no more than five days prior to the employee's layoff date, the employee's layoff points must be recalculated by Department HR staff to reflect employment up to the date of layoff. Department HR will enter the reverification date and update the ending date (use the day before the layoff unless the employee is on LWOP). An electronic copy of the final layoff points must be forwarded to the Recruitment Services, where a final verification is conducted before the employee is placed on the layoff list.

If the employee's employment status changes (resigns, promotes, transfers, etc.) prior to the effective date of layoff, notify Recruitment Services immediately.

Cell B1 – Enter the employee’s current job class code from AKPAY (e.g., P1134).

Cell D1 – Enter the employee’s current bargaining unit (use the appropriate two-digit code).

Cell F1 – Enter the employee’s full name (Last name, First name, MI).

Cell B2 – Enter the employee’s geographic location code (e.g., AWA).

Cell B47 & B48 – For DOPLR only: Enter the employee’s R&B State of Alaska service credits in Cell B47 and the date of the report used in Cell B48.

Cell B51 – Enter “Yes” or “No” to indicate whether or not the employee has service time on microfiche records.

Cell D2 – Enter the employee’s seasonal indicator (FR, FS, PR, PS, HR, HS, NR, NS).

Cell D3 – Enter the employee’s position status (FR for full-time, PR for part-time, and FS for any type of seasonal). Unless there is an agreement stating otherwise, the position status is determined by the position type found on the 62x position control screen in AKPAY; if it’s FACL, then the position status is FR, etc.

Cell F2 – Enter the employee’s ID number.

Cell B3 – Enter the name of the employee’s department.

Cell F3 – Enter the current date the initial layoff point calculation is conducted.

Cell B4 – Enter the name of the employee’s division.

Cell F4 – This cell is used later to enter the date the layoff points are recalculated using the actual last day worked before layoff.

Cell A7, A8, etc. – Enter the effective date of each length of creditable service from the personnel action (e.g., mm/dd/yyyy).

Cell B7, B8, etc. - Enter the effective date of the employee’s last day of work for each period of past creditable employment. For the current segment of employment, the same ending date must be used for all employees in the layoff organizational unit, with the exception of employees on SLWOP (see 5 above). **Note:** In AKPAY, the effective date of personnel actions for separation, layoff, transfer out, promotion, etc. is the day after the last day worked. For actions processed through AKPAY, the effective date to be used when calculating layoff points is the last day worked in the position, the day before the effective date on the personnel action. For separation personnel actions processed before the implementation of AKPAY, use the effective date of the action.

Additional Note: The starting and ending date fields are NOT used for the periods of time when an employee is going to and from SLWOP, or any other leave of absence that creates LWOP

adjustments. The LWOP MAD adjustments must be noted in the MAD Adjustment section below (**Cells F34, F35, etc.**), using the effective date of the adjustment action and the number of LWOP adjustments.

Cell C7, C8, etc. – The worksheet computes the total number of days for each period of creditable employment. The formula in cells C6-C24 adds one day to ensure the last day worked is included in the calculation of total days for each segment.

Cell E7, E8, etc. – Enter the employee’s job class title that corresponds with the dates for each period of creditable employment. The separate segments for class titles may be used when determining tie breakers.

Starting Date	Ending Date	Days of Service	Class Titles
8/15/2003	11/30/2004	474	Technician I
5/16/2005	5/15/2007	730	Specialist I
5/16/2007	10/31/2012	1996	Specialist II
11/01/2012	1/15/2015	806	Specialist III

Periods of service time that do not count towards layoff should be recorded in the class titles area as illustrated below:

Starting Date	Ending Date	Days of Service	Class Titles
8/15/2003	11/30/2004	474	Technician I
			Exempt service from 12/1/2004-5/15/2005 as Specialist
5/16/2005	5/15/2007	730	Specialist I
5/16/2007	10/31/2012	1996	Specialist II
11/01/2012	1/15/2015	806	Specialist III

Cell C32 – Computes the total months of creditable employment.

Cell E34, E35, etc. – This section documents MAD advancements due to 23 days of leave without pay due to seasonal leave, part-time nonscheduled hours, etc. Enter the effective date of each MAD advancement. If more space is needed to document MAD adjustments, use the "MAD Adjustment Detail" tab in the workbook to list the specific dates, and to total all the months. In cell E34, type "See detail sheet" and enter the grand total of the number of months adjusted in cell F34.

Cell F34, F35, etc. – Enter the number of months the MAD was advanced due to 23 days of leave without pay, as indicated by the personnel action(s). If the MAD Adjustment Detail tab is used to calculate multiple adjustments, enter the grand total of the number of months adjusted in cell F34.

Cell C39 – Computes the total number of MAD advancements.

Cell C41 – Computes the total months of service less MAD advancements, if any.

E47 – Computes the employee’s layoff points.

F49 – The Department HR staff person researching the service history enters their first and last name.

F50 – The DOPLR staff person verifying the calculation enters their first and last name. A hard copy is maintained in the employee’s personnel file in EPIC, and an electronic copy is maintained in Recruitment Services.

F51 – The DOPLR staff person recalculating the final layoff points enters their first and last name. Recruitment Services maintains the final copy.

Worksheet Methodology

The layoff worksheet converts the months of service to layoff points, which are entered onto the State of Alaska Layoff List. Final months are multiplied by .0833 to calculate points:

Months	Points
1	.08
2	.17
3	.25
4	.33
5	.42
6	.50
7	.58
8	.67
9	.75
10	.83
11	.92
12	1.00

In calculating the number of months of service, the following assumptions apply:

- a. One month equals 30.4375 days *
- b. Rounding a month is only done once, for the total service. At 15 days, round up one month.

***Two formulas exist for calculating a month of service; both have the same result**

Formula One:

$$365.25 / 12 = 30.4375$$

Explanation: 365.25 = days plus a fractional day for years that don’t include the extra day in a leap year.

Formula Two:

$$(365+365+365+366) / (12+12+12+12) = 1461 / 48 = 30.4375$$

Explanation: add 4 years together and include a leap year then divide by 48 months (4 years x 12 month).