NON PERMANENT POSITION REQUESTS

Although a variety of situations arise that call for nonperm positions, they are usually established to assist departments with special projects, or to help with regular work while permanent employees are on leave.

Request For A Non Permanent Position: The Form

Online location:

State of AK homepage/Departments/Administration/Personnel/Classification/Classification Forms

Fill in all the boxes at the top of the form. The Region, Division, and Section each contain two digits, and make up the organizational routing code of the position. If you have trouble determining this code, or other codes on this form, please contact your Technical Service Center for assistance.

Reason For Request

Short term position (1st check box)
- ♦120 days or less for GG.
- ♦90 days or less for SU.
- ♦Not eligible for leave or benefits.
- ♦Rarely extended (emergency situations only).
- ♦In the event the position is extended, incumbents are eligible for leave and benefits retroactively to the appointment effective date.

Project Position (2nd check box)
- ♦ Can be long or short term.
- ♦ Created with a specific project in mind.
- ♦ Short term project positions are not eligible for leave and benefits, and are rarely approved for extension.

Intern Position (3rd check box)
- ♦Must have an attached training plan.
- ♦Are typically placed at the level representing their current year of school. Example: College Intern II = 2nd year of college.

Substitute Position (4th check box)
- ♦ Can be long or short term.
- ♦ Fills in for regular permanent employees while on extended leave.
- ♦Must be the same job class as the permanent position.

On-Call Substitute (5th check box)
- ♦Consists of multiple employees in one PCN.
- ♦In the event a regular, permanent employee takes leave, the supervisor has a pool of incumbents to call.

Recruitment Method

♦**Long Term employees** must be hired via **Workplace Alaska**. Waive Workplace Alaska: If a former employee held a permanent position in the same job class for which you are recruiting, or a higher class in the series, you may hire this person based on his/her **rehire** rights. The approval is subject to Employee Services subsequent review (GG and SU within the past two years).

♦**Short Term employees** may be appointed without formal recruitment, provided the person considered meets the minimum qualifications (MQs) of the job. MQs can be found by accessing Class Specifications on Workplace Alaska. The Alaska Job Service Centers are popular methods for short-term hires.

♦**LTC employees**: Public Employees Local 71 hiring hall. Contact Employee Services.

♦**Student, College, and Graduate Interns:** Contact Employee Services.

Seven Steps to a Non Perm Position

1. The Hiring Manager or Supervisor fills out the Request Form.

2. The Administrative Services Director approves the position, and signs the form.

3. Requests are sent to: Classification at mail stop 0201. Originals are preferred.

4. If all information is present, the position is usually established within two business days.

Questions? Call Classification 465-5646 krista_skannes@admin.state.ak.us (Depts. 2-8)
Fax: 465-1029 465-8427 erin_haida@admin.state.ak.us (Depts. 9-25)

5. A confirmation email containing the new PCN is sent to all the contacts on the form, as well as to the ASD, Technical Services, and Management Services

6. The position is established in AKPAY.

7. A copy of the Request form is sent to Technical Services. The original is filed with Classification.