



Memorandum

To: Department Human Resource Representatives

From: Pam Day, Classification Manager

Date: November 16, 2012

Subject: Position Control Change Guidance

The following guidance is provided for position type and location change Position Control Changes (PCCs). In some situations when processing these types of actions the overtime eligibility in accordance with the Fair Labor Standards Act (FLSA) and/or the strike class of the position will be affected. This may require the position description be updated and submitted to Classification for a full review. Here are some things to consider when processing a PCC:

'Position Type Change' PCCs related to FLSA:

- If a position is changing to or from Part-time (PACL) status, an FLSA review **must** be conducted. All PACL positions are overtime eligible because they do not meet the salary criteria. In this instance, the position should be sent to Classification for a full review with a request for a position type change. **Exceptions:** Part-time Computer Employees, Teachers, and Practice of Medicine and Law positions have additional criteria to consider and are reviewed on an individual basis. They must be sent to Classification for a full review as well.

'Location Change' PCCs related to a Position's Duties or Strike Class:

- Most positions can change locations with the same duties. However, on some occasions, positions may need to be updated. **Example:** Position states that research and analysis duties are being performed specifically in Southeast Alaska, yet the PCC request is for a location change to Fairbanks. In this instance, the position must be updated and sent to Classification for a full review along with a request for a location change.
- If a location change involves movement to or from a correctional institution, the strike class will often be affected. In this case, the position must be sent to Classification for a full review along with a request for a location change.

If you have any questions regarding this matter, please feel free to contact Kathy Peterson at 465-4078 or Tres Causey at 465-2945.