

Frequently Asked Questions
Regarding Pay Increments
(GGU, SU, KK)

The State of Alaska has entered into the following Letters of Agreement (LOA) with the respective bargaining unit representatives regarding the implementation of pay increments, as provided to non-covered employees in accordance with AS 39.27.011, effective January 1, 2009.

General Government Unit (GGU), LOA 08-GG-277

<http://dop.state.ak.us/iscsi/fileadmin/LaborRelations/pdf/loa/LOA08-GG-277.pdf>

Supervisory Unit (SU), LOA 09-SS-037

<http://dop.state.ak.us/iscsi/fileadmin/LaborRelations/pdf/loa/LOAPayIncrements.pdf>

Confidential Unit (KK), LOA 09-KK-007

<http://dop.state.ak.us/iscsi/fileadmin/LaborRelations/pdf/loa/09-KK-007.pdf>

1. Q: What are pay increments?
A: Pay increments represent a 3.75% increase and continue every two years after the employee has served two years at step F of a given range (for SU and KK), or has served two years at step G (for GGU), providing the employee's current annual rating is good or higher.
2. Q: On what date will pay increments be implemented?
A: Pay increments are effective January 1, 2009 and will be implemented on March 1, 2009. For those employees eligible for a pay increment between January 1st and February 16th a retroactive adjustment will be processed and added to the employee's payroll warrant issued on May 13, 2009. If you have not received your retroactive payment due by this date please notify your payroll contact.
3. Q: What if an employee has been in a service step for more than two years, are they given any credit for the service time over two years?
A: No, the employee will not receive any additional credit. The merit anniversary date will be reset to two years from the date their pay increment is awarded.
4. Q: How will the current annual rating of good or higher be determined?
A: The current annual rating will be determined through an evaluation with an overall rating of mid-acceptable or higher for the rating period immediately preceding the pay increment eligibility date.
5. Q: If an employee is eligible for a pay increment on January 1, 2009, must the employee's supervisor complete an evaluation for this pay increment to be granted?
A: A performance evaluation is strongly encouraged but is not required during the initial implementation period. However, effective July 1, 2009, a pay increment will not be granted until a performance evaluation with an overall rating of mid-acceptable or higher is received for the rating period.

6. Q: Will a pay increment be granted retroactively if the employee's performance evaluation is not received on or before the date the employee is eligible for the pay increment?
A: Yes, after the evaluation with an overall rating of mid-acceptable or higher is received, the pay increment will be granted retroactively and a retroactive pay adjustment will be processed.
7. Q: What service time will count towards the two years for each subsequent pay increment?
A: Only classified and partially-exempt service time count for the purpose of fulfilling the two year requirement. Time in the exempt service does not apply.
8. Q: After an employee completes two years of service at a pay increment, when will the next pay increment become effective?
A: Pay increments are effective the first day of the pay period following the completion of two years of service. A pay increment will not be granted until a performance evaluation with an overall rating of mid-acceptable or higher is received for the rating period.
9. Q: Is a classified employee who separates from state service and is reappointed as a noncompetitive rehire eligible to be placed at a pay increment if they previously earned that step while employed in that range?
A: No. The employee may not be appointed beyond the final step in the range; step F for SU and KK members or step G for GGU members.
10. Q: Is a classified employee who separates from a job class but remains employed in the classified service eligible upon noncompetitive rehire to be placed at a pay increment if they previously earned that step while employed in that range?
A: Yes, and the time previously spent at that range and pay increment counts towards the two years necessary to obtain the next pay increment.
11. Q: Does an employee who has earned a pay increment maintain the pay increment when he/she accepts an appointment to a position in another job classification that is assigned the same salary range?
A: Yes, and the employee's merit anniversary date will remain unchanged.
12. Q: Can an employee be placed at a pay increment upon promotion?
A: Yes, upon promotion the pay increment is considered earned.
13. Q: Where can I find the salary schedules?
A: Salary schedules are maintained by the Division of Finance and are available at: http://fin.admin.state.ak.us/dof/payroll/payroll_current_sal.jsp
14. Q: Who should questions regarding pay increments be directed to?
A: The Division of Personnel and Labor Relations payroll contacts are available to answer questions regarding pay increments.