

# MEMORANDUM

**State of Alaska**  
**Department of Administration**  
**Division of Personnel**

**To:** All Human Resources Managers

**Date:** July 10, 2001

  
**From:** Sharon Barton  
Director

**Phone:** 465-4429

**Fax:** 465-2269

**Email:** sharon\_barton@admin.state.ak.us

**Subject:** Personnel Memorandum 02-01  
Leave Eligibility

Pursuant to discussion at the June 27, 2001, Human Resource Council meeting, it has been decided that all classified employees shall be treated the same as partially exempt and exempt employees with regard to leave eligibility.

Specifically, accrued leave is available for use after an employee has completed 30 continuous calendar days of employment.

There shall be no requirement to begin counting eligible employment each time an employee goes into leave without pay during their initial 30 days of employment.

If you have any question regarding this policy, please call David Stewart at 465-4431.

cc:

David Koivuniemi  
Assistant Commissioner  
Department of Administration

Division of Personnel Staff

Subject File

**Human Resource Manager's Meeting  
June 27, 2001**

**Present:** Judy Porter (chair), Melanie Millhorn, Fran Podmolik, Sharon Barton, Jo Olson, Janet Rider, Lee Powelson, Penny Beiler, Lynn Ate, Sharon Dick, Kim Peterson (notetaker), Skiff Lobaugh, Pete Rogers, Netta Crago, Donn Stewart, Greg Elliot, Art Chance, Frank Love, Amanda Holland, Dave Stewart

**Retirement and Benefits:** Kevin Worley requested that copies of grievance resolutions, that result in any monetary award (make whole or lump sum), be forwarded to his office along with the calculation sheets. A clarification memorandum from the department, as to what the intent of the award is, may also prove helpful.

**Classification Report:** Dianne Corso reported that nine (9) classification studies have been concluded this month and five (5) more are expected this week. The classification study list will be tracked on a fiscal year basis.

In anticipation of developing the FY02 list, each department is requested to send a listing of their 3 -5 most important classification study projects coming up. The listing is to include anticipated timeframes that the department is working toward and is needed by close of business next week. Additionally, departments are to identify classification priorities that are not unique to the department. This could include systemic changes as well as a need for studies of classifications that are more generic. When compiling the list of priorities, departments are reminded that the classification study listing is starting over for the fiscal year on July 1. Any study that was previously identified on the prior listing, but is unfinished, needs to be re-identified if it remains a priority.

Regular classification meetings will start July 23<sup>rd</sup>. Dianne will notify departments of the place and time. Prior to that meeting she will send a copy of the book Job Analysis at the Speed of Reality. Persons attending the July 23<sup>rd</sup> classification meeting are expected to have read the book and be prepared to discuss it.

The development of a classification training plan is next on the list of "things to accomplish" for Dianne. The update on WPA class specifications will resume again soon.

**Holiday Pay:** Art Chance is needing information from departments regarding a time reporting issue. Art will generate an e-mail to us identifying what he is specifically requesting.

**Leave eligibility:** Lynn Ate requested clarification from the GGU contract regarding the meaning of the phrase that identifies when leave is available to new GGU members. That phrase is "30 consecutive calendar days of leave eligible employment." A discussion ensued that confirmed that this language is directly from the leave rules and, for non-covered employees, has always meant that leave becomes available to them after they are in their position for 30 days, regardless of whether there was a period of lwop. Dave Stewart will carefully consider this language and generate a memorandum to respond to the question by next week.

**Health Insurance Eligibility:** Skiff Lobaugh brought up the issue of R&B's interpretation that health insurance will be canceled for an employee if they do not work at least four hours on the day before the 1<sup>st</sup> of the month and the first working day after the 1<sup>st</sup> of the month – if the 1<sup>st</sup> of the month falls on a weekend. Some believed this to be a departure from previous directions and, under the rules for the health trust, could greatly impact GGU employees. In the consideration of recruitment and retention problems, this issue becomes more important. Sharon Barton agreed to approach the topic with R&B and report back to us.

Judy Porter handed out a comparison sheet regarding ASEA health plan and Select benefits. She encouraged all of us to look it over to identify the significant changes to our employees. It was agreed that information to employees regarding the health trust and COBRA must point them to their union. Employee orientations and termination packets need to be updated.

**Letter of Grievance resolution:** Kim Peterson asked for clarification on the ability to consider time served in F (for GGU) as time served in the final step – as indicted in the LGR. Art Chance clarified that contracts can deviate from the pay plan, which this LGR does for those persons affected in the initial move to the G step. As for the other questions posed to DOP regarding the G step issue, Sharon indicated that they would be responded to by e-mail. Similarly, as we work through contract interpretations and other questions are posed to them, they will respond via e-mails and copy each department.

**Director's Report:** Sharon spoke about the following topics:

1. Probationary non-retention. It was decided that Nicki Neal is to receive a fax copy of the personnel action (non-retention letter and evaluation) immediately. This will allow her to quickly take action to identify those persons with no rehire rights.
2. Probation non-retention memo. Sharon handed out a memorandum dated 6/26 that supersedes the 2/15/01 memo. It includes FAQs.
3. Delegation memos will come out July 1. Of specific mention in the delegation will be: identifying classification authority reserved for DOA; including the new classification review process; and updating the reporting requirements.

4. Supervisor/Steward training held in Anchorage was a success. In September (11<sup>th</sup> & 12<sup>th</sup>) this training will be held in Juneau for H&SS and DOT supervisors/stewards. Sharon will work with those departments to adequately prepare.
5. A grant application for 120k was submitted to FMCS to help pay for training and facilitation.
6. Retiree return legislation will be discussed at a meeting on 6/28 at 1:30. An e-mail from Dave will identify the place. A memo will come out next week to the Cabinet that identifies that the 30 day break in service cannot be bridged by non-permanent employment. Due to the purpose and intent of this legislation, a policy statement will be issued that indicates appointments of retirees under this legislation are to be done through the competitive recruitment process.
7. HR class study is still underway but it will come about in two parts. A request for bid on the class study for HRMs and Personnel Managers AND to do the salary survey for all job classes went out with a due date of 6/28. The LMC will do the classification study for the other job classifications. Some of the members of the LMC are scheduled to meet 6/27 to begin that phase.
8. Staffing changes are: Frank Clark will report to Labor Relations as a Labor Relations Specialist I, effective July 2nd. No adjustments to work assignments are being made at this time. Rick Bohleber's last day is July 2<sup>nd</sup>. Dianne Corso will become the supervisor of that position and will begin recruitment efforts soon.
9. DOP's retreat last Friday focused on a work plan for the division. Sharon is hoping to have a similar 1 day retreat in September for HRMs, ASDs, and DOP personnel to participate in a strategic long-term planning session.

**Other business:**

A question was raised as to whether the personnel action comments are approved by the HRMs. We agreed to raise this issue at the next HRM meeting and bring it to conclusion.

Next meeting: July 11<sup>th</sup>. Kim Peterson will chair - Penny Beiler will be notetaker.

**From:** "Lynn Ate" <Lynn\_Ate@fishgame.state.ak.us>  
**To:** "Judith A Porter" <judy\_porter@law.state.ak.us>  
**Date:** 6/20/01 1:26PM  
**Subject:** HR agenda

I think the issue of how LWOP within the first 30 days of employment affects availability of posted leave and on the other hand affects health coverage needs to be discussed at the next meeting, with regard to efficient use of the state's resources.

The GGU contract, Art 26, on personal leave for new employees, indicates leave is available after "30 consecutive calendar days of leave eligible employment". Previous contract, (re: annual/sick) referenced "90 calendar days of fulltime service". It was the practice of the state (e.g. programmed into AKPAY) to not consider LWOP a break in service which required the 90 day threshold to begin again. LWOP from a leave eligible position does not constitute a break in leave eligible employment. I fail to see why it is in the best interest of the state to now consider LWOP a break in "employment", or how it is different than "service". The employees and their union wont like it and the system can't handle it. It is a huge change in AKPAY. On the other hand, the health insurance language (see below) clearly states that the employee must be at work in active pay status. It has been the practice of the state to reinitialize the health eligibility date, and AKPAY was initially programmed to allow this, i.e. we have a clear practice.

The only way to get AKPAY to kick start the leave eligibility date again is to change the actual date of appointment in the system. I am aware of one department which is changing history in the way, which is how the question came up. If we can change the date on which they started work, how do we track probationary periods. This could be a handy way to extend probations. (???)

Thank you.

-----Original Message-----

**From:** Deanna Lewis [mailto:deanna\_lewis@fishgame.state.ak.us]  
**Sent:** Wednesday, June 20, 2001 12:25 PM  
**To:** Lynn M Ate  
**Subject:** GGU Leave Eligibility

Lynn. Here are the responses Sheryll Cox received from Greg Elliott and Dave Stewart. The State of Alaska Group Health booklet, pg. 8 and the Select Benefits booklet, pg. 18 clearly states health insurance eligibility begins on the "31st consecutive day you work in pay status." How is the language for leave eligibility in the GGU contract similar to the Health Insurance eligibility? How does leave without pay mean a break in employment? Could you include this topic for the next HRMs meeting? Deanna

**From:** "greg elliott" <greg\_elliott@admin.state.ak.us>  
**To:** "Sheryll Cox" <Sheryll\_Cox@admin.state.ak.us>  
**Date:** 6/20/01 9:03AM  
**Subject:** Re: GGU Leave

Sheryll,

The final decision is the one given you by Dave. The bargaining notes clearly support this point of view.

Thanks,  
Greg

Sheryll Cox wrote:

> Good Morning! Here's today's question on GGU leave: If a new hire has  
> LWOP in the first 30 day period, does their leave eligibility start over  
> or get extended? Any LWOP? Full day of LWOP?  
>  
> The contract says, "Accrued personal leave is available for use by a  
> member following the successful completion of thirty (30) consecutive  
> calendar days of leave eligible employment." This is different language  
> than is under the 90 day rule which just says 90 days of full-time  
> service.  
>  
> If it just said employment - I would think no, but now it says  
> consecutive, and LWOP is not leave eligible employment.  
>  
> What do you think?  
>  
> Sheryll

**CC:** "Stewart, David" <david\_stewart@admin.state.ak.us>, "Chance, Arthur" <art\_chance@admin.state.ak.us>, "Nicki L Neal" <nicki\_neal@admin.state.ak.us>