

MEMORANDUM

State of Alaska
Department of Administration
Division of Labor Relations

To: Mila Cosgrove, Director
Division of Personnel
All Technical Services staff
All Management Services staff

Date: July 29, 2005

From: Art Chance
Director



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Subject: Labor, Trades, and Crafts (LTC) Unit Seasonal Layoff

Upon the human resource integration it was found that there have been inconsistencies with regard to LTC seniority and seasonal layoffs. This occurred when LTC seasonal layoff employees were treated in the same manner as GGU seasonal workers when putting them in an inactive status. This memorandum is to serve as clarification and to ensure consistency when applying the terms of the LTC bargaining unit contract with regard to seasonal layoff.

Employees laid off due to the end of a work season shall be placed in seasonal layoff status beginning with the least senior employee in a particular job class at the duty station and may exercise bumping rights in accordance with LTC Article 22.04. Those employees placed on layoff due to the end of a work season shall not be placed in leave without pay status. Seasonal layoffs will be recalled beginning with the most senior in a particular job class at that duty station. Those employees placed in seasonal layoff shall continue to have the same seniority date as original entry into the duty station.

Employees whose work assignments still exist but are in approved leave status may use their available leave or may be placed in leave without pay status. LTC Article 22 describes the manner in which the seniority date for an employee in leave without pay status will be handled. Those employees who are placed on leave without pay for more than thirty (30) consecutive days shall have their seniority date adjusted for the number of days in leave without pay that exceed thirty (30) days unless preserved by operation of the contract or other laws.

cc:

Public Employees' Local 71
All LR Staff
LR Website