

# HR Update

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## HR Update Feedback

Thank you for the feedback on the HR Update. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact ([Mila Cosgrove@admin.state.ak.us](mailto:Mila_Cosgrove@admin.state.ak.us)) or ([Amanda Holland@admin.state.ak.us](mailto:Amanda_Holland@admin.state.ak.us)).

## Contact Information

DOP Contact List: Go online to the DOP website to get the latest DOP contact list. Access the list through "[HR Contacts](#)" under Quick Links on the DOP home page

Employee Call Center: Please remember to direct employees to the Employee Call Center when they have general questions about their employment. The Call Center phone number is (907) 465-3009 or email [employeecallcenter@admin.state.ak.us](mailto:employeecallcenter@admin.state.ak.us).

## Quick Links

[DOP Home Page](#)

[PD Tracker](#)

[Employee Call Center](#)

[TrainAlaska](#)

[DOP Newsletters](#)

[Rater's Guide](#)

[New Employee Orientation](#)

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### New SSA Form

The Social Security Administration has enacted new federal legislation, Section 419(c) of Public Law 108-203. This new law requires state and local government employers to provide a statement to employees hired after January 1, 2005 in a job not covered under Social Security explaining how a pension from that job could affect future Social Security benefits to which they may become entitled.

This new form (SSA-1945) has been added to the [New Employee Orientation list of forms](#) for new hires and to the [HR Forms](#) list on [the Division of Personnel's website](#).

All new employees will be required to review and sign this document. The signed document must be submitted to Technical Services with all other hiring paperwork.

For questions you may contact your Technical Services Technician or the Employee Call Center at 465-3009.

### GGU Interim

The Division of Labor Relations has posted a [summary of changes](#) for the GGU interim agreement on its web site

To view the summary

of changes, choose GGU Agreement Changes under Quick Links on the [Labor Relations home page](#).

Training on the changes has been provided in Juneau, Anchorage and Fairbanks. In response to your requests, an additional training session will be provided in Anchorage on Tuesday, January 4, 2004. This session will begin at 1:00pm and will be held in Room 240 of the Atwood Building at 550 W 7th Avenue.

Please note the change to Article 10.01.F, Recruitment. An opportunity to interview is provided to a minimum of the three most qualified bargaining unit members. Previous agreements stipulated a minimum of five members.

Also, please note the change to Article 18.01.A.1, Performance Evaluations and Incentives, which limits the evaluation period to no greater than the preceding twelve months.

If you have questions regarding the appropriate dates for a rating period or evaluation, please contact your Management Services consultant.

### NEO Changes

Six departments are piloting the new employee orientation (NEO) on-line process and will be offering sugges-

tions for improvements through January 15, 2005. Improvements will be implemented January 31st the process will be rolled out to all other departments in early February.

Originally this process focused on orienting new employees to state service. The process has been expanded to include current employees who are moving to a new position. Effective immediately, a form similar to the one created for new employees, will be distributed to existing employees who are moving to one of the pilot agencies. The forms list has been updated to accommodate this.

Any agency wishing to use the new process during the pilot period is certainly encouraged to do so. Your Recruitment technician, Technical Services technician or the Employee Call Center can assist you. You can reach the Employee Call Center at (907) 465-3009.