

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) or (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 employee-callcenter@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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Supervisor VS Lead: The Classification Match-Up

Supervisors, managers and direct reports alike often ask, "What's the difference between a lead and a supervisor?" The Alaska Labor Relations Agency (ALRA) has declared there's a significant difference. In essence, a person who prepares performance evaluations, mentors, trains, provides technical supervision over how work is performed, assigns work and monitors workloads, sits in on interviews and fills out rating sheets on applicants but does not act or effectively recommend actions regarding hiring, discipline, or grievance adjudication is considered a lead. A person who may do all of the above things but also has the authority to act or effectively recommend action in any one of the areas of hiring, discipline, or grievance adjudication is considered a su-

pervisor.

The following is an excerpt from the ALRA Decision and Order No. 198 which states the agency's definition of a supervisory employee appropriate for the supervisory bargaining unit.*

8 AAC 97.990(a)(5), which defines supervisory employee, provides: "[S]upervisory employee" means an individual, regardless of job description or title, who has authority to act or to effectively recommend action in the interest of the public employer in any one of the following supervisory functions, if the exercise of that authority is not merely routine but requires the exercise of independent judgment:

- (A) employing, including hiring, transferring, laying off, or recalling;
- (B) discipline, including suspending, discharging, demoting, or issuing written warnings; or
- (C) grievance adjudication, including responding to a first level

grievance under a collective bargaining agreement; We have found that

To be a supervisor under 8 AAC 97.990(a)(5), two standards must be met. First, the employer must have conferred on an employee the authority to act or effectively recommend action in any one of the three following supervisory functions: employing, discipline, or grievance adjudication. Second, the employee must exercise independent judgment in performing the function when the opportunity arises. We therefore need to address both grants of authority and how that authority is exercised."

***Note:** this issue was also covered in Decision and Order Nos. 194 and 195.

If you have questions regarding lead VS supervisory authority, contact your Management Services consultant for assistance.

Classification Staff Contact List

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The Classification Team Contact List has been updated to reflect recent reorganization movement.

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

You may also access the list through "Contact List" on the [Classification page](#) under Quick Links.

Please note: changes to the contact list will be posted on the website as necessary. Check this website regularly in order to keep up-to-date.

Your Management Services

staff consultant remains your first point of contact for classification issues and questions.