

# HR Update

HR...Passionate about your success.

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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 [employee-callcenter@admin.state.ak.us](mailto: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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### GGU Article 18.01 Performance Evaluations

The Division of Personnel has received several requests for clarification regarding the changes to article 18.01 of the GGU agreement. A memorandum has been issued jointly by the directors of the Division of Personnel and Labor Relations in response to these requests.

Below is an excerpt from the attached memorandum:

In an effort to provide clarification on the application of Article 18.01.A of the tentative 2004 – 2007 General Government Unit Agreement, the attached Questions and Answers are provided.

*Article 18.01.A Performance Evaluations "... Evaluations shall be limited to a period no greater than the preceding twelve (12) months."*

If you have further questions please do not hesitate to contact your Management Services Consultant.

A copy of this memorandum and the Q&A is attached:

### GGU Article 18.01 Q&A

1. Is "preceding 12 months" referring to the 12 month period immediately prior to completion of the performance evaluation or is it referring to 12 months prior to the last evaluation due date?

*"Preceding 12 months" is the 12-month period immediately prior to the date the performance evaluation is presented to the employee.*

2. If an evaluation was due prior to October 19, 2004, the effective date of this contract provision, can the supervisor prepare the evaluation for the full 12-month rating period?

*No, this contract provision is applicable to all evaluations presented to employees on or after October 19, 2004.*

3. If an employee was due an evaluation on June 15, 2004, but the supervisor did not prepare the evaluation

until August 15, 2004, is the employee's next evaluation due on June 15, 2005 or August 15, 2005?

*The employee's next evaluation will be due on June 15, 2005.*

4. What would the report coverage period be in the situation described in #3?

*The report coverage period would be August 16, 2003 through June 15, 2004.*

5. If a supervisor prepares an evaluation covering a period greater than the preceding 12 months, the overall rating is mid-acceptable or higher, and the employee concurs with the evaluation must it be returned to the department for correction?

*Short answer: yes. There may be case-by-case exceptions.*

6. If an employee requests an evaluation that was due over one year ago, can the supervisor complete the evaluation?

*The supervisor should only rate the twelve months preceding the request, and should try to do evaluations more timely thereafter.*

## Division of Personnel P&P's

The Division of Personnel is proud to announce the publication of revised Policies and Procedures (P&P's). Newly published P&P's will be announced in this column as they are published.

The following P&P's have been revised:

### Subject Code & Topic Type

10110 Confidentiality POL  
10120 Writing Policy and Procedure  
10130 Issuing Policy and Procedure  
23160 Alaska Residency  
32000 PARF  
34000 Layoff  
34101 Layoff Plans

7. If an employee's evaluation due date is advanced due to leave without pay can the evaluation cover the entire rating period? For example: An employee's evaluation due date is advanced from January 15, 2005 to March 15, 2005 due to leave without pay. The employee's last evaluation covered the period January 16, 2003 through January 15, 2004. What would be the appropriate report coverage period for the evaluation due on March 15, 2005?

*The 12-month period is considered to be working months. Therefore, the*

*report coverage period would be January 16, 2004 through March 15, 2005.*

## Technical Services Move

The Technical Services DOT/PF Group successfully relocated to the 2nd floor of the DOT/PF building on January 12th. The H&SS group will join them on January 25th.

Mail stops and voice and fax telephone numbers transferred with the Technical Services groups when they relocated.

Please continue to use the published contact numbers and mail stop addresses when contacting the Technical Service Centers.

## Email Block

In light of recent events, The Division of Personnel has restricted the response ability for all group emails sent for both our HR Update and HR Solutions publications. Going forward, responders have the ability to respond only to the email originator.

Division of Personnel P&P's are published on the division's web site at <http://dop.state.ak.us/ppdb/index.cfm>

The Alaska Department of Administration complies with Title II of the 1990 Americans with Disabilities Act. This publication is available in alternative communication formats upon request. To make necessary arrangements, contact the Statewide Planning and Research for the Division of Personnel at (907) 465-4434 or the TDD for the hearing impaired at (800) 770-8973.