

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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Performance Evaluation Coversheet

The Division of Personnel has revised the signature line of the Performance Evaluation Coversheet to conform with the current review process.

The revised [Performance Evaluation Coversheet](#) has been added to the [HR Forms link](#) and can be accessed on the [DOP website](#)

Please note: To use the check box option on the updated form, you need only double click on the appropriate box.

Probationary Non-Retention Memo

The Division of

Labor Relations has issued a memorandum in regards to [Non-Retention of Initial Hire Probationary Employees](#). The memo issued February 28, 2005 supercedes the memo dated June 26, 2001 and can be accessed on the [LR website](#) under "Quick Links" [Interpretive Memoranda](#).

Anchorage Office New Phone #'s

The Division of Personnel staff in the Anchorage Shipcreek office have been issued new phone numbers. An updated phone list can be located on the [Division of Personnel's web site](#) under "Quick Links" [HR Contacts](#).

As a reminder these are fully functional statewide SOA PBX numbers; meaning that others on the statewide PBX need only dial 9 + the seven-digit number to avoid long distance

charges.

NEO on TrainAlaska

The Division of Personnel is offering New Employee Orientation (NEO) training for supervisors and administrative staff monthly in Juneau and Anchorage and bi-monthly in Fairbanks. Enrollment is required through [TrainAlaska](#).

Effective February 16, 2005, NEO was implemented for all departments. Administrative Managers and supervisors play an important role integrating new employees into the state system and your understanding of the New Employee Orientation process will make that transition easier and faster.

These short training sessions (about one hour) for hiring managers and administrative

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

staff are designed to provide an overview of the new on line system, and to explain the employee and supervisor's role and responsibilities in this new process. In order for this program to be successful, it is essential for all staff who will be involved in this process to attend the training.

Please get the word out to your appropriate staff and ask them to review the [NEO link](#) prior to attending a session. The link is on the [Division of Personnel's website](#). Under Quick Links they will find [New Employee Orientation](#).

Please contact your Management Services Consultant if you have any questions or if you have staff in locations outside Juneau, Anchorage and Fairbanks in need of training.

Technical Services Contact List

The [Technical Services Team Contact List](#) has been updated to reflect recent staff changes.

Go online to the [DOP website](#) to get the latest Technical Services contact list. Access the list through "[Technical Services](#)" under Sections on the [DOP home page](#). Double click the Technical Services Staff button at the bottom of the Technical Services Section page.

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

Admin Order 225 —FAQ

On March 8, 2005, the Governor signed Administrative Order 225 which

places policy guidelines on the rehire of retired individuals who will seek a PERS waiver. The Administrative Order charges the Division of Personnel with assisting operating agencies in complying with the new guidelines. To this end, the Division of Personnel has created a "[Frequently Asked Questions](#)" document and an "[AO 225 Analysis Worksheet](#)" to be used when a hiring manager wants to offer a position to an applicant who will work under a PERS waiver. Both documents can be located on the [DOP website](#).

If you have any questions or concerns about how these new policies might apply to you, please contact your recruitment contact or your management services rep-

Division of Personnel [P&P's](#) are published on the division's web site.

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.