

# 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 or go to <http://dop.state.ak.us/index.php?id=85>

**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 [employeecccenter@admin.state.ak.us](mailto:employeecccenter@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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### Meal Break Memo

Please see the attached memo regarding GGU additional meal breaks. The memorandum provides guidance and clarification for reporting additional meal breaks.

If you have any questions regarding the reporting of additional meals periods, please contact your Technical Services office.

### Liberal Leave for BRAC Meetings

The Commissioner's of all departments were notified that all departments are authorized and encouraged to grant liberal leave to Fairbanks area employees who may want to attend or participate in Base Realignment and Closure (BRAC) committee meetings and other events this week. No State-paid time is permitted for these activities, but employees should be denied use of their own leave in only the most ex-

igent circumstances. Greater restrictions on use of leave may be necessary in 24-hour care or custody institutions and in law enforcement positions, but supervisors and managers are encouraged to allow leave where possible without incurring additional staffing costs.

Employees who do choose to participate in or attend these activities should be cautioned that while they may identify themselves as State employees they may make no representation that their opinions or positions are those of the State or that they are appearing in their official capacity as a State employee.

Managers and supervisors are encouraged to contact their Management Services contact with any questions.

### Employee Services Contact List

The Employee Services Team Contact List has been updated to reflect recent reorganization movement. Go online to the

DOP website to get the latest Employee Services Team contact list. Access the list through "[Employee Services Staff](#)" on the bottom of the [Employee Services 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.

### Confidentiality of Information Acknowledgement Form

The Division of Personnel will soon issue a State Confidentiality of Information Acknowledgement Form. The form requires signatures by all State employees. Distribution of the form is expected in Late June or July. More information to follow as it becomes available.

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.