

HR Update

HR...Passionate about your success.

FY 06, Issue 1

July 18, 2005

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

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 employeeccallcenter@admin.state.ak.us.

Quick Links

[DOP Home Page:](#)

[PD Tracker](#)

[Employee Call Center](#)

[TrainAlaska](#)

[DOP Newsletters](#)

[Rater's Guide](#)

[New Employee Orientation](#)

Inside This Issue:

- Recruitment Checklists
- Workplace Alaska Hotline for Applicants
- New Employee Records E-Mail
- Confidentiality of Information Acknowledgement Form
- New Workplace Alaska Course
- Pay Impact of a Reclass Up

Recruitment Checklists

Hiring manager checklists have been revised and updated on the HR Forms webpage located on the Division of Personnel's web site. These user-friendly revisions were made for our clients to ensure the recruitment process is streamlined and recruitment requirements are met for a legally defensible hire. You may view these forms on the [DOP HR Forms Web Page](#). Please check this web site regularly to ensure you are using the most updated forms available.

Workplace Alaska Hotline for Applicants

Employee Services is in the process of relocating the Workplace Alaska Hotline for Applicants to Employee Records. Applicant calls

that concern password changes, general questions on how to apply for recruitments, etc. will be answered through the hotline. This transition will be transparent to applicants as the hotline number will remain the same: (800) 587-0430 (Statewide toll-free number) or (907) 465-4095 (Juneau and out-of-state callers).

Hiring managers will continue to direct their requests to the appropriate service center listed below.

General Services
465-3742

Public Protection
465-5029

Resources
465-3945

Health and Social Services
465-3395

DOT/PF
465-5029

Interns, LTC, Job Service
465-5807

New Employee Records E-mail

Employee Records recently created an email address for Evaluation, Position Description and other miscellaneous record requests. Please direct correspondence to: employee_records@admin.state.ak.us

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 July. More information will follow as it becomes available.

Division of Personnel P&P's

New Workplace Alaska Course

The Workplace Alaska for Hiring Managers Self-Learning course is available for enrollment beginning July 1, 2005. The course will no longer be offered as an instructor delivered classroom course.

Course enrollment information and the learning objectives are provided in the attachment to this issue of HR Update. This information is also available on the [DOP Training & Development WEB page](#).

Beginning July 1, the only courses that upon successful completion will qualify a hiring manager to request a Workplace Alaska Hiring Manager User ID and Password are:

- Workplace Alaska for Hiring Managers Self-Learning (WPAK)
- Academy For Supervisor (AFSU) which will be the updated version of AFNS

If you have questions, please contact DOP Training & Development Client Services at 465-4054 or doptraining@admin.state.ak.us

Pay Impact of Reclassification to a Higher Range

The current GGU and SU bargaining unit contracts in effect July 1, 2004 – June 30, 2007 contain a noteworthy difference in how reclassifications to a higher range are handled. The changes are highlighted below.

ASEA General Government Unit (GGU)

Individual positions—An employee occupying a position which is reclassified to a higher salary range and who continues in the same position shall enter the new range at the step which provides a one step pay increase.

Salary range change— If all positions in a job class are moved to a higher salary range, the action is called a

salary range change. The merit anniversary date and step placement of all employees subject to the salary range change remain unchanged and the employees move step for step.*

APEA Supervisory Unit (SU)

Individual positions—When an employee occupies a position which is reclassified to a higher salary range based upon work already being performed, the anniversary date and step placement of the employee remains unchanged and the employee moves step for step.*

When an employee occupies a position which is reclassified to a higher salary range based upon work they have NOT already been performing, the step placement will be governed by the contract's promotion language, resulting in either a one or two step pay increase.

*Example: 16E to 18E

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