

# HR Update

HR...Passionate about your success.

FY 06, Issue 2

August 16, 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](mailto:Mila_Cosgrove@admin.state.ak.us) or [Amanda\\_Holland@admin.state.ak.us](mailto: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 [employeecallcenter@admin.state.ak.us](mailto:employeecallcenter@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:

- Confidentiality of Information Acknowledgement Form
- Personnel Rule Revisions Briefing Sessions
- New Division of Personnel Web Site
- Nepotism/Ethics Policies
- Merit Salary Increase

### Confidentiality of Information Acknowledgement Form

Effective August 15, 2005, all State employees are required to sign the Confidentiality of Information Acknowledgement Form. Distribution of this form occurred early last week. Please print, read, sign, and send the Confidentiality of Information Acknowledgement form to: mail stop 0201; or mail to the State of Alaska, Department of Administration, Division of Personnel, Employee Records, PO Box 110201, Juneau AK 99811-0201.

Please return your form as soon as possible but no later than September 15th, 2005.

Questions should be directed to the Employee Call Center at 465-3009 or via email at [employeecallcenter@admin.state.ak.us](mailto:employeecallcenter@admin.state.ak.us).

### Personnel Rule Revisions Briefing Sessions

The Division of Personnel is providing a briefing on the recent revisions to the

Personnel Rules. Briefing sessions will be held in Anchorage and Juneau on the following dates:

#### Anchorage

August 24, 2005, 2:30 p.m.  
Atwood Building, Suite 240  
550 W. 7th Avenue

#### Juneau

August 31, 2005, 8:30 a.m.  
Division of Personnel, Training Room  
10th Floor, State Office Building

**Who is covered by the Personnel Rules?** Partially-exempt employees (i.e. Division Directors, Attorneys, Executive Secretaries) are covered by the classification and pay provisions. For classified employees (e.g. GGU, SU, LTC) covered by a collective bargaining agreement, only those provisions that are not addressed in their agreements apply. Student, College and Graduate Interns and employees of the Alaska Labor Relations Agency are also covered.

**Who should attend the briefing?** Supervisors of employees who are covered by the Personnel Rules as well as staff that provide ad-

ministrative support for HR functions are encouraged to attend.

### New Division of Personnel Web Site

The Division of Personnel is happy to announce the completion of the 1st phase of our project to improve the divisions web site. The site has been revised to be more user friendly. Please let us know what you think. We value your feedback. <http://dop.state.ak.us/>

### Nepotism/Ethics Policies

The Alaska Administrative Manual (AMM) section 100.050 requires the completion of a Declaration of Familial Relationships and Nepotism Waiver form prior to the appointment of an employee when this individual has an immediate family member or relative up to and including the second degree of kindred working in the department.

Questions completion of the Declaration of Familial Relationships and Nepotism Waiver form can be directed to the Employee Call

**Division of Personnel  
P&P's**

Center at 465-3009 or via email at [employeeecallcenter@admin.state.ak.us](mailto:employeeecallcenter@admin.state.ak.us).

AAM 100.50 also prohibits employees from being in an employment relationship with specific family members. Questions regarding these prohibitions are to be directed to your Management Services Consultants. AAM 100.50 is available at [http://fin.admin.state.ak.us/dof/ak\\_admin\\_manual/resource/100.pdf](http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/100.pdf)

**Merit Salary  
Increase**

Effective August 25, 2005, employees covered by 2 AAC 07.365 will

be granted a merit increase on their merit or longevity anniversary date unless the appointing authority takes proactive action to deny the increase through a performance evaluation prior to the merit or longevity anniversary date. This provision applies to partially-exempt and excluded (Alaska Labor Relations Agency) employees, in addition to those covered by the Public Safety Employees Association's Agreement. This language is similar to that provided for in the General Government and Supervisory Unit Agreements.

This change is prospective. Therefore,

merit or longevity increases that are currently overdue will not be granted until a performance evaluation is received.

If you have any questions regarding this provision please do not hesitate to contact your Management Services Consultant.

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