

# 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 ([Carol\\_Mcleod@admin.state.ak.us](mailto:Carol_Mcleod@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](mailto:employeeccallcenter@admin.state.ak.us).

## Quick Links

[DOP Home Page:](#)

[PD Tracker](#)

[Employee Call Center](#)

[TrainAlaska](#)

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### Exit Survey

Exit interviews are just one of many tools management uses to seek out opportunities for improvement within the organization. Exit surveys are an opportunity to gain information on employment conditions within the state. By collecting this data, we can identify specific conditions or patterns of behavior which may have contributed to employees' decisions to leave. Are employees leaving state service for better training, or promotional opportunities, or better benefit packages? Surveys show that the most common reason for employees leaving is lack of recognition. Without this information we are unable to detect trends in specific areas or understand why an employee is seeking a better opportunity with another employer. Survey responses are treated as confidential, and do not become part of a personnel file.

The exit survey can be completed online, by accessing the system, which requires the employee's LDAP user name and password. If the employee has problems accessing the survey online, he/she may complete the paper copy

and return it directly to the Division of Personnel. Both versions are accessible through the following link: <http://exitsurvey.state.ak.us/>

The information is of vital importance and will assist in analyzing our employee retention and turnover. Please encourage your departing employees to complete the survey. Thank you for your cooperation!

### Duplicate W-2's

Employees in need of a duplicate W-2 should contact the Employee Call Center at (907) 465-3009 or by email at [employeeccallcenter@admin.state.ak.us](mailto:employeeccallcenter@admin.state.ak.us)

### Governor's Employee Recognition Task Force

The Governor's Office has requested that a State-wide Employee Recognition Program be created. OMB has asked the Division of Personnel to head up a task force that includes one representative from each department. This task force, consisting of Division of Personnel staff and Department assigned staff, has been charged with developing the types of awards and the criteria and methodology for

employee/team selection. OMB and the Division of Personnel have gathered a significant amount of research on what other states are doing in this area, as well as employee recognition programs in which each department is currently engaged.

### Military Leave Benefit Election Form

Do you have a direct report going on military leave? If so, there are some important elections the employee or his/her designated representative (power of attorney required) must make regarding leave and health insurance benefits.

Under the Uniformed Services Employment and Re-employment Rights Act, employees called to military duty can elect to either retain their personnel/annual leave for use upon their return or they can elect to use their accrued personnel/annual leave during their absence.

Additionally, Administrative Order 213 allows state employees to receive group life and health benefits when they are ordered to active duty due to the current con-

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flicts in Iraq and Afghanistan. When an employee elects to continue group life and health benefits, the state pays the employer contribution and the employee must pay any additional buy-up amount.

To make these important elections, the employees or their designated representative will need to complete the newly created *Military Leave Benefit Election Form*. This form is included in the "To Military Leave" packet located at: <http://dop.state.ak.us/index.php?id=156>. A "Return from Military Leave" packet is also available at this same location.

### What's Happening With Family Leave?

The family leave section of the Alaska Administrative Manual has been reviewed and will be updated to reflect the practices of the State of Alaska and memorialize these practices into the State policy. The Administrative Manual updates will be effective April 1<sup>st</sup>, 2006.

Along with this review/update, the Division of Personnel has taken the opportunity to standardize and streamline the family leave process as a whole to ensure the State of Alaska is in compliance with both the state and federal acts and the policy set forth.

Technical Services in-

ternal process has been standardized and forms have been streamlined to be a more effective resource. The internal process will increase the communication between the Division of Personnel and the Supervisor and the employee, including:

- Standard letters have been developed to facilitate a quicker response to employees and keep them aware of their rights and expectations during a family leave absence.
- Technical Services will notify supervisors when the employee's family leave entitlement begins, what the expected duration of the absence will be, and when entitlements are exhausted, expired or denied. This allows managers to plan for appropriate workload distribution during the absence.
- Technical Services will also notify Management Services when an employee's entitlements are exhausted/expired or denied so they are aware and available to assist supervisors and employee's with coordinating the employee's return to the workplace.

The family leave forms have also been updated. These are:

- The Conditional Family Leave Notification form is a condensed and re-

titled version of the previously used Supervisor's Checklist. The new version is only one page, requests minimal information, and is much easier for supervisors to complete.

- The Certification of Health Care Provider forms has been condensed, as well, to a one page form. The new version is much simpler for Health Care Providers to complete.
- These forms will be posted in the Family Leave Packet and available on the Division of Personnel website under HR forms. The packet is user friendly, able to be completed online and then printed for distribution. The Conditional Family Leave Notification form is completed and signed by the supervisor; it is then sent (fax, mail, etc) to Technical Services, and the supervisor provides a copy to the employee with the remaining pages of the Family Leave Packet.

For more information about family leave please visit the Division of Personnel Technical Services homepage at <http://dop.state.ak.us/index.php?id=9>.

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 (907) 465-3888.