

HR UPDATE

STATE OF ALASKA
DIVISIONS OF PERSONNEL
AND LABOR RELATIONS

FY 07 - ISSUE 06
DECEMBER 16, 2006

HR.....PASSIONATE ABOUT YOUR SUCCESS.



IN THIS ISSUE:

- * From the Director
- * Retiree Rehire Program Sunset Dates
- * Hiring and Separation Packets for PX/EX Employees
- * Employee Services Staff Update
- * W-2s
- * Family and Medical Leave FAQ Revision
- * Admin Management Study Update

HR UPDATE LET US KNOW WHAT YOU THINK

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact (Inga_Aanrud@admin.state.ak.us).

FROM THE DIRECTOR

It is my personal hope and the best wishes of the Division of Personnel that all State of Alaska employees have a safe, healthy, happy holiday season. 2007 promises to be a year of great potential and exciting endeavors. We at DOP are looking forward to working with you again in the new year to ensure that the workforce of the state meets the needs of your agency and your constituency/clients/customers. Happy holidays and good wishes for a wonderful New Year to you and yours.

Dianne

RETIREE REHIRE PROGRAM SUNSET DATES BY NICKI NEAL

The provisions of HB 161 established sunset dates for the employment of retirees under a PERS waiver. Retirees hired prior to November 3, 2004, who are working under a PERS waiver, must make a choice regarding the status of their employment. They have three options:

1. Continue employment in their current position and discontinue receiving retirement payments. Under this option, retirement payments will cease January 1, 2007.
2. Separate from service and continue receiving retirement payments. In order to resign from state service in good standing,

a minimum of two weeks notice must be provided.

3. Reapply for a state position. Appointment of an individual to the classified service who will apply for a PERS waiver will be considered if the following conditions are met:

- a 30 day competitive recruitment period was conducted;
- fewer than five qualified, available and interested candidates applied for the position; and
- there is no other candidate in the applicant pool that would be able to successfully perform the duties of the position after serving the full probationary period.

Individuals hired under a PERS waiver on or after July 1, 2005 are subject to a sunset date of June 30, 2009. Additional information on the Retiree Rehire Program is available at: <http://dop.state.ak.us/>

HIRING AND SEPARATION PACKETS FOR PX/EX EMPLOYEES BY PAM DAY

The Divisions of Personnel and Labor Relations recently created both hiring and separation packets for employees in the exempt and partially exempt service. The packets are located on the HR forms page under Employee Packets. The packets are titled PX/EX Hiring packet and PX/EX Separating. Currently available on the DOP home page under Hot Topics is a direct link to the PX/EX hiring packet titled Appointment Packets for Commissioners, Deputy Commissioners, Assistant Commissioners, Directors and Special Assistants.

EMPLOYEE SERVICES STAFF UPDATE

The Employee Services Recruitment Team is pleased to announce three new staff members within our office. They will serve as Human Resource Technician Is in the following service groups:

Public Protection Services Group:
We are pleased to announce that Shannon Conger will serve as the new initial recruitment contact for the Public Protection

Services group. Please contact Shannon for Workplace Alaska posting requests, Employment Center and Intern hire approvals. You may contact Shannon via e-mail: shannon_conger@admin.state.ak.us or (907) 465-5807.

Susan Wells will continue to serve as the primary recruitment contact for the Public Protection Services group. You may contact Susan via e-mail: susan_wells@admin.state.ak.us or (907) 465-5739.

Health and Social Services Group:
We are pleased to announce that Jeff McClain will serve as the new initial recruitment contact for the Health and Social Services group. Please contact Jeff for Workplace Alaska posting requests, Employment Center and Intern hire approvals. You may contact Jeff via e-mail: jeffrey_mcclain@admin.state.ak.us or (907) 465-3395.

Kaitlyn Roelle will continue to serve as her primary recruitment contact for the Health and Social Services group. You may contact Kaitlyn via e-mail: kaitlyn_roelle@admin.state.ak.us or (907) 465-1634.

Transportation and Public Facilities Services Group:
We are pleased to announce that Lura Noss will serve as the new initial recruitment contact for the Transportation and Public Facilities Services group. Please contact Lura for Workplace Alaska posting requests, Employment Center and Intern hire approvals. You may contact Lura via e-mail: lura_noss@admin.state.ak.us or (907) 465-5029.

Ella Nierra will continue to serve as the primary recruitment contact for the Transportation and Public Facilities Services group. You may contact Ella via e-mail: ella_nierra@admin.state.ak.us or (907) 465-8230. We look forward to serving you in 2007!

W-2s

Supervisors, please remind your employees that duplicate 2006 W-2s can be requested through the Employee Call Center at 465-3009 after February 1, 2007.

HR UPDATE — FY 07 ISSUE 06

FAMILY AND MEDICAL LEAVE FAQ REVISION BY SHERILYN KNIGHT

Two revisions were made recently to the Frequently Asked Questions document for Family and Medical Leave. Clarification was made when an employee is considered to return to work in connection with the recovery of health/basic life insurance premiums. Clarification was also made to indicate that a light duty assignment applies toward the duration of only the Federal Medical Leave Act (FMLA), stressed that an employee must not be coerced to accept a light duty assignment, and that acceptance of a light duty assignment is voluntary.

Health/Basic Life Insurance Premium Recovery. The recovery of health insurance and basic life insurance premiums paid during an employee's unpaid family leave absence will be pursued if the employee fails to return to duty upon conclusion of family leave eligibility unless the employee does not return to duty due to: continuation, recurrence, or onset of a documented serious health condition which would again qualify for family leave; or other circumstances beyond their control. An employee who returns to work for at least 30 calendar days is considered to have "returned" to work. An employee who transfers directly from taking FMLA leave to retirement, or who retires during the first 30 days after the employee returns to work, is deemed to have returned to work.

Light Duty Assignments Count Toward FMLA. A light duty assignment which complies with the necessary restrictions and accommodations imposed by the employee's qualifying health care provider counts toward the duration of the FMLA entitlement. Light duty is defined as a temporary modification or elimination of one or more of the essential function(s) of a position and is considered to be an absence from regular duties. An employee must not be coerced to accept a light duty assignment. Acceptance of a light duty assignment by an employee is voluntary. Light duty assignments are at the sole discretion of the appointing authority. When assigned to light duty, an employee's PCN and job classification remain the same; they are simply assigned to work in a reduced capacity. The Conditional Family Leave Notification form may be used to notify Technical Services of the assignment and acceptance of light duty. Questions regarding applying light duty toward an employee's FMLA entitlement

should be directed to your Management Services contact.

ADMINISTRATIVE MANAGEMENT STUDY BY KEITH MURRY

First, a big THANK YOU to everyone who participated in the Panel Presentation and Employee Interviews during the data gathering phase of the study. We appreciate your openness about the work you are doing and all the complicating issues you deal with so regularly. Over the next few weeks we will be analyzing all of the information gathered and developing a proposal for the basic framework of the new job classes.

The analysis will focus on the classification factors used in Whole Job Classification:

- The nature, variety, and complexity of the work.
- The nature of supervision received by the incumbent.
- The nature of available guidelines for performance of the work.
- The initiative and originality required.
- The purposes and nature of person-to-person work relationships.
- The nature and scope of recommendations, decisions, commitments, and consequence of error.
- The nature and extent of supervision exercised over the work of other employees.
- The qualifications required for performance of the work.

To develop the class structure we will evaluate and compare the features of the work. We then sort the work into sets in which every position performing that work should be treated the same for personnel administration. From these sets we will construct job classes and class series using the standard tests of similarity. (For more on the tests of similarity, see next month's HR Update.)

We have received questions regarding processing position descriptions for the positions within the Administrative Management Study. One of the goals of this new pilot prospective class study method is to minimize the disruption to personnel administration processes normally imposed by the regular class study method. In the new pilot prospective study method a position description may be created or revised whenever necessary.

Position descriptions submitted prior to the implementation of this study (scheduled

for April 2007) will be classified to one of the current job classes. However, once the prospective study is completed, the agencies will have 12 months to either request the current position description of record be used for reclassification or submit an updated position description for reclassification into the new job classes. At that time, the current job classes will be abolished.

Positions becoming vacant after the study is implemented must be submitted for classification to the new job classes prior to recruitment.

We will continue to provide monthly updates on the Administrative study through HR Update. If you have individual questions that your agency study contact cannot answer, please feel free to contact:
Aimee Olejasz 465-4426
(General Group, H&SS)
Keith Murry 465-4074
(DOT/PF, Public Protection Group, Resources Group)

ADVANCED STEP PLACEMENT ANALYSIS/WORKSHEET

The Director of the Divisions of Personnel and Labor Relations may authorize advance step placement for positions in the classified service based on the exceptional qualifications of the candidate and/or recruitment difficulties when the scope of recruitment was open to Alaska Residents or All Applicants.

Advanced step placement is an exception to the normal starting rate of pay and must be approved by the Director of Personnel and Labor Relations prior to the effective date of appointment.

The Division of Personnel has revised the "Advanced Step Placement Analysis/Worksheet" to help hiring managers determine if the applicant and recruitment meet the criteria for requesting an advanced step placement. The worksheet now combines the instructions along with the analysis. It is strongly encouraged that the completed worksheet be submitted to your recruitment contact in the Division of Personnel as part of the approval to hire packet.

The revised worksheet is available on the Division of Personnel web site at: <http://dop.state.ak.us/index.php?id=164>.