

HR UPDATE

HR...SOLUTIONS FOR SUCCESS
FY 09 - ISSUE 06
APRIL 22, 2009

IN THIS ISSUE:

- SUPERVISORY FILES
- CHANGES IN TAX WITH-HOLDING
- EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9) UPDATE
- NEW PERFORMANCE EVALUATION FORM
- CLASS STUDY UPDATES

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 franklin.hurt@alaska.gov.

Supervisory Files

By Sarah Thomas

Determining what goes into an employee's supervisory file can be a challenge. Determining what should not go into an employee's supervisory file can be a liability. Many supervisors are aware of the need to maintain a supervisory file on their direct reports. Yet many supervisors are not aware of what documents should go into that file. This article will help explain what can and cannot go into a supervisory file. The supervisory file is a place to store

job performance records. It should be kept in a supervisor's office where it is not readily accessible to others. However, upon reasonable request, it must be made available for inspection to the employee. Some contracts, such as ACOA and PSEA, require the supervisor to provide a copy of or show each document to the member and have them initial that they read it. Supervisors need to review the applicable section of their direct reports' bargaining agreements to ensure compliance. The first document in the file should be a current copy of the employee's position description. Further documents kept in the supervisory file should record job performance and performance-related behaviors. As outlined in the student guide from the Division of Personnel's course Performance Appraisal – The Basics, examples of such records include: specific instances of work which falls short of the standard or exceeds the standard, commendations or critical comments received about an employee's work, reports about absences if they affect performance, records of any disciplinary action, records of prior discussion related to work performance, specific activities or awards an employee receives which reflect (directly or indirectly) on an employee's work performance or the organization, and notes on informal performance reviews. Additionally, leave slips (without medical reference) and training should be kept in the supervisory file.

The supervisory file is not a place to store any medical related information. Per the Americans with Disabilities Act, the Alaska Administrative Manual and some collective bargaining agreements, all medical information is confidential and must be maintained separately and securely. Medical documents that should never be kept in the supervisory file include Workers' Compensation forms and correspondence, medical reports, doctors' notes, Americans with Disabilities forms and correspondence, Family Medical Leave Act and Alaska Family Leave Act forms and correspondence, including Certification of Health Provider Forms, all leave slips documenting time away for a medical purpose and any other medical history accounts.

Additional documentation such as unsubstantiated comments or accusations, personal opinions, pre-determination meeting notices, any evidence collected for an investigation and grievances should be withheld from the supervisory file. Furthermore, refrain from keeping any files that would be considered secret. A supervisor must allow employee access to all files kept on them. Finally, all documents should be kept for at least two years.

The Division of Personnel and Labor Relations offers several training courses to assist supervisors. Courses such as the Academy for Supervisors,



HR Update FY 09 - Issue 06

Introduction to Supervision, Performance Coaching, Performance Appraisal and the Disciplinary Process are taught through Training and Development Client Services and can be found by visiting their website: <https://dop.state.ak.us/trainalaskav2/>. And as always, give your Service Center's management consultants a call if you have any questions.

Changes in Income Tax Withholding

Newly implemented tax withholding tables are now available. These new tables were a result of the passage of the American Recovery and Reinvestment Act of 2009.

The federal tax withholding resulting from these new tables will mean less federal tax withheld from your pay for the remainder of the calendar year. If

you do not want your withholding to be reduced, you may wish to submit a new Form W-4 and reduce the number of withholding allowances.

A copy of this form and a link to the IRS withholding calculation are available under the heading "Internal Revenue Service" at http://fin.admin.state.ak.us/dof/payroll/payroll_forms.jsp. Revised W-4 forms should be submitted to your payroll office or directly to the Division of Finance.

Revised Payroll Calculation and Netpay calculators are now available at <http://fin.admin.state.ak.us/dof/payroll/resource/calc.pdf> and http://fin.admin.state.ak.us/dof/payroll/payroll_forms.jsp

New Performance Evaluation Form

By Kim Garrett

Recently the performance evaluation form was revised and updated on the Division of Personnel & Labor Relations HR Forms web page. The revised form is available at:

http://dop.state.ak.us/fileadmin/Human_Resource_Services/doc/PerfEvalForm.doc

This form replaces any prior versions of the performance evaluation form and may be used in conjunction with other evaluation forms that are required by department or division policy.

Although merit step increases are granted on the employee's merit anniversary date unless a written performance evaluation denying the increase is provided to the employee prior to this date, supervisors are reminded that a requirement to prepare a performance evaluation still exists.

Effective July 1, 2009, a performance evaluation will be required before a



© Staci Augustus

HR Update FY 09 - Issue 06

pay increment is granted for eligible employees in the General Government (GG), Supervisory (SS), and Confidential (KK) units. For partially-exempt (PX), excluded (EE), and employees within the Public Safety Unit (AA) a performance evaluation is currently required for a pay increment to be granted. Pay increments occur on salary schedules after merit steps A through G (GG) and A through F (SS, AA, KK, PX, EE). An employee must have a performance evaluation with an overall rating of mid-acceptable or higher in order to receive a pay increment.

It is hoped this form will assist supervisors in competing evaluations timely and help avoid retroactive pay increment payments.

Supervisors may also find the "Rater's Guide" a useful resource in clarifying job duties, communicating expectations and standards to the employee, and observing, analyzing, and reporting on performance. The guide is found at: http://dop.state.ak.us/fileadmin/Management_Services/pdf/RatersGuide.pdf

If you have questions, please contact your Human Resources Service Center staff.

Employment Eligibility Verification (Form I-9) Update

The U.S. Bureau of Citizenship and Immigration Services (USCIS) has revised the Employment Eligibility Verification form (Form I-9) effective April 3, 2009, to bring the form into compliance with governing statutes. Employers must complete a Form I-9 for all newly hired employees to verify their identity and authorization to work in the United States.

The revised Form I-9 reflects changes made to the list of documents acceptable for Form I-9 in accordance with the Department of Homeland Security's (DHS) recent interim final rule. The rule narrows the list of acceptable identity documents and further specifies that expired documents are not considered acceptable forms of identification, making it easier for employers to verify employment eligibility.

The new rule:

- Requires that all documents presented during the verification process be unexpired;
- Eliminates List A identity and employment authorization documentation Forms I-688, I-688A, and I-688B (Temporary Resident Card and outdated Employment Authorization Cards);
- Adds foreign passports containing certain machine-readable immigrant visas to List A;
- Adds to List A as evidence of identity and employment authorization valid passports for citizens of the Federated States of Micronesia (FSM) and the Republic of the Marshall Islands (RMI), along with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI; and
- Makes technical updates.

The revised form is available at <http://www.uscis.gov/files/form/i-9.pdf>.

Classification Section – Class Study Updates

Active Studies:

- Administrative Clerks & Supervisors; Human Resource Assistants
- Accounting Study Part 3: Accountant I-V; Accounting Supervisor II; State Accountant

- Assistant State Petroleum Property Assessor
- Program Coordinator Study Phase 2 (project manager) and Phase 3 (outliers)
- Regulatory Commission of Alaska job classes

Recently Completed Studies:

- DPS Office of Professional Standards Investigator, effective 4/7/09
- RCA Administrative Law Judge, effective 4/8/09

For more information on Class Studies visit <http://dop.state.ak.us/classification/main>



© © Staci Augustus

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 Employee Planning and Information Center for the Division of Personnel and Labor Relations at (907) 465-4434 or the TDD for the hearing impaired at (907) 465-3888.