

# HR Update

State of Alaska  
Division of Personnel and  
Labor Relations

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HR ... Solutions for Success.

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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](mailto:franklin.hurt@alaska.gov)



All Photos in the issue by Staci Augustus



## Court Leave

By General Agencies Service Center

Court leave is intended to allow eligible employees to suffer no loss in pay and no reduction to annual or personal leave balances when called to serve on a jury or when subpoenaed as a witness for a crime for a non personal issue. State of Alaska employees in full time positions (including non permanent and temporary) are entitled to the use of court leave. Additionally, some Bargaining Unit contracts provide court leave to part time employees.

### When utilizing Court leave the following documentation must be provided to the payroll office:

1. Leave slip indicating court leave by checking the appropriate box on the leave slip.
2. Certificate of Jury Attendance, Marshal's statement of Attendance or copy of the subpoena.
3. Timesheet indicating court leave taken in the miscellaneous leave column. No timesheet is necessary if the employee is not required to submit a timesheet.

### General guidelines for the use of Court leave:

Provide reasonable notice to your employer when you have been requested to serve on a jury or have been subpoenaed as a witness. Request a Certificate of Jury Attendance or Marshal's statement of Attendance from the court clerk at the court house. If you have been subpoenaed as a witness, provide a copy of the subpoena. The documentation should indicate the dates and times served and should match what

is recorded on the timesheet and leave slip. If you have any questions about the proper supporting documents contact your Human Resource Service Center.

### General information about Court Leave:

- Court leave is designed to compensate employees for normal work hours. Employees are entitled to court leave for the hours spent in court, up to the maximum hours scheduled to work that day.
- If an employee is scheduled to work a swing or graveyard shift, the shift will be rescheduled to a regular shift for the days the employee is scheduled to appear in court. Time spent in excess of the employee's normal schedule is not eligible for court leave and is considered the employees civic duty.
- Reasonable commute time may be eligible for court leave. For example, when an employee appears for jury duty and is not selected and then returns to work to complete their normal work day.
- Employees should register as a state employee prior to serving on a jury or when subpoenaed as a witness. State employees are not eligible to be paid for jury service unless they are scheduled to serve on their regular day off (RDO). Any compensation received for jury/witness service should be submitted to the employee's own Departmental Fiscal office.



Alaska Marine Highway (AMHS) employees have different procedures regarding the use of court leave and should contact their Human Resource Service Center for guidance. All questions regarding the use of court leave should be directed to the Human Resource Service Center assigned for serving your Department. The appropriate Human Resource Service Center for your Department can be found at the following link under the Contact Us section. <http://doa.alaska.gov/dop/serviceCenters/tsForms/>

Additional information regarding court leave can be found at AAM 280.290 of the Alaska Administrative Manual and in the collective bargaining unit agreements.

## Union Dues Authorization Forms and New Hires

By Kate Sheehan

The State is required to notify new hires that it is the employee's responsibility to contact the appropriate union within 10 days of hire. Employees represented by the Alaska State Employees Association (ASEA) have a separate link on the State's webpage to their Union Notification form. This form, in addition to the General Government Collective Bargaining Agreement (GGU), clearly articulates that the employee must contact the Union within 10 days.

Some agencies, as a service to new hires, are providing the union authorization form for GGU members as part of the hiring paperwork during the employee orientation. While there may be no ill intent, the Employer cannot provide this form to the new employee. It is the employee's responsibility to contact the union. Please be careful not to violate the contract or appear as though you are pressuring the employee to make a specific decision regarding union membership. Simply alert the new hire to the appropriate link and the rest is up to them.

If you have any questions regarding what communication is appropriate regarding the dues authorization form, please contact your Human Resource Service Center.

## Classification - Study Updates

### Active Studies:

- Juvenile Justice Officer I-III
- Juvenile Justice Superintendent I-II
- Administrator, Violent Crimes Compensation Board
- GIS/Cartographer I-IV
- Insurance Analyst I-III
- Fishery, Habitat, & Wildlife Biologist I- IV
- Equal Employment Opportunity Officer
- AK Military Youth (AMYA) Instructor
- Program Coordinator Study Phase 3 (outliers)

### Recently Completed Studies:

- Regulatory Commission of Alaska job classes, effective 08/16/10
- Eligibility Technician and Workforce Development Specialist, effective 07/01/10
- Laboratory Quality Systems Manager, effective 06/16/10

