



# HR UPDATE

*HR... Solutions for Success*

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**CLASS STUDY UPDATE:**

For the latest Class Study information go to <http://doa.alaska.gov/dop/classification/classStudies/>

**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 [holly.cox@alaska.gov](mailto:holly.cox@alaska.gov).

## Important Change Regarding GGU Evaluations

By Nancy Sutch

The State recently received a decision and award in a dispute between the State and the Alaska State Employees Association (ASEA), representing employees of General Government Unit (GGU). The decision results in a change to our current process regarding performance evaluations for employees at G step. Two questions that were addressed by the arbitration decision are:

1. Is a performance evaluation required for an employee to move from Step G to Pay increment J?
2. Is it a violation of the agreement to deny a pay increment based on a performance evaluation with a "low acceptable" overall rating?

In regard to question #1 the arbitrator ruled that no evaluation is necessary to move from G to J. It is important to note that supervisors should be providing timely evaluations to their employees despite this arbitration decision.

Payroll staff will begin to work a report with all GGU employees at Step G that have a pay increment anniversary date of 3/1/13 or

earlier. The first step taken will be to advance the employee to J. This is expected to occur during the pay period ending 3/15/13. In the following pay periods Payroll will work on auditing employees to calculate retroactive payments.

In regard to question #2 the arbitrator ruled that supervisors can deny pay increment J based on a performance evaluation with an overall "low acceptable" rating IF the evaluation is given to the employee prior to the pay increment anniversary date affirmatively denying the increase. This means the supervisor must specify in writing that the recommended action is "Deny Pay Increment" or similar language.

Evaluations that are received after the pay increment anniversary date will not prevent an employee being moved to J and payroll will automatically move the employee to J in the relevant pay period unless notified otherwise.

This decision only affects employees in the GGU and only employees at G step.

## Leave Donations

By Rachel Atkinson

The Division of Personnel & Labor Relations, Payroll Services has established a new procedure for donating leave to another employee for use as provided in collective bargaining agreements. A new e-mail account has been established for leave donations. That e-mail address is: [donatedleave@alaska.gov](mailto:donatedleave@alaska.gov).

This address is for donations regardless of the bargaining unit or department in which the recipient belongs with the following exceptions: The Alaska Court System, Governor's Office, Legislative Affairs, Legislative Audit, the Alaska Correctional Officers Association (ACOA), the Alaska Vocational Technical Center Teacher's Unit (AVTECTA) and the Teachers' Education Association of Mt. Edgecumbe (TEAME).

Employees wishing to donate personal or annual leave should submit a leave slip showing the amount of leave he or she wishes to donate. When filling out the leave slip, ensure all sections are complete with the name, bargaining unit, department and employee ID number of the donor. Clearly write the name of the person the leave is being donated to in the "LV DONATED TO" section. Include the employee ID number (if known). The leave slip must be signed by

the donor, but does not require supervisory approval or signature. Donations of leave may be donated in increments of four or more hours and must be rounded to the nearest one-half hour; some bargaining units allow minimum donations of two (2) hours (APEA, ASEA, CEA and LTC).

Donated leave is available for use in the pay period in which it is received by Payroll Services. Therefore, in order for donated leave to be applied to a particular pay period, the leave slip donating leave must be received by Payroll Services by the last working day of that pay period. Donated leave received will be processed in the order in which it was received on an as needed basis. Donated leave is intended to keep an employee in pay status when they exhaust all personal, sick/annual and banked medical leave and is used for strictly medical purposes.

The Employee Call Center can provide you with your current leave balances and assist with any additional questions that you may have. You may contact the Employee Call Center at 465-3009 or [EmployeeCallCenter@alaska.gov](mailto:EmployeeCallCenter@alaska.gov). Alaska Marine Highway Vessel employees should contact their Payroll Services contact for guidance at 465-4052.

## New Workplace Alaska

By Sharon Dick

The new, improved Workplace Alaska will be fully implemented on March 18th! The Department of Revenue has served as our pilot agency and the pilot has been a success. We would like to extend our sincere appreciation to Department of Revenue management, human resource staff, administrative staff, and hiring managers. There was extra work involved in going first and we appreciate their enthusiasm and professionalism in assisting us toward a successful implementation for all agencies.

The new system offers improvements to applicants and hiring managers. For applicants, the application process has been streamlined and offers the benefit of the ability to upload and submit attachments with the application. For hiring managers and hiring assistants, there will be improved system response times and improvements in viewing applications and attachments.

While [workplace.alaska.gov](http://workplace.alaska.gov) remains our web address for Workplace Alaska, the new server site is <http://doa.alaska.gov/dop/workplace/>. You will need to update your bookmarks and clear your cache to be directed to the new site. Instructions are provided on the web page.

The updated Workplace Alaska page provides links to our new system powered by NEOGOV. (...continued on next page)

This is where all recruitments will be posted and applicants will search and apply for vacancies. Additionally, there is a link to our “old” system and applicants and hiring managers will be able to access and copy their information until June 30, 2013.

Hiring managers are strongly encouraged to review the new Hiring Manager Resources page. The Hiring Manager Resources page can be accessed via a link on the Workplace Alaska homepage. This page offers all hiring manager tools and resources in one location. The page includes the following sections: Training, Guidance, Authorities & Regulations, Checklists/Guidelines/Forms, and Recruitment Resources. Many of these resources are new and others are updated. Please familiarize yourself with these resources!

The Training section of the Hiring Manager Resources page has a several useful tools to assist hiring managers with the transition to learning the NEOGOV Online Hiring Center (OHC). The document titled “6 Easy Steps to Become a Hiring Manager or Hiring Assistant” outlines the process for gaining hiring manager access to the OHC. There is also a PowerPoint and a Job Aid with step by step instructions for recruiting using the OHC.

For additional information or questions please contact your agency recruitment staff.

## Class Specifications on the New Workplace Alaska

By Keith Murry

Workplace Alaska’s move to a NEOGOV powered system has given us an opportunity to alter the format of class specifications, along with some new system requirements we need to adapt to.

The primary changes in the class specifications are the section headers and the location of information.

In NEOGOV’s Insight system we’ve added a “General Description” section, which includes the Series Description, Class Definition, and Distinguishing Characteristics as subsections. This enables us to leave out subsections that are not in the class specification (such as a job class that is not in a class series). The Examples of Duties and Knowledge, Skills, and Abilities sections are the same as in the previous system. We also made the Special Note section into a subsection in Minimum

Qualifications and removed the question format of the MQs.

A new “Other Information” section has been added. This will be used for any information that does not fit into the other sections and is blank for most current classes.

The salary range and AKPAY codes have been moved to the last sections of the class specification. This was necessary to keep them viewable by the people who needed to see them.

The origination date and last revised date are shown in the print window from the Print Job Information link. The full class history and crosswalk coding have been placed outside of the public view. They are viewable by employees with Hiring Manager and Personnel access to Insight by clicking on the Custom Form Fields tab when viewing a class specification.

## New Employee Eligibility I-9 Form

By Holly Cox

On March 8, 2013 a new Employee Eligibility Verification (I-9) form was released from the U.S. Citizenship and Immigration Services (USCIS). We have updated the HR Forms page (<http://doa.alaska.gov/dop/resources/hrForms/>) to reflect the updated form. If you have saved the form to your desktop or have pre-created new employee packets please take the time to download the new I-9 form (expires 3/31/2016).

Current employees do not need to complete the new Form I-9 if they have a properly completed form on file, unless reverification applies as stated in Section 3 of the I-9 Form.

Please make sure to start using the new I-9 form as soon as possible. Failure to use the new form could result in penalties against the employer. For more information on the new form go to <http://www.uscis.gov/I-9Central>.