



# HR UPDATE

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## Reports-to Structure Updates and Maintenance

By Amanda Webb-Thomas

In 2011, the Division of Personnel and Labor Relations (DOP) and the Division of Finance (DOF) embarked on a shared effort to build the reports-to structure in the State's payroll system, AKPAY. The primary purpose of the reports-to structure was for the now cancelled Alaska Statewide System for Employee Time (ASSET) project. After ASSET was cancelled the reports-to data in AKPAY was not consistently maintained, but it still remains the most comprehensive and readily available source for supervisor data. In setting up user records in the State's new Learning Management System, LearnAlaska, we looked to this data to populate the manager field required for all LearnAlaska users. As described below, LearnAlaska obtains supervisor approval data from AKPAY superior PCN information. An accurate reports-to structure in AKPAY enables LearnAlaska users to request enrollment and receive approval from their supervisor or Training Approver for training.

Originally, for ASSET we planned for up to three superior PCNs per position to accommodate

staffing requirements in 24-hour institutions, but now the purpose of the field has changed from solely a time approver to the employee's supervisor. The Superior PCN 1 and 2 fields will continue to be used. Superior PCN 1 will serve as the position's supervisor and should match the supervisor data in the Online Position Description (OPD) system. We will allow for an optional additional PCN to be defined as a Training Approver; this field will serve as an override for training approvals if there is a need for an approval to come from someone other than the position's supervisor. The PCN 3 field formerly available will be removed from the Personnel Action Request Form (PARF) and AKPAY.

During July we will be reaching out to Administrative Services Directors in each agency to request an update of this data. We will provide an extract of the current PCN data from AKPAY in an Excel spreadsheet along with instructions on how to make updates. The spreadsheet file may be updated and sent back to be loaded into AKPAY. (...continues on page 2)

### 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).

(...Reports-To Structure continued)

After this initial load of the data, it is the responsibility of each agency to maintain accuracy of the data to ensure that the correct reports-to structure is in place. The reports-to structure is based solely on PCN, not on the incumbent of the PCN, so no change to the reports-to data is required when a position's incumbent changes. When an update to the reports-to structure is necessary, such as when a PCN is inactivated or the supervisory authority for a PCN is modified, changes must be reported on the PARF to the agencies' Payroll Services Center. Updates affecting many positions at once may be coordinated with DOF and loaded into AKPAY without a PARE.

Please note that updates to the reports-to structure does not remove the requirement to record any permanent change to the supervisory responsibilities or authorities of a particular PCN in OPD. Changes initiated in OPD will also be made in AKPAY to the Superior PCN 1 field, agencies that require an optional PCN 2 field update will need to submit a PARF for that change.

DOP will be modifying the current PARF and instructions to align with the repurpose of the Superior PCN 1 and 2 fields. The PARF revision will be implemented on or before August 15, 2013. Until that time, agencies should report changes in Superior PCN data to their Payroll Services Center on the current PARF.

Questions or comments on this update may be forwarded to Amanda Webb-Thomas of the Division of Finance at [amanda.webb-thomas@alaska.gov](mailto:amanda.webb-thomas@alaska.gov) or 907.465.5635.

## When FMLA, AFLA, and the ADA

*Tips for Supervisors*

# COLLIDE

By Chad Bolduc

The intersection of FMLA/AFLA and the ADA can cause confusion for supervisors, but it doesn't have to. Actively and effectively managing your employees' leave entitlements by tracking leave as it is used, planning ahead, and consulting with your department's human resource staff will help to ensure a smooth and efficient process.

The State's obligation under the Family and Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA) is concrete, while our obligation under the Americans with Disabilities Act (ADA) generally requires a case-by-case approach. The FMLA provides up to 12 weeks of job-protected absence in a 12-month period to eligible employees for qualifying conditions, while the AFLA provides up to 18 weeks in a 24-month period. Serious health conditions that trigger FMLA/AFLA entitlements can often qualify as disabilities under the ADA.

Title I of the ADA, which covers employment, requires employers to reasonably accommodate employees with qualifying disabilities, and leave may be considered as a reasonable accommodation under certain circumstances. However, the ADA does not define a specific amount of leave that is considered "reasonable." Therefore, employees who exhaust FMLA/AFLA entitlements for their own serious health conditions may

be entitled to additional leave under the ADA.

As soon as you are notified by the Division of Personnel & Labor Relations that an employee's rights under FMLA/AFLA have been invoked, begin tracking leave used under these entitlements in real time. A full-time employee working 37.5 hours per week will be entitled to 450 hours under FMLA (12 weeks x 37.5 hours) and 675 hours under AFLA (18 weeks x 37.5 hours). Begin consulting with HR staff well in advance before an employee exhausts these entitlements. This will help to eliminate prolonged gaps between FMLA/AFLA exhaust dates and ADA determinations. The right time to begin the ADA process is before FMLA/AFLA exhausts.

Additionally, it is important to recognize that leave is only one of the many options for reasonably accommodating employees under the ADA. At-work accommodations may allow an employee with a disability to perform the essential functions of his or her position. For example, the employee may be able to take extended breaks in order to care for a medical condition by flexing his or her work schedule.

Above all, please remember that your Department's HR staff and the DOP&LR are here to assist you when these issues arise.

## Workplace Alaska New Notification Feature

By Angelica Johanson

The State of Alaska has now fully implemented the new Workplace Alaska powered by NEOGOVtm. There are a number of changes between the old system and the new Workplace Alaska in how the job notification feature works. There are now two types of notifications that can be selected.

The first type of notification is through the Job Class Specifications page on the Workplace Alaska home page. Find the specific job class you wish to be notified about. There will be a link at the top of the job class specification titled "Email me when more jobs like this become available". Clicking this link leads to a Job Interest Cards page. Fill out the information and whenever a job using that job class specification is posted, the system will generate an email.

The second type of notification is through the Job Alerts page on the Workplace Alaska home page.

Clicking on the link titled "Sign Up for Job Alerts" leads to the Job Alerts page with a list of the available categories. Simply place a checkmark beside all categories you wish to be notified about. At the bottom of the page is the Job Interest Card to fill out. When a position is posted that includes a selected category as a search parameter, the system will generate an email.

There are few important things to be aware of. The subscription to a notification lasts for one year. If you wish to cancel, a link is provided at the bottom of each notification received. Clicking this link is the only way to cancel unless you allow the subscription to expire. It cannot be canceled by calling the Workplace Alaska Hotline or by Recruitment Services staff calling NEOGOV Customer Support. Job Interest Cards for each selection (either a specific job class specification or search category) must be cancelled individually. There is not a way to

cancel all subscriptions at one time. The email notification includes a list of jobs that fit the selected criteria. Please know there is not a specific link to each job posting, nor is the location listed. To find the jobs that match, visit the Current Job Openings page and scroll through the list of jobs posted.

Notifications are not available for positions that are open only to State of Alaska Employee or Department Employee only. These types of recruitments are posted on the Internal Openings page. Please check the Internal Openings page regularly to be sure you don't miss "internal" job opportunities. Additionally, notifications are not available for internship opportunities. Students looking for positions should check the Internship page.

If you need assistance, please contact the Workplace Alaska Hotline at 1-800-587-0430 or, if in Juneau, 465-4095.

## Meet Your HR Staff

**Name:** Jessica Quintero

**Position:** Human Resource Tech I

**How long have you worked for the Division?**

3 months

**What do you currently do for the Division?**

I work in Recruitment Services performing OSHA record keeping, answering the Workplace Alaska

Hotline, and providing technical support for the online recruitment system.

**What is your favorite part of your job?**

I enjoy having two completely different job duties to accomplish throughout the day.

**Have you lived anywhere else besides Alaska, if so where?**

Yes, I lived in Yakutat before living here in Juneau and considered it a second home.

**Do you have any hobbies, activities, or things that you like to do?**

I enjoy running when the weather is nice and arts and crafts when not running due to weather. I also always enjoy an opportunity to be on or around boats.