

MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: All Division of Personnel Staff

Date: March 1, 2006

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Division of Personnel

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Subject: Interpretive Memorandum 06-X-001
Re: WAGES

This memo is issued to address step placement in those instances where an employee moves between the General Government Unit (GGU) and the Supervisory Unit (SU). Such action could result from promotion, reallocation, unit clarification, rehire, or transfer from one position to another. *This memo rescinds and replaces Interpretive Memorandum 02-S-001.*

Note: Based on the similarities with the step placement in the bargaining agreements, the same guidelines should be followed for CEA.

Movement between GGU and SU on Promotion

For the purposes of this memorandum "promotion" is defined as movement from a position in a lower range to a position in a higher range. The step in the employee's current salary range that represents a one or two step increase, as appropriate, is to be located on the employee's current salary schedule. The dollar amount associated with this step is to be used to locate a step in the new range on the employee's new salary schedule that matches. If no step in the new range matches, then the next step in the new range that provides an increase is assigned.

In those situations where the placement of an employee would result in the employee being placed at Step J or above, such step will be considered earned by the employee by action of the contract and the employee will have a new longevity or service step date. After determining step placement, movement between longevity or service steps will be made in accordance with contract.

Reclassification with a Subsequent Bargaining Unit Change

When an employee is reclassified, the employee's status, step placement and merit anniversary date will be determined under their current contract provisions. Upon a bargaining unit change, the employee will be placed at the nearest step on the new salary schedule that does not result in a pay decrease. If this results in the employee being placed at a new step, such step will be considered earned by the employee by operation of the contract. Employees who moved to the

same step at steps J and above, and have exceeded the service requirement necessary to advance to the next service step, will be advanced to the next service step and will have any excess period credited toward the next service step increase.

For employees moving from the SU to the GGU who are placed at step G and above, future movement to and within the longevity steps will be made in accordance with section 21.01(D) of the GGU contract.

Transfers between Bargaining Units

2 AAC 07.999 (46) defines transfer as follows:

"transfer" means the lateral movement of an employee from one position to another position in the same job class or to a parallel job class at the same pay range without any break in service.

Please note: The transfer action definition for AKPAY does not apply.

1) Movement of an Employee from GGU to SU at the Same Pay Range

When an employee transfers from a GGU position to a SU position, the employee will be placed at the same range and step on the SU pay scale and the employee's merit anniversary date will remain unchanged unless the employee's GGU rate of pay falls between steps on the SU pay scale. In the latter case, the employee will be placed at the step that does not result in a pay decrease. In the event the employee is in Step G on the GGU pay scale, the employee will be placed at an equivalent step on the SU pay scale. If the employee's GGU rate of pay falls between steps on the SU pay scale, the employee will be placed at the step that does not result in a pay decrease. All time spent by the employee at step G in the GGU will be counted as time served at step F in the SU and the service step date will remain unchanged. Employees who move to the same step at steps J and above, and have exceeded the service requirement necessary to advance to the next service step, will be advanced to the next service step and will have any excess period credited toward the next service step increase.

In those situations where an employee moves to a job at the same pay range that is **not** in the same or a parallel job class, the provisions of the previous paragraph will apply, except that the employee will receive a new probationary period and merit anniversary date. After placement, an employee's movement between service steps J and N will be made in accordance with section 24.2 in the SU contract.

2) Movement of an Employee from SU to GGU at the Same Pay Range

When an employee transfers from a SU position to a GGU position, the employee will be placed at the same range and step as on the SU pay scale, and the merit anniversary date will remain unchanged unless the employee's SU rate of pay falls between steps on the GGU pay scale. In the latter case, the employee will be placed at the step that does not

result in a pay decrease. In the event the SU employee has been at step F for more than one year, such employee will be placed in step G upon appointment, and it will be considered earned by the employee by operation of the contract. The employee will receive a new longevity date upon placement at step G. All time spent at step F in excess of one year will be counted as time served at step G. When a SU employee at step N transfers to GGU, the employee will be placed at step M with a pay override and the merit anniversary date will remain unchanged. For employees placed at step G and above, such employee's movement to and within the longevity steps will be made in accordance with section 21.01(D) of the GGU contract.

In those situations where an employee moves to a job at the same pay range that is **not** in the same or a parallel job class, the provisions of the previous paragraph will apply, except that the employee will receive a new probationary period and merit anniversary date. After placement, an employee's movement within the longevity steps will be made in accordance with section 21.01(D) of the GGU contract.

Rehire

Upon rehire to a position in the General Government Unit (GGU), when an employee previously held a position in the same job class in the Supervisory Unit (SU) and was granted a service step under conditions that would not entitle the employee to a longevity step in the GGU, the employee may be placed at any step up to and including the service step previously earned providing the employee did not have a break in service since earning the service step.

If the employee experienced a break in service, G step is the highest step available.

cc: All Division of Labor Relations Staff