

Focus: Statewide Policy PRO	State of Alaska Department of Administration Division of Personnel <u>Policies and Procedures</u>
Topic: Residency Determinations 23013 PRO	Effective Date: February 11, 2004 Supercedes:
Authority: AS 39.25.159	2 AAC 07.106
Link(s): DEP 23013 CHK	DEP 23013 FRM DEP 23013 POL

DEFINITIONS:

Residency is established when:

- A. The applicant is domiciled in the State of Alaska, or
- B. The applicant is presently serving in the military with the intent of being domiciled in the state of Alaska upon completion of military service, or
- C. The applicant has graduated from an accredited high school or post-secondary institution in the State of Alaska, or has earned a General Equivalency Diploma (GED) while domiciled in Alaska.

Domicile: The true and permanent home of a person from which there is no present intention of moving, and to which there is an intention to return whenever away.

PROCEDURE:

The Hiring Manager is responsible for verifying Alaska Residency of applicants applying for positions within the classified or partially exempt service with the State of Alaska. The information below is provided to assist the Hiring Manager in the verification process.

- I. When the Scope of Recruitment includes “Department Employees Only,” “CEA Bargaining Unit Only,” “All State Employees,” or “Alaska Residents Only,” residency must be verified for those applicants selected for interview prior to conducting the interviews.
- II. When the Scope of Recruitment includes “All Applicants,” residency must be determined on all applicants prior to ranking.
- III. Review all information in the application that may be relevant to determine an applicant’s residency. Relevant information may include:
 - Address
 - Home phone number
 - Work phone number
 - Contact phone number
 - Current location of employment
- A. If review of the above factors reasonably indicates that the applicant is an Alaskan resident, a Residency Affidavit will not be required.

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- B. If review of the above factors reasonably indicates the applicant may NOT be an Alaskan resident, a Residency Affidavit and supporting documentation will be required.
- C. Upon receiving the Residency Affidavit with the appropriate supporting documentation, the Hiring Manager should submit the documents to the Technical Services Section for approval.
- D. Technical Services will return the Residency Affidavit to the hiring manager with the approval or rejection indicated on the cover page. Once received, the Hiring Manager should notify the applicant of the decision.