

Focus:	Technical Services TCH	State of Alaska Department of Administration Division of Personnel <u>Policies and Procedures</u>
Topic:	Layoff 34000	Date: January 22, 2004
Resource:	Checklist CHK	Page: 1

PROCEDURE:

The Technical Services Section of the Division of Personnel is responsible for technical preparation and implementation of layoff. Utilization of the checklist below will better assure timeliness, consistency, contractual compliance and sensitive handling of the layoff process.

I. Calculation of Layoff Points

- ☐ In keeping with DOP guidelines and using the standardized spreadsheet for calculating layoff points, list all prior permanent/probationary classified service of the employee. Provisional service is only calculated if converted to probationary time in the same position.
 - ☐ Do not include nonpermanent, emergency, exempt or partially exempt service.
 - ☐ Use official files in the Employee Services Employee Records office. If records are missing, research other resources to identify correct service credit: departmental personnel files, DOF records (prior to 5/16/90) or AKPAY as a last resort (5/16/90 forward).
- ☐ Adjust the service credit for leave-without-pay.
 - ☐ Adjust for leave without pay documented on Personnel Actions either through 'leave start' and 'leave end' dates, or through other adjustments documenting part time nonscheduled hours.
 - ☐ Carefully check for any leave without pay due to active military duty and provide for service credit as appropriate to USERRA.
- ☐ The spreadsheet will calculate total classified service. As a check against gross error or other classified service which was not included, compare the calculations to the online PERS data regarding service credit.
- ☐ Using the standardized naming convention, save each spreadsheet calculation separately.
- ☐ A second verification of each calculation must be conducted and the name of the person verifying the data noted at the bottom right of the form. Send the final calculations electronically to Management Services.

II. Implementing Layoff

- ☐ Upon receipt of a Personnel Action Request Form (PARF), enter the layoff in AKPAY in keeping with DOF guidelines and the AKPAY manual.
 - ☐ Check for any outstanding overpayments that need to be collected from the final pay and leave payoff.
 - ☐ Calculate final pay and payoff of any personal/annual leave and compensatory time accrued. Process the pay due with an online warrant request.

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- ☐ Review copies of layoff notification memoranda to verify that all PARFs have been received timely so that layoff will be processed timely.
- ☐ Immediately after the Personnel Action has been entered into AKPAY, forward a copy of the spreadsheet and a screen print of the Personnel Action to Employee Services.
- ☐ Distribute copies of the Personnel Action per Technical Services teardown guidelines.