

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies **Date:** November 6, 2006
From: *for* Scott J. Nordstrand *K Brooks* **Phone:** 465-2200
Commissioner
Department of Administration
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 53

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective November 8, 2006.

Travel/Moving

AAM 60.250 – Meals and Incidental Expense Allowances. Reiterated the requirement that employees must be in the required meal period for three consecutive hours to be entitled to the M&IE for that meal. In addition, the in-state M&IE rate has been increased from \$42 per day to \$60 per day for short-term and from \$25 per day to \$33 per day for long-term. The AAM includes a direct link to the M&IE tables which allocates this daily rate by meal period.

Procurement

AAM 81.470(3) – Cost Evaluation Factor. Changes were made to effectively reduce the minimum weight given to price from 60% to 40% for professional and non-professional services, and from 75% to 60% for supplies. However, the changes include language that strongly encourages agencies to continue using the higher price weights.

Personnel

The following sections are being added to the General Personnel System Information, Section 100 and Classification and Pay, Section 130:

AAM 100.140 - Layoff Rights Following Job Class Changes. Memorializes current policy regarding the rights of an employee in layoff status when their job classification is revised or replaced.

AAM 130.020 - Market Based Pay. Establishes policy for market based pay adjustments when there is a demonstrated history of recruitment difficulties.

You should keep this memorandum, as well as future transmittal memorandums, in your manual for reference.

SN/lp