MEMORANDUM

To: All Agencies

Date: September 28, 2007

From: Annette Kreitzer
Commissioner
Department of Administration

Phone: 465-2200

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 57

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective October 1, 2007.

Travel

AAM 60.060 – Payment Methods for Transportation and Expenses and AAM 60.080 Interruption or Deviation of Travel for Traveler Convenience. Clarified that reimbursement to travelers for the business portion of a shared itinerary occurs when the travel authorization is finalized after travel is complete.

AAM 60.150 – Privately Owned Aircraft. Added language to clarify other state employees are allowed to accompany the pilot when they are traveling on state business to the same destination. Removed language referring to the $20 coupon for a one- or two- seat aircraft, as there is currently only the $30 coupon per aircraft per round trip flight available.

Personnel

AAM 100.090 – Employee Recognition Awards. Clarified that service awards are based solely on the attainment of specific employment threshold milestones of no less than 5-year increments.

Position Control


AAM 250.070 – Types of Nonpermanent Positions. This new section defines the different types of nonpermanent positions authorized for use in the classified service.

AAM 250.090 – Extension of Nonpermanent Positions. This new section memorializes current policy regarding extending nonpermanent positions.
**AAM 250.100 – Overtime Eligibility for Nonpermanent Positions.** This new section defines the method by which nonpermanent position overtime eligibility is determined.

The following sections were renumbered:

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

AK/lp