

AAM 60.120 – Rental Cars. Updated to allow upgrades for business or safety reasons, which must be documented on the travel authorization when it is finalized.

AAM 60.220 – Travel Expenses – Required Receipts and Documentation. Removed the requirement for attaching leave slips to the final travel authorization.

Payroll

AAM 270.180 – Pay in Lieu of Notice. Revised section to reflect the current practice of allowing employees to resign in lieu of dismissal or during pendency of investigation and utilize the “in lieu of notice” pay code for this action.

AAM 270.220 – Workers’ Compensation Benefits. Revised section to remove the procedural items from this section and focus strictly on the policy.

AAM 290.010 – Introduction to Part-Time Employees. Corrected statutory reference, and made modifications to delete last sentence as this situation is per Letters of Agreement and the terms are outlined therein.

AAM 290.020 – Part-Time Employee – Definitions of Day, Week, Month, and Year. Deleted entire section as definitions are outlined in 2 AAC 08.999.

AAM 290.040 – Merit Anniversary Date and Year. Corrected the Alaska Administrative Code references.

AAM 290.050 – Holiday Pay. Added clarification for eligibility of holiday pay when employee works on the holiday, and the proration of holiday pay to the nearest quarter hour increment for time reporting purposes.

AAM 290.060 – Floating Holidays. Added a cross reference to the proration of floating holidays with the policy addressed in AAM 290.050, and removed repetitive information.

AAM 290.070 – Leave Accruals. Added clarification that the leave accrual calculation is based on the hours in pay status in each work week within a pay cycle.

AAM 290.090 – Leave Usage. Removed the reference to annual leave.

AAM 290.100 – Mandatory Leave Usage. Revised examples to reflect currently policy on mandatory leave calculations.

AAM 290.130 – Family Leave. Corrected the AAM reference.

AAM 290.150 – Health Insurance Benefits. Updated Part-time Health Insurance eligibility information now that some Unions have Health Trusts and removed the reference to an obsolete form.

The Alaska Administrative Manual is generally updated quarterly and these transmittal memorandums provide an overview of the changes made with each update.

AK/lp