

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: March 31, 2010
From: *for* Annette Kreitzer *K Brooks*
Commissioner
Department of Administration
Phone: 465-2200
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 66

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective April 1, 2010.

Payment Methods

AAM 38.300 – One Card Alaska Program Overview. Added Managed Spend Cards to the One Card Alaska program.

AAM 38.325 – One Card Alaska Department Program Administrator and Delegate Responsibilities. Process for requesting entitlements revised to submitting the AccessOnline Add User Request spreadsheet to the Division of Finance.

AAM 38.340 – One Card Alaska Program Controls. Added spending limit per card control for Managed Spend Cards.

Travel

AAM 60.060 – Payment Methods for Transportation and Expenses. Added Managed Spend Cards to the definition of One Card Alaska Corporate Credit Card.

AAM 60.080 – Interruption or Deviation of Travel for Traveler Convenience. Substantially revised this policy, recognizing that travelers are not automatically entitled to personal travel deviations, and their travel planners cannot participate in planning this non-work activity. Revised the criteria for paying per diem, travel allowances, and reimbursements to the minimum itinerary that is required to conduct state business without regard for the actual itinerary that includes the personal deviation. Also removed the requirement to include leave slips with the final travel authorization. This policy change recognizes that enforcement of the work week is not a travel payment process, but rests with the supervisor who is responsible for approving both travel deviations and leave slips. The Frequently Asked Questions on Personal Travel were updated to reflect these changes in policy.

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