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Governor Michael J. Dunleavy
STATE OF ALASKA

MEMORANDUM

TO: All Commissioners

FROM: Tuckerman Babcock
Chief of Staff

DATE: February 13, 2019

SUBJECT: Travel and Hire Restrictions

This memorandum repeals and replaces all previous travel and hire memoranda and serves as the guideline for travel, recruitment, and hiring for all agency staff. Where any conflict in travel or hiring guidelines conflict, this memorandum shall take precedence.

As we work together to deliver services and programs to Alaskans in the most effective and efficient way possible, we are continually looking for savings. Close scrutiny of the current travel and hire practices has revealed some opportunities for increased efficiency. It is imperative we do everything we can to control spending by utilizing alternative communication tools in place of more costly travel options. The State also needs to review vacancies and identify the most effective and efficient methods to deliver high-priority programming and our core services necessary to serve Alaskans.

Travel

The travel policy applies to agencies, boards and commissions, and across all fund sources. The overarching guidance is that travel should only occur when there is no alternative except to travel in order to achieve the agency's mission-critical work. In recognition that not all programs will be able to cut their travel in half and still accomplish their mission, departments will have the flexibility to work with their Administrative Services Directors (ASDs) to set a more accurate travel budget. This will require other cost savings in the overall reduced budget.

Within each department, division directors will submit an annual travel plan to their respective Commissioners for review and approval, beginning with FY 2020. Travel plans for the remainder of FY 2019 should be submitted to Commissioners no later than March 15, 2019. ASDs will provide a copy of approved travel plans to the Chief of Staff and Deputy Chiefs of Staff in the Office of the Governor.

Out-of-state and international travel is not permitted at this time. Exceptions may be made when an agency's ability to deliver high-priority programming, such as for public safety, economic growth and development, or federal compliance requirements, is jeopardized if the travel does not occur. All out-of-state and international travel must be approved by the Chief of Staff or Deputy Chief of Staff prior to booking the travel. The travel approval request memorandum should be submitted by the Commissioner.

All State Boards and Commissions must comply with these travel restrictions, including to the extent feasible, limiting travel to one meeting per year and conducting other Board Meetings telephonically and/or through video conferencing. If a Board or Commission determines these restrictions will materially impact its ability to perform its core mission, the Board may seek a waiver from the Director of Boards and Commissions or their designee. Boards and Commissions are also required to provide annual travel plans to the Chief of Staff and Deputy Chiefs of Staff.

Travel Metrics and Reporting Requirements
Each department's Commissioner and ASD will work to monitor the annual travel plan and ensure departments are exercising cost savings measures wherever possible. Semi-annual reporting will be coordinated by the ASDs and submitted to the Chief of Staff and Deputy Chiefs of Staff by the 15th day of April and October.

Movement of funds to and from the travel line must be approved in advance by the OMB Budget Director.

Recruitment and Hiring

A general restriction on hiring is effective immediately. This applies to all positions including: full-time; part-time; seasonal; and non-permanent. Departments may pursue a waiver when the position is required to deliver high-priority programming or core services and the position's work cannot be performed by reassignment or reprioritizing the functions of another employee. Commissioners may submit blanket requests in memorandum format to the Chief of Staff or Deputy Chief of Staff.

This memorandum, if approved, would serve as the waiver for the following positions that are necessary to protect life, health, and safety of Alaskans:

- Alaska State Troopers, Corrections Officers, and Probation Officers
- Employees who provide patient and resident services at 24-hour institutions
- Revenue-generating and revenue-collection positions, such that the failure to hire would result in a net reduction in revenue

Hiring approval must be obtained in advance from OMB and the Chief of Staff for all partially-exempt, exempt, and temporary-exempt positions Range 18 and above. Prior to seeking hire approval, Payroll Services must provide range and step for the position. Additional justification

and scrutiny is required for all salaries in excess of $150,000, including a clear explanation of the position's impact on the agency's ability to deliver high-priority programming or core services.

Hiring managers are expected to practice proactive staff management by monitoring position workloads and activities to ensure the most effective resource management. Realignment of duties, organizational restructuring, and alternative methods for service delivery should be considered. It is expected that hire approval is obtained prior to recruitment, and that advanced step placement is requested sparingly.

Recruitment and Hiring Metrics and Reporting Requirements
Each department's Commissioner and ASD will work together to monitor hiring trends and successful alternative methods of service delivery. Semi-annual reporting will be coordinated by the ASDs and submitted to the Chief of Staff and Deputy Chiefs of Staff by the 15th day of April and October.

Non-Executive State Agencies

The Governor requests quasi-independent State agencies adopt similar travel and hiring restriction policies, including:

- Alaska Commission on Postsecondary Education
- Alaska Energy Authority
- Alaska Gasline Development Corporation
- Alaska Housing Finance Corporation
- Alaska Industrial Development and Export Authority
- Alaska Mental Health Trust and Trust Land Office
- Alaska Oil and Gas Conservation Commission
- Alaska Public Offices Commission
- Alaska Railroad Corporation
- Alaska Seafood Marketing Institute
- Commercial Fisheries Entry Commission
- Permanent Fund Corporation
- Regulatory Commission of Alaska
- University of Alaska

Thank you for your attention to this policy.