

July 1, 2020

Bargaining Unit Change Workflow Chart

VACANT POSITION

START: Classification determines BU move

Classification Notifies:
 (1) Division Director
 (2) Affected Unions
 (3) DHRR / PS

Classification:
 Moves BU; effective date is date of memo.

END

Glossary of Terms

ALRA – Alaska Labor Relations Agency
DHRR – Department Human Resources Representative
BU – Bargaining Unit
CBA – Collective Bargaining Agreement
PS – Payroll Services
R&B – Division of Retirement & Benefits
LR – Labor Relations

FILLED POSITION

START: Classification determines BU move
NOTE: If change involves any movement with LTC BU, the position is not finalized until receipt of union response

Petition filed with ALRA to challenge?
NO

Classification sends notice of BU change via OPD generated email to:
 (1) Division Director
 (2) Supervisor
 (3) Incumbent
 (4) DHRR / PS

Move BU: effective date is always the 1st Payroll within the bi-weekly pay period.
 1. Union response received on/prior to the DHRR Personnel Actions Due date/time - use the current month.
 2. Union response is after the DHRR Personnel Actions Due date/time.
 3. LTC effective date is based upon receipt of union response and coordinated with Payroll Section.

PS notifies Incumbent via email of need to contact new BU, change Health Insurance, etc.

END

Classification sends notice of intent to change BU to:
 (1) Division Director
 (2) Affected Unions
 (3) DHRR / PS
 (4) Incumbent

Petition Dismissed

Classification Notifies:
 (1) Division Director
 (2) DHRR / PS / LR

Move BU: effective date is the 1st Payroll within the bi-weekly pay period.
 1. Union response received on/prior to the DHRR Personnel Actions Due date/time - use the current month.
 2. Union response is after the DHRR Personnel Actions Due date/time.

PS notifies incumbent via email of need to contact new BU, change Health Insurance, etc.

END

Petition filed with ALRA to challenge?
YES

ALRA investigates petition

Petition Upheld

Classification Notifies:
 (1) Division Director
 (2) DHRR / PS / R&B / LR
 BU stays as is

END

KEY

DOP Classification Action

BU Action

ALRA Action