

MEMORANDUM

STATE OF ALASKA

TO: All Personnel Officers

DATE: December 15, 1990

FILE NO:

TELEPHONE NO: 465-4430

THRU:

SUBJECT: Personnel Memorandum 90-8
Salary Step, Nonpermanent
Employees (Supersedes
Personnel Memorandum 86-9)

FROM: David K. F. Otto *DKFO*
Director
Division of Personnel
Department of Administration

Any department hiring nonpermanent employees will set their salary steps according to the provisions of the applicable collective bargaining agreement. With the exception of on-call nonpermanent substitute employees, bargaining unit members who are employed in a General Government Unit nonpermanent position are not entitled to step increases. 2 AAC 07.315-.325 apply only to nonpermanent employees who are either not covered by a collective bargaining agreement or are covered by an agreement which does not supersede these rules.

Under the provision of 2 AAC 07.315-.325 a nonpermanent employee at Range 13 and below may be advanced to Step B after serving at least six months at Step A. A nonpermanent employee must accumulate 12 months of prior service to advance between any other steps. The service need not be consecutive. Advancement will be based only on the recommendation of the appointing authority using the Performance Evaluation Report.

A former nonpermanent employee may be reemployed up to the employee's former step; however, further advancement must be based on sufficient length and quality of service in the same manner as permanent employees.

For any nonpermanent appointment other than at Step A, enter the following statement in the "Remarks" section of the Personnel Action: "I certify the employee has earned the above step in conformance with 2 AAC 07.325 and Personnel Memorandum 90-8."

No advance step hire under 2 AAC 07.320(1) or (2) will be authorized for nonpermanent employees unless the request is thoroughly documented and found to be an extremely compelling argument.

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