

MEMORANDUM

State of Alaska
Department of Administration
Division of Labor Relations

To: Mila Cosgrove, Director
Division of Personnel
All Technical Services staff
All Management Services staff
All supervisors of LTC staff

Date: January 5, 2006

From: Art Chance
Director

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Subject: New Earning Code for Labor, Trades and Crafts Unit (LTC)

The Labor, Trades and Craft collective bargaining agreement at Article 13.01 (C), allows for employees to be selected for temporary appointments to higher classifications. When these temporary appointments exceed thirty consecutive days, the contract requires a permanent change to the classification of the position.

A new earning code has been established to track these temporary appointments and prevent the unnecessary reclassifications that may result. Effective January 16, 2006 Earnings code 108 must be used when an LTC employee is temporary appointed to higher classification. This code performs in the same manner as E100 but requires an override to the employee's hourly rate when recorded on a timesheet. The printed description on warrants and advices is 108 LTC UPRD.

It is imperative that these temporary appointments get tracked appropriately as not to exceed 30 days, otherwise resulting in inadvertent permanent classifications to a higher range.

Cc: All LR staff
LR web-site
APT