

*HR... Solutions for Success*



# HR UPDATE

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### CLASS STUDY UPDATE:

For the latest Class Study information go to <http://doa.alaska.gov/dop/classification/classStudies/>

### HR Update

#### Let us Know What You Think

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact [holly.cox@alaska.gov](mailto:holly.cox@alaska.gov).

## Family and Health Leave (commonly referred to as Alaska Family Leave Act) Extended to Same-Sex Partners

By Nancy Sutch

Effective October 16, 2013, Alaska Administrative Code 2AAC 08.050 was amended to acknowledge employee rights to take time off from work to care for their same-sex partner under AS 39.20.305, Family and Health Leave. The Alaska Administrative Manual will also be amended to extend this coverage to employees covered by collective bargaining agreements.

For a same-sex partner to be eligible for this leave, the “[Same-sex Partner Affidavit](#)” must be completed and the required documentation submitted.

The criteria and required documentation is the same as that required by the Division of Retirement and Benefits (DRB) for receiving health insurance coverage for a same-sex partner. Employees who have already submitted this documentation to DRB and have a partner receiving health insurance will not be required to submit the same information to DOPLR. Employees in this situation will need to notify DOPLR if they have an affidavit on file with DRB.

Employees that receive health insurance through a union trust (such as ASEA, LTC, MM&P or PSEA) or an employee covered by Select Benefits who has chosen not to cover a same-sex partner, must submit the affidavit in order to be eligible for leave under the Alaska Family Leave Act (AFLA). While the need to take leave for medical reasons can sometimes be foreseen, many times it is unpredictable. DOPLR advises employees to submit the necessary paperwork in advance of the need to take leave in order to avoid delays and receive answers regarding eligibility.

Questions regarding this process should be directed to the Payroll Supervisor for your agency.

[Click here to see a listing of Payroll Supervisors and their contact information.](#)

<http://doa.alaska.gov/dop/fileadmin/ServiceCenter/PayrollContactList.pdf>

## Mandatory Leave

By Payroll Services

This is the time of year employees may receive notice that they have not met their mandatory leave requirements. Mandatory Leave is the required usage of personal or annual leave each leave year. A leave year is December 16th of a year through December 15th of the following year. Mandatory personal or annual leave usage requirements are established in Alaska Statute 39.20.225(c) and the Personnel Rule 2 AAC 08.060 as well as various collective bargaining agreements.

The mandatory leave requirements apply to all leave eligible employees who have been employed for the entire leave year. For part-time employees, the mandatory leave requirement is prorated based on the regularly scheduled hours in a workweek. Employees who had a bargaining unit change or change in status are subject to the statute or the collective bargaining agreement they are covered by on December 15th of each year. Seasonal employees and employees hired after the leave year begins are exempt from the provision for that year.

Employees are expected to know the rules applicable to them and are responsible for ensuring they take time off to satisfy the mandatory leave requirement each leave year. Payroll Services has sent notification to employees who have not yet met the mandatory leave requirement for the current leave year. The notification included the amount

of personal or annual leave needed to satisfy the requirement and the consequences for not satisfying the requirement. This is the one and only notice provided. Supervisors should assist employees in meeting this requirement by scheduling leave as appropriate. If a mutually acceptable schedule cannot be determined, management may establish a leave schedule and require employees to adhere to it.

The statute and collective bargaining agreements describe the consequences of not meeting the mandatory leave requirement. Depending on specific statutory or contractual provisions, the remaining leave hours are either deducted from an employee's leave account with no compensation or are paid out and charged to the division budget.

The statute and some collective bargaining agreements allow for an exception. To be eligible for an exception, a justification memo explaining the legitimate business reason leave was not granted must be initiated by the employee's supervisor. The memo must be approved by the Division Director and Commissioner of the employing agency. With the final payroll of the leave year, employees who have not met the requirement or have not submitted an exception memo to Payroll Services by close of business on December 15th will have adjustments made in accordance with statute or the applicable

collective bargaining agreement.

Mandatory Leave usage provisions will change effective December 16, 2013. Payroll Services will be sending information for the next year soon after the New Year.

### *For more information:*

The rules for employees covered by statute can be found at <http://www.legis.state.ak.us/basis/folio.asp>.

Those employees who are covered by a collective bargaining agreement can find their contract at <http://doa.alaska.gov/dop/LaborRelations/unionContracts/>.

Questions regarding mandatory leave may be directed to Payroll Services, <http://doa.alaska.gov/dop/fileadmin/ServiceCenter/PayrollContactList.pdf>.

**Photo: Anchorage Job Fair**



Lee McFarland and Elroy Ainsley greeting potential state employees at a job fair in Anchorage at the Egan Center.

**NEOGOV Award Recognition for Workplace Alaska Implementation**

By Erin Kelly

During this last year the State of Alaska went through the process of updating the Workplace Alaska recruitment system through a company called NEOGOV. This has been an intensive process that has required the assistance of many employees. While applicants and some staff may not fully realize what an effort this took, NEOGOV did!

This year at their 12th Annual Training Conference in Las Vegas, the State of Alaska was recognized for the Best Managed Insight Implementation for 2013. This is an immense recognition and we would like to thank all of those involved. Special

recognition goes to the primary team that drove the implementation

Holly Cox, and Human Resource Specialist Angelica Johanson for all their work.



From left to right: Holly Cox, Sharon Dick, Angelica Johanson

of the new Workplace Alaska that included previous Recruitment Services Program Manager Sharon Dick, Publications Specialist III

Additionally, we would like to thank all agency recruitment staff for providing feedback throughout the process and for assisting with hiring manager training, Classification staff for the timely entry of class specifications, and all users for their patience

during the transition. A successful implementation would not have been possible without the help of all!