

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL/OEEC**

STANDARD OPERATING PROCEDURE

III. STEP PLACEMENT BASED ON CREDITABLE STATE SERVICE

A. Purpose

The purpose of this SOP is to provide guidelines and procedures for determining the appropriate step placement based on creditable State service.

B. Scope

The requirements of this SOP apply to employees whose step placement is determined by earned step based on creditable State service.

C. Authority

Personnel Rule 2 AAC 07.345, Article 21, Section 6(B) and 6(E)(2), of the General Government Unit (GGU) Agreement and Article 24, Section 6(B) and 6(E)(2), of the Supervisory Unit (SU) Agreement, provide that an employee who accepts a voluntary demotion or is rehired in a lower class in the same class series shall be paid at the step in the range of the lower class of positions that best reflects the earned step based on creditable State service or at such higher step that may be determined by the director of the Division of Personnel.

D. Guidelines

1. Creditable State service is permanent or probationary classified employment of acceptable quality which demonstrates progressively greater value to the State as this phrase has been interpreted for granting performance incentives; and is at or above the level of the job class of the position to which the employee is moving.

2. One example of determining appropriate step placement based on creditable State service follows:

A Clerk IV is voluntarily demoting to a Clerk III position. That employee's State job history is as follows:

04/16/82	Clerk II Appointment	7A
10/16/82	Merit Increase	7B
10/16/83	Merit Increase	7C
12/16/83	Promotion to Clerk III	8B
12/16/84	Merit Increase	8C
03/16/85	<u>Promotion</u> to Clerk IV	9B
03/16/86	Merit Increase	9C

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01/16/87 Voluntary Demotion to Clerk III 8E

The beginning point in this example for step placement computation is December 16, 1983, the point at which the employee reached a level at or above Clerk III. Step placement at that point was Range 8, Step B. An additional step is granted for each full year of acceptable service after the employee attained that pay range. In this case, a step is given for each of the following time periods: 12/16/83-12/16/84 (8C), 12/16/84-12/16/85 (8D), 12/16/85-12/16/86 (8E).

3. Another example is a situation where an employee accepts a voluntary demotion to a level of the series that he/she has not held previously.

04/16/82	Appointment as Clerk II	7A
10/16/82	Merit Increase	7B
10/16/83	Merit Increase	7C
12/16/83	Promotion as Clerk IV	9A
12/16/84	Merit Increase	9B
12/16/85	Merit Increase	9C
12/16/86	Merit Increase	9D
03/16/87	Voluntary Demotion to Clerk III	8E

In this case, the beginning point for computing step placement is December 16, 1983, the point at which the employee reached a level at or above Clerk III, Range 8. At this point, had the employee been placed in a Clerk III position, the appropriate step placement would have been 8B. In this example, an additional step is given for each of the following time periods: 12/16/83-12/16/84 (8C), 12/16/84-12/16/85 (8D), 12/16/85-12/16/86 (8E).

E. Procedure

1. Step determinations such as those described in paragraph D are made by the personnel officer of the department. A higher step may be granted based on exceptional qualifications and/or recruitment difficulties (refer to SOP 09-I for criteria used to justify these additional steps).

Experience that would justify exceptional qualifications must be other than the time considered creditable State service.

2. When an employee accepts a position in a lower class which is not closely related nor in the same class series, it is not considered a voluntary demotion. [Article 11, section 8(C)(2) of the GGU Agreement, or Article 18, section 14(B)(2)(b) of the SU Agreement] and step placement is usually at

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step A. A higher step may be approved based on exceptional qualifications and/or recruitment difficulties. (Please refer to SOP 09-I for criteria used for approving these additional steps.)

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