

STATE OF ALASKA  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL & LABOR RELATIONS  
STANDARD OPERATING PROCEDURE

LTC Seniority  
DOPLR-15

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**[Addendum A LTC Seniority Calculation Sheet Example](#)**

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## **I. LTC SENIORITY**

### **A. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to provide a process for consistently determining seniority for Labor Trades and Crafts (LTC) bargaining unit employees.

### **B. Scope**

This SOP applies to employees who are in the LTC bargaining unit.

### **C. Authority**

LTC collective bargaining agreement (CBA), Article 13, 20, and 22.

### **D. Overview**

This SOP addresses the procedure used to determine the seniority date established for ranking LTC employees for promotion, layoff, or recall from layoff. Department Human Resources (HR) staff are responsible for maintaining the seniority list for the LTC employees in their department, and are responsible for providing the union a copy as required by the CBA.

## **II. DETERMINING SENIORITY**

A. Seniority dates are established for all probationary/permanent employees.

a. Nonperm and oncall employees do not have a seniority date.

b. Part-time employee dates are not adjusted for unscheduled hours.

B. If a nonpermanent employee is appointed to a permanent position at the same duty station, the original hire date to the nonpermanent position is used as a seniority date, provided there is no break in service.

C. Oncall employees are not considered nonperms, and time spent as an oncall is not used when establishing a seniority date for purposes listed in item B above.

D. The seniority date for a new employee is the start date in a probationary/permanent LTC position at a duty station.

a. Duty stations are defined in the CBA as the location, which is the city, town, village or job site of the position within the division and department. Department of Transportation and Public Facilities and the Department of Natural Resources have more defined duty stations listed in Article 22.01, based on specific work, divisions,

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and/or regions.

- b. Effective January 1, 2007, if the employee transfers between duty stations, 50% of the current seniority date is credited to the new duty station, regardless of the job class or wage grade assigned. For instance, if the employee's seniority date is 5/10/2006 (the original hire date), and the transfer is effective 5/10/2008, the new seniority date is 5/10/2007 ( $5/10/2006 - 5/10/2008 = 731 \text{ days} / 2 = 365.50 \text{ days}$ .  $5/10/2006 + 365.50 \text{ days} = 5/10/2007$ .) If the employee transfers again, the adjusted seniority date (i.e. 5/10/2007) is used to calculate the new seniority date based on the 50% credit from 5/10/2008 to the new date of transfer. (See [Addendum A](#) for an example.)
  - c. Personnel actions prior to January 1, 2007 are not eligible for the 50% service credit.
- E. Seasonal layoff (also known as seasonal leave without pay) does not affect the seniority date. For instance, an employee who normally works in the summer and is seasonally laid off (into seasonal leave without pay) for the winter months will have the same seniority date when they are returned to duty the following summer, provided they did not take an out-of-order seasonal layoff. Note: An out-of-order seasonal layoff requires a letter of agreement with the union.
- F. The seniority date is **not** adjusted upon return from layoff as long as the employee is returned to the same duty station. If the employee is returned to a different duty station, then it is considered a transfer for seniority purposes and calculated accordingly.
- a. Seniority dates are adjusted when an employee is on non-medical leave without pay (LWOP) for over 30 consecutive regularly scheduled days. This is a rare occurrence that could apply when an employee takes an approved non-medical leave of absence or an out-of-order seasonal layoff. Only the LWOP days over 30 will affect the seniority date by moving the date forward for each day. For an out-of-order layoff, these are the regularly scheduled days over 30 that occur before the normal seasonal layoff start date.
  - b. Time spent in Family Medical Leave (FMLA/AFLA) or in a military leave of absence covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA) does not adjust seniority.
- G. Use the [LTC Seniority Calculation Sheet](#) to calculate the individual employee's seniority date. Use the LWOP adjustment tab of the worksheet to calculate an adjusted seniority date as appropriate.
- a. ALDER LWOP reports are provided by the Employee Planning & Information Center to assist HR staff in determining when an LWOP amount over 30 days occurs.
  - b. Further investigation with Payroll Services staff may be required to determine if the

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LWOP is a type that requires an adjustment.

### **III. RECORDING SENIORITY**

- A. An employee's seniority date and any adjustments should be recorded on the employee's individual seniority worksheet. The employee's seniority date is also maintained on the department's seniority list for LTC employees.
- B. If the employee moves to an LTC position in another department, the employee's seniority worksheet is forwarded to the receiving department's HR staff.

### **IV. NOTIFICATION TO THE UNION**

- A. Every six months, no later than March 1 and September 1 of each year, notification of seniority dates is required to be sent to union staff. Each Human Resource Office is responsible for providing their department's list to the appropriate union. Notification entails providing a list of all probationary/permanent employees by duty station, with the employee's seniority date and job class.
- B. For all layoffs and recalls, notification to the union must occur concurrently with notification to the employee. The employee is kept on the seniority list until recall or termination of seniority occurs.