

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL
STANDARD OPERATING PROCEDURE

Supervisory Differential - Article 24.11 of the Supervisory Unit
Collective Bargaining Agreement
DOP-SOP 17

A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to outline the procedures and eligibility requirements for requesting, approving, and managing supervisory differentials under Article 24.11 of the Supervisory Unit Collective Bargaining Agreement.

B. Scope

This SOP applies to members of the supervisory bargaining unit.

C. Authority

Supervisory unit Collective Bargaining Agreement (CBA) article 24.11 provides the Director of Personnel with the sole discretion to approve or deny supervisory differential requests

D. Roles and Responsibilities

a. Supervisor (employee requesting differential)

- Ensure their Position Description (PD) in the OPD system accurately reflects supervisory authority over qualifying subordinate positions.
- Initiate and submit supervisory differential requests to the Union with all required documentation to support the request.
- If an employee is receiving the differential, the employee is responsible for monitoring any changes affecting eligibility. It is the employee's responsibility to notify Employee Planning and Information Center (EPIC) and Department Human Resource Business Partner (HRBP) of any changes affecting eligibility (e.g., transfers, promotions, vacancies, subordinates going to Seasonal Leave Without Pay (SLWOP).
- Cooperate with annual audits and provide requested information.

b. Union Representative

- Ensure requests are complete and accurate before submission.
- Submit request to EPIC on employee's behalf
- Serve as a point of contact for questions or clarifications regarding the process to their members.

c. Division of Personnel (DOP) Director (or designee)

- Assess requests for approval or denial consistent with AS 39.
- Communicate decisions to all relevant parties.
- Ensure requests are processed within the established timeline.

d. Employee Planning and Information Center (EPIC)

- Support the Director of Personnel in the review of requests and determination regarding eligibility of the employee for supervisory differential requests in accordance with Article 24.11.

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- Maintain records of all supervisory differential requests and approvals.
 - Conduct annual audits to verify ongoing eligibility.
 - Notify affected parties of audit results, eligibility changes, and overpayment issues.
 - Provide guidance on continuing eligibility when eligibility changes occur.
- e. Payroll Services
- Implement approved supervisory differentials in the payroll system.
 - Adjust pay as directed by DOP and EPIC following approvals, denials, or eligibility changes.
 - Recover overpayments in coordination with DOP.
- f. Department Human Resource Business Partner (HRBP)
- Coordinate with EPIC during audits and when changes in supervision occur.
 - Ensure timely communication between department management, supervisors, and EPIC.

E. Process Overview

The supervisory differential is requested by the union representative in writing to the Division of Personnel (DOP) Director (or designee), with a CC to the Employee Call Center: EmployeeCallCenter@alaska.gov. The director (or designee) shall make every effort to respond to requests within thirty (30) calendar days of receipt, but under no circumstances will the differential be applied retroactively.

Eligibility Criteria

To be considered for a supervisory differential, several criteria must be met:

- The supervisor must have direct supervisory authority over a position at the same or higher salary range as documented in their current Position Description (PD).
- The qualifying subordinates' current PD must also reflect the supervisory relationship.
- The subordinate must be in a permanent position in the classified service; exempt, non-permanent, on-call, and emergency subordinate positions do not serve as the basis for qualification.
- The base salary schedules are used when determining whether a subordinate's entry level step in a different salary range schedule (i.e., LTC and PSEA) is the same or greater than the supervisor's entry level step.
- An employee is not eligible for a differential while in acting status. If the supervisory position is double-filled, only one employee may receive the differential.

Approval Requirements

For the supervisory differential to be approved, the supervisor must ensure that their PD in the Classification's [Online Position Description](#) (OPD) system accurately reflects the correct Supervisory Authority for the qualifying subordinate positions. Likewise, if the qualifying position(s) lack the correct Supervisor Information in their PD, the request may be denied and must be resubmitted once the PD(s) is updated.

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Effective Date

The effective date of the supervisory differential is the first day of the pay period following approval. Article 24.11 does not allow for retroactive application of the differential.

Limitations

The following actions **will** impact eligibility for the differential,

- If the employee changes PCN (promotion, demotion, transfer, etc). If the employee is eligible for a differential in the new position, a new request must be submitted.
- Acting status that places the employee at different salary range.

The following actions **may** impact eligibility for the differential, The supervisor must notify EPIC to assess continuous eligibility

- Reclassification of the supervisor and/or subordinates position description
- Change in supervisory relationships with subordinates
- Subordinate position remaining vacant for extended periods without active recruitment efforts. If the qualifying subordinate position is vacant but being actively recruited for by the department, the supervisory differential may remain in place.
- Subordinate entering SLWOP

It is the responsibility of both the employee and department management to notify EPIC, on or before the effective date of any change that can impact eligibility for the differential, to avoid the incurring an overpayment. If an overpayment occurs, the full overpayment may be collected from the employee.

A supervisor of a supervisor who is receiving a differential is not eligible for a differential if they are claiming eligibility based on the same subordinate position(s).

Seasonal Positions

Supervisors must monitor subordinates in seasonal positions carefully. Subordinates in seasonal positions may result in assessing eligibility for the differential only while the qualifying subordinate employee is currently active and not on seasonal leave without pay.

Annual Audit

Annually EPIC will review all active supervisory differentials by verifying the supervisory relationship with subordinates listed on the position description.

Workflow

This workflow outlines the step-by-step process for requesting and processing a Supervisory Differential under Article 24.11 of the APEA Collective Bargaining Agreement.

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Step 1: Request Initiation

- Upon notification of the employee, APEA representative submits a formal request to the Director of the Division of Personnel and the Employee Call Center.
- The request must include:
 - Supervisor's name, position title, and PCN (Position Control Number)
 - Subordinate's name, position title, and PCN
 - Evidence that the subordinate is compensated at the same or higher salary range
 - Confirmation that all relevant Position Descriptions (PDs) are current and accurate in the OPD system

Step 2: Initial Review

- The Director (or designee) reviews:
 - Position Descriptions to confirm direct supervisory authority and review all PD's of record related to the request to determine the reporting structure and if one or more of the subordinate positions are at the same range or higher.
 - If salary schedules differ (e.g., LTC vs. PSEA), the subordinate's entry-level step is compared to the supervisor's Step A on their respective schedule.

Step 3: Director's Decision

- The Director (or designee) makes a final determination.
 - If approved:
 - The effective date is the first day of the pay period following approval.
 - Notification is sent to the supervisor, union, HRBP, EPIC, and Payroll Services.
 - Payroll Services implements differential.
 - If denied:
 - A denial letter is issued with reasons and guidance for resubmission if applicable.

Step 4: Ongoing Monitoring and Audit

- Supervisors and departments must notify EPIC of any changes that may affect eligibility.
- EPIC conducts annual audits to verify continued eligibility and coordinates with HRBPs for updates.

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