

# HR Update

HR...Passionate about your success.

FY 05, Issue 18

May 16, 2005

## HR Update Feedback

Thank you for the feedback on the HR Update. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact ([Mila.Cosgrove@admin.state.ak.us](mailto:Mila.Cosgrove@admin.state.ak.us)) or ([Amanda.Holland@admin.state.ak.us](mailto:Amanda.Holland@admin.state.ak.us)).

## Contact Information

**DOP Contact List:** Go online to the DOP website to get the latest DOP contact list. Access the list through "HR Contacts" under Quick Links on the DOP home page or go to <http://dop.state.ak.us/index.php?id=85>

**Employee Call Center:** Please remember to direct employees to the Employee Call Center when they have general questions about their employment. The Call Center phone number is (907) 465-3009 or email [employeeccallcenter@admin.state.ak.us](mailto:employeeccallcenter@admin.state.ak.us).

## Quick Links

[DOP Home Page:](#)

[PD Tracker](#)

[Employee Call Center](#)

[TrainAlaska](#)

[DOP Newsletters](#)

[Rater's Guide](#)

[New Employee Orientation](#)

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### HB 161—Revised Rehire Retiree Bill

The new provisions of [HB 161](#), the revised retiree rehire program are outlined in the attached FAQ. The FAQ is also posted on the Division of Personnel home page: <http://dop.state.ak.us>

Please note: the provisions of AO 225 remain in effect for classified employees. The [FAQ](#) on Administrative Order 225 is posted on the Division of Personnel home page: <http://dop.state.ak.us>

The Division of Personnel is available to meet with managers from your agencies to make this transition as smooth as possible. Questions should be addressed to your Management Services contact.

### Delivery Year Ending for Training and Development

The DOP Training & Development 2004 – 2005 Open Enrollment Course Delivery year is coming to a close. Open enrollment course delivery

is scheduled from September to June. The delivery break between June and September provides Training & Development staff with the opportunity to complete course development and maintenance projects. Strategic planning, training needs analysis and project scoping activities typically peak during summer months as well.

DOP Management Services will continue to deliver the New Employee Orientation training and Training & Development will continue to deliver Workplace Alaska for Hiring Managers training on a scheduled basis in June, July and August.

The 2005 – 2006 Open Enrollment Course Delivery schedule will be developed during the strategic planning process and will be published on our WEB site in late August or early September.

### Certifying Officer Affidavits for FY06

At the beginning of each Fiscal Year, a Certifying Officer's Affidavit for Appointment of Nonper-

manent Employees should be completed and signed by the Commissioner of each department. This form allows the Commissioner to designate a staff member (typically a manager in the Division of Administrative Services) the authority to review requests to establish nonpermanent positions, ensure that adequate funds are available for the anticipated duration of the appointment, and approve sending the request to the Classification Section.

The forms will be distributed to departments in mid-May. Signed affidavits should be returned to the Classification Section by June 24 to avoid any delay in establishing nonpermanent positions in FY06.

### Extending Nonpermanent Positions into FY06

All nonpermanent positions (short-term, long-term, substitute, and on-call positions) will expire on or before June 30, the end of the fiscal year. This week the Division of Personnel will ask each department to identify the positions that should be extended into

## Division of Personnel P&P's

The Division of Personnel is proud to announce the publication of revised Policies and Procedures (P&P's). Newly published P&P's will be announced in this column as they are published.

The following P&P's have been revised:

### Subject Code & Topic Type

FY06.

The Classification Section will distribute a spreadsheet to each department listing all currently authorized nonpermanent positions and the current expiration date. In some cases (usually for long-term nonperms), the hiring manager indicated that the project or program would extend beyond FY05 and requested an end date after 06/30/05. In such cases the requested end date is included in the spreadsheet.

The Administrative Services director of each department will be asked to identify the positions that should be extended and the new expiration date. Positions that are not extended will be deleted from the payroll system. The completed spreadsheet and certification that sufficient FY06 funding exists should be returned to the DOP by June 15. Staff of the Division of Personnel will make the necessary changes to AKPAY to extend positions into FY06.

The departments will also be asked to consider establishing a permanent position for any long-term nonpermanent position that has been established for 12 months or more.

Any nonpermanent position that is established after May 16, 2005 will be automatically extended into FY06 based upon information provided with the original request.

Division of Personnel P&P's are published on the division's web site at <http://dop.state.ak.us/ppdb/index.cfm>

The Alaska Department of Administration complies with Title II of the 1990 Americans with Disabilities Act. This publication is available in alternative communication formats upon request. To make necessary arrangements, contact the Statewide Planning and Research for the Division of Personnel at (907) 465-4434 or the TDD for the hearing impaired at (800) 770-8973.