



HR UPDATE

HR... Solutions for Success

IN THIS ISSUE

- Donated Leave
- When am I required to submit a full PD to Classification for review of a permanent position?

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.

Donated Leave

By Payroll Services

Many employees are aware of the process to donate leave, but one issue that arises occasionally is when an employee (donor) donates leave to another employee (donee) that exceeds what is needed. Once submitted on a leave slip, Payroll Services cannot change the leave slip to break down a donation into smaller increments and the entire donation will be processed. Therefore, when an employee only needs one day (7.5 hours) of leave and 37.5 hours are donated, the remaining hours are not returned to the donor's leave account and may go unused by the donee. If you want to donate a week of leave (37.5 hours), consider breaking it down into five leave slips donations of a day (7.5 hours) at a time. If an employee will be out for an extended period of time, this may be the best option. Because leave donations are processed on an as needed basis and only for the amount the employee needs for the particular pay period, it is best to submit several small donations of leave. In the event that the donee does not need the full amount of leave donated, the remaining amount of unused leave can be returned to the donor.

An employee wanting to donate personal or annual leave will need to complete a leave slip and submit it to Payroll Services. For information on filling out a donated leave slip, review the Donated Leave webpage: <http://doa.alaska.gov/dop/payroll/DonatedLeave/>.

Donated leave is available for use in the pay period in which it is received by Payroll Services. Therefore, in order for donated leave to be applied to a particular pay period, the donated leave slip must be received by Payroll Services by the last day of that pay period. Donated leave will be processed in the order in which it was received on an as needed basis. Donated leave is intended to keep an employee in pay status when they exhaust all personal, sick, annual, and banked medical leave and is used for strictly medical leave purposes.

All leave donations should be sent to the Donated Leave email account: Donatedleave@alaska.gov with the following exception:

(continues on Page 2....)

When am I required to submit a full PD to Classification for review of a permanent position?

By Classification

The criteria for submitting a full position description (PD) to Classification for review is documented in Alaska Administrative Manual 130.120 (Position Description Submission) which states: A new or revised position description (PD) is submitted to Classification when one or more of the following has occurred:

- The supervisory authority assigned to the position is changed or modified (e.g., direct report positions added, changed, deleted);
- A new primary duty (the main duty for which the position

exists to perform) has been assigned;

- The position's focus has shifted (e.g., responsibility shifts from reviewing a form for completeness to approving the action requested on the form, or the position supports Program B while its PD indicates it supports Program A);
- The mission, goals, or objectives of the position, or the program the position supports is changed or modified (e.g., new statutory mandates alter the program function, department executive team establishes new goals or mission that impacts the work performed by the position in question);
- Essential duties have been added, deleted, or modified; and/or,
- The Work Demands section has been modified. This information is necessary to ensure compliance with the Americans with Disabilities Act (ADA) and Occupational Safety and Health Act (OSHA) blood borne pathogens standards.

A full PD must also be submitted to Classification when the Supervisor PCN of the position is changed or modified. This is important because there are some job classes whereby supervision is class controlling (meaning removal of authority could change the allocation of the position). Some positions are class controlled by the number of positions supervised (e.g., the Office Assistant IV job class requires supervision of "a defined clerical support unit that is composed of a minimum of 1) three Office Assistants; or 2) two Office Assistants, one of which is at least an Office Assistant II"); and some require supervision by a specific job class position (ex: the Executive Secretary job class series requires supervision by "the head of a principal department in the executive branch as provided by AS 39.25.120 (4)").

A full PD does not need to be submitted, however, if the Supervisor of the position is changing by incumbent name only, but retains the same job class title, PCN, and level (with no other changes to amount of positions supervised, etc.).

Additional information may be found on Classification Services website at <http://doa.alaska.gov/dop/classification/allocatingPositions>.

If you have further questions, please contact us at doa.dop.classification@alaska.gov. Thank you!

(...continued from Page 1)

employees in the Governor's Office, Alaska Court System, Legislative Affairs, and Legislative Audit departments should submit leave donations to their respective payroll contact within their department.

The Employee Call Center can provide you with your current leave balances and assist with additional questions you may have. You may contact the Employee Call Center at 465-3009 or at EmployeeCallCenter@alaska.gov. Alaska Marine Highway Vessel employees should contact their Payroll Services contact with questions at 465-3032.

Clarification of the first criteria regarding changes to supervisory authority:

A full PD must be submitted to Classification when the Position itself has a change in supervisory authority (e.g., direct report positions added, changed, deleted).