

SB

1988

COMMITTEE REPORT

HOUSE

FURTHER:

April 5, 1979

Date: 4-10-79

Mr. Speaker:

The Committee on STATE AFFAIRS has had CSSB 198 am

"An Act relating to the hiring of non-permanent employees in the state personnel system; eff. date."

under consideration and (a majority of the committee) (the committee) reports it back with the following recommendations:

- do pass do not pass
- do pass with attached amendments(s)
- replace with CS for C-5B 199 am same title
 new title
- and recommends _____
- AND attaches a "Letter of Intent" New Fiscal Note
- reports it back without recommendation
- referred to the _____ Committee

MEMBERS SIGNING
DO PASS

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

MEMBERS HAVING
OTHER RECOMMENDATIONS:

[Signature]
CHAIRMAN

THE FOLLOWING DOCUMENT(S) MAY NOT FILM
LEGIBLY BECAUSE OF POOR QUALITY OF THE
ORIGINAL.

Representative Mike Miller

Division of Personnel

January 21, 1965

The Honorable Clem V. Tillion
President
Alaska State Senate
Juneau, Alaska 99811

Dear Mr. President:

Pursuant to the provisions of Alaska Statute 39.25.195(h) the Director of Personnel shall present a report on nonpermanent and emergency hire practices in state government to the Legislature within the first 10 days of each regular legislative session.

I am herewith respectfully presenting said report.

Because the Blue Ribbon Commission On The State Personnel Act was instrumental in the development of this legislation I have transmitted a copy of the report to Senator Bill Ray.

Sincerely,

Bruce A. Cummings
Director

UC/MS

cc: Senator Bill Ray

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ORIGINAL.

NONPERMANENT EMPLOYMENT
FIRST ANNUAL REPORT
January 1, 1980

PURPOSE:

The purpose of this report is to be in compliance with AS 39.25.195 (Ch. 67 SLA 1979). That statute in pertinent part requires:

The director shall present a report on non-permanent and emergency hire practices in state government to the legislature within the first 10 days of each regular legislative session. ... The report shall include information on the number of nonpermanent employees authorized under this section and the number of emergency employees hired in each department, a description of the procedures used in authorizing the hiring of nonpermanent employees, and any recommendations for legislation required to implement the intent of this section. (AS 39.25.195(h))

The statute became effective January 1, 1980. Because the effective date is so recent, this initial report must be limited in information.

It is intended that the second report, due January 1981, will cover all activity for calendar year 1980. A consistent reporting period is therefore being established for future reports.

The Number of Nonpermanent Employees Authorized:

As of December 31, 1979, two nonpermanent positions had been authorized for filling in January; a Graduate Intern I with the Department of Law and a Park Planner II with the Department of Natural Resources. Formal intent to establish an additional 183 nonpermanent positions had been received. However, because the required certifications had not been completed by employing agencies none of the positions had yet been authorized by the Director.

As of December 15, 1979, there were 425 temporary employees on the payrolls of those agencies affected by AS 39.25.195-200.

Summary data by department on temporary employees is presented on Page 6.

A Description of Procedures Uses In Authorizing The Hiring of Nonpermanent Employees.

Preliminary work on developing procedures to implement the law was begun in August, 1979. In early September an interagency committee was formed to complete the procedures. The committee was composed of representatives from the Division of Personnel and Labor Relations and the Departments of Fish and Game, Public Safety, Transportation and Public Facilities, Community and Regional Affairs, Labor, Health and Social Services, and Law. The combined agencies had in the past made approximately 70% of all temporary appointments.

The procedures provide for:

- 1) a uniform method that the head of the department may designate other persons to make the required certifications,
- 2) a means for the agencies to notify the Director of Personnel on planned nonpermanent positions,
- 3) a uniform method of certifying funds and needs for nonpermanent positions consistent with AS 39.25.195,
- 4) guidelines for certifying the circumstances for each emergency appointment,
- 5) Waiver of the eligible list for Comprehensive Employment And Training Act (C.E.T.A.) employees.

A primary objective of the committee was to seek compliance with the law by modifying existing procedures whenever possible rather than establishing totally new unfamiliar procedures. To the extent possible that objective has been realized.

The procedures were distributed December 21, 1979, and are an addendum to this report.

The Number of Emergency Employees Hired.

Because of the time frame of this report there have not been any emergency appointments under the new law. A method of reporting emergency appointments has been established within the procedures implementing AS 39.25.195-200, so that emergency appointments made during and after January 1980 will be reported.

<u>DEPARTMENT</u>	PERI. POS. (1)	VACANT NO. (2)	& PERCENT (3)	TEMPS. (4)	NONPERM. (5)
ADMINISTRATION	674	65	9.6	37	7
LAW	208	16	7.7	11	4
REVENUE	314	55	17.5	19	3
EDUCATION	353	45	12.7	31	31
HEALTH & SOCIAL SERVICES	1879	206	11.0	51	22
LABOR	737	165	22.4	49	48
COMMERCE & ECONOMIC DEVELOPMENT	297	26	8.8	6	-0-
MILITARY AFFAIRS	101	16	15.8	4	2
NATURAL RESOURCES	789	249	31.6	26	1
FISH & GAME	720	147	20.4	93	53
PUBLIC SAFETY	305	89	11.1	10	-0-
ENVIRONMENTAL CONSERVATION	135	26	19.3	4	1
COMMUNITY & REGIONAL AFFAIRS	154	32	20.8	22	13
TRANSPORTATION	2873	838	29.2	62	-0-
TOTAL	10,035	1,975	19.7	425	185

Because AS 39.25.195-200 in most part excludes the Office of the Governor, that agency has not been included.

- (1) Permanent classified and partially exempt positions as of December 15, 1979.
- (2) Of the positions recorded in Column 1 the number vacant. Includes seasonal positions where the employee was on seasonal leave.
- (3) Column 2 expressed as percentage of Column 1.
- (4) The number of temporary employees as of December 31, 1979.
- (5) The number of nonpermanent positions intended and authorized as of December 31, 1979.

Recommendations For Legislation Required To Implement The Intent
Of This Section.

Every effort has been made to implement the law consistent with the intent. It must be recognized that the law only recently became effective (January 1, 1980). Therefore, there has been no actual experience in administering this statute. For this reason there are no recommendations for additional legislation at this time. As administrative experience is obtained some unanticipated difficulties are likely. Specific recommendations will be made when legislation is the appropriate solution.

TO: [All Personnel Officers

DATE: December 21, 1979

FILE NO:

TELEPHONE NO:

FROM: Sandra Withers *SW*
Director
Division of Personnel & Labor Relations
Department of Administration

SUBJECT: Procedures;
Nonpermanent Employees

With this memorandum I am transmitting the initial procedures to implement AS 39.25.195-200 (Chapter 67, SLA 1979) which becomes effective January 1, 1980.

These procedures and the new forms being established were developed by a committee of department personnel officers along with this Division. A cross section of all departments were represented. Although all major questions that we could anticipate have been addressed, we realize that after 20 years of developed practices with "temporary" employees some offices will have greater adjustments than others to be in compliance with the law. Please bear in mind, it is the stated intent of the legislature to curb those administrative practices which surrounded temporary employment in the past.

Please address any suggestions or recommendations for improvement on these procedures to Ken Kareen, Deputy Director of this Division. We will have a follow-up meeting with the committee and with all departmental personnel officers to seek improvements based on the experiences gathered by working with these procedures

SW/atw

NONPERMANENT APPOINTMENT

PROCEDURES

There are five types of nonpermanent appointments. They are: 1) emergency, 2) substitute, 3) program, 4) project, and 5) normal.

All nonpermanent appointments, except emergency, require that a position be established prior to the appointment.

All nonpermanent appointments, except emergency require written approval prior to the appointment from the Director of Personnel and Labor Relations.

Because the procedures for emergency appointments differ from the procedures for other nonpermanent appointments, they are addressed separately in Section G.

Other types of nonpermanent appointments are addressed in the normal sequence of actions which are:

- A - Identification of Need for Nonpermanent Employee
- B - Certification of Conditions and Funds
- C - Position Approval
- D - Selection of Employee
- E - Appointment
- F - Follow Up on Time Restrictions

A. IDENTIFICATION OF NEED FOR NONPERMANENT EMPLOYEE

Normal, Program, and Project Appointments

Two and one-half months prior to the anticipated month of hire the hiring department must submit a completed "Nonpermanent Employee Need Identification" card (02-256) to the Division of Personnel and Labor Relations. If a nonpermanent position has already been established and is available for filling, the department does not need to submit a new card.

Illustration II shows the reporting time frame.

Appendix C is a sample of the form including the instructions for completing it.

ILLUSTRATION 1

12/79

TYPE OF NONPERMANENT	FORMS REQUIRED		STATUS CODE	NORMAL APPOINTMENTS FROM	DURATION OF APPOINTMENT
	ID CARD (02-256)	CERTIFICATIONS (02 '230)			
EMERGENCY: Appointment made under conditions requiring immediate action to carry on work required in the public interest; appointments limited to 30 days.	NO	NO ¹	EM		UP TO 30 DAYS
PROGRAM: Appointments to nonpermanent positions created primarily to help the employee; appointment limited to duration of the program.	YES	YES	NG	DISPATCH/ELIGIBLE LIST	DURATION OF PROGRAM
PROJECT: Appointments to complete specific work which is not a regular and continuing function of the department, but which requires more than 120 days to complete; appointments limited to duration of project.	YES	YES	NJ	DISPATCH/ELIGIBLE LIST	DURATION OF PROJECT
NORMAL: Appointment to complete a given work assignment which does not exceed 120 calendar days in a 12 month period; an employee may not work more than 120 calendar days in a 12 month period in one department.	YES	YES	NT	DISPATCH/ELIGIBLE LIST	UP TO 120 DAYS
SUBSTITUTE: A nonpermanent appointment to a position which is temporarily vacated by a permanent employee on leave. Appointment limited to duration of the incumbent's leave or an earlier date specified by the department.	YES ²	NO	NS	DISPATCH/ELIGIBLE LIST	DURATION PER PRIOR LIMIT OF DEPARTMENT OR RETURN OF PERMANENT EMPLOYEE

-2-

1. THE FORM IS NOT REQUIRED. CERTIFICATION IN FORM OF LETTER OR MEMORANDUM IS REQUIRED.
 2. PARTIALLY COMPLETED CARD REQUIRED.

ILLUSTRATION II

<u>Planned Appointment</u>	<u>Need Identification* Due</u>	<u>Certifications* Due</u>	<u>Expect* Approval</u>
January	October 15	November 5	December 1
February	November 15	December 5	January 1
March	December 15	January 5	February 1
April	January 15	February 5	March 1
May	February 15	March 5	April 1
June	March 15	April 5	May 1
July	April 15	May 5	June 1
August	May 15	June 5	July 1
September	June 15	July 5	August 1
October	July 15	August 5	September 1
November	August 15	September 5	October 1
December	September 15	October 5	November 1

* If the listed date is a Saturday, Sunday, or holiday then the first working day following the date indicated shall be considered appropriate.

Nonpermanent Substitute Appointments

To request authority to make a nonpermanent substitute appointment, the hiring department must submit a partially completed "Nonpermanent Employee Need Identification" card along with a "Request for Certification" (02-254).

Those portions of the "Nonpermanent Employee Need Identification" card which must be completed are:

1. (a) Department
(b) Division
(d) Geographical Code
(e) Beginning Date
2. (b) Ending Date

Comments:

Identify the position control number being filled on a substitute basis and state if the incumbent of record is on medical, personal, or annual leave. If the incumbent is on some other type of leave, specify the type.

5. Signature of individual filing this report.
7. (a) Date of the report.

The form "Request for Nonpermanent Position and/or Authority to Appoint Nonpermanent Employee" (02-230) is not required for substitute appointments.

B. CERTIFICATION OF CONDITIONS AND FUNDS

The form titled "Request for Nonpermanent Position and/or Authority to Appoint Nonpermanent Employee" constitutes certification by the employing agency that funds are available for the requested position, and that conditions exist in the agency which justify the appointment of a nonpermanent employee in accordance with AS 39.25.195-200.

Sections "A," "B," "C," and "D" of the form should be completed by the hiring department. Sections "B" and "C" on this form must be signed by the Commissioner of the Department or a person designated by the Commissioner as a certifying officer in accordance with AS 39.25.200(1).

If a "Nonpermanent Employee Need Identification" form has not been previously submitted, the department must submit a completed card along with the request. If one has been previously submitted, only the request form is required.

This form is to be completed in duplicate. The hiring department must send the form with original signatures to the Director of Personnel and Labor Relations. The Department Personnel Officer should retain a copy of the forms.

C. POSITION APPROVAL

The Director of Personnel and Labor Relations will indicate approval of the position requested and authority to proceed with an appointment in "Section E--Approval" of the request form.

Before proceeding with the appointment, the hiring department should note if the approval is "as requested" or "with qualifications as stated."

If the request is for a nonpermanent substitute appointment, the authority for the department to make an appointment will be issued by "Section B--Certification or Authorization" of the "Request for Certification."

D. SELECTION OF EMPLOYEE

The selection of an employee to fill the position by union dispatch or from the appropriate eligible list must be consistent with bargaining agreements and the Personnel Rules. The normal process shall be the same as filling a permanent position of the same job class.

In some instances another procedure for selecting an employee may be authorized. When another procedure is authorized, the approval will indicate "with qualification as stated" and instructions shall be detailed in the comments portion of the approval section. (Section E of "Request for Nonpermanent Position and/or Authority to Appoint Nonpermanent Employee.")

If there are any questions about the instructions the Department Personnel Officer must obtain clarification from the Division of Personnel and Labor Relations before proceeding.

E. APPOINTMENT

The appointment of a nonpermanent employee shall follow established department procedures except that the nonpermanent employee may not be placed on the state payroll unless the Director of Personnel and Labor Relations has approved the personnel action for the employee's appointment. Therefore, after the Personnel Action (02-023) has been completed, signed and is ready for payroll, the department must send the central payroll copy and central personnel copy directly to the Director of Personnel and Labor Relations.

Those actions approved by the Director will be forwarded to central payroll. Actions not approved by the Director will be returned to the originating agency.

F. FOLLOW UP ON TIME RESTRICTIONS

All nonpermanent employees are time restricted. The normal restriction is 120 days in a 12-month period. Project and program employees are

limited by the duration of the specified program or project. Substitute appointments are restricted by the department's identified ending date or the return of the permanent employee, whichever occurs first.

It is the employing department's responsibility to monitor all non-permanent appointments and originate timely separating personnel actions on or before the employment authority has expired.

G. EMERGENCY APPOINTMENTS

Emergency appointments do not require prior approval, eligible list certification or dispatch. However, use of these procedures is not precluded.

An emergency employee is:

"....an employee appointed for a period not to exceed 30 calendar days, whose appointment was made under conditions requiring immediate action to carry on work that is required in the public interest." AS 39.25.200(3)

Within 15 working days following an emergency appointment, the employing department shall certify the reasons for the appointment to the Director of Personnel and Labor Relations. There is not a prescribed form for this purpose. The certification shall be in the format of a letter or memorandum and must address the following subjects:

1. The reasons for appointing an emergency employee, including description of the work requiring continuance in the public interest and the location of the work.
2. What alternative actions to the appointment were considered or taken, such as:
 - a) reassignment of other employees
 - b) authorized overtime
 - c) request for assistance from other government agencies
3. The name of the emergency employees appointed.
4. The statement: "I hereby certify that the reported facts and statements are correct and that the emergency appointment is justified in accordance with AS 39.25.195 and AS 39.25.200(3).

Date

Signature of Certifying Officer

This report must be certified by the Commissioner or person designated by the Commissioner under AS 39.25.200(1) to certify nonpermanent actions and must be received by the Director of Personnel and Labor Relations within 15 working days of the appointment.

STATE OF ALASKA
CERTIFYING OFFICER'S AFFIDAVIT
AS 39.25.195-200

I hereby designate _____ to certify documents in accordance with AS 39.25.200(1).

This designation is for a period of twelve months beginning from the date of the Department Head's signature. The designation is automatically ended at the time that the employee designated separates from employment with this department. This designation is subject to being revoked at any time by the Department Head notifying the Director of Personnel and Labor Relations in writing of such revocation.

DEPARTMENT _____

SIGNATURE OF DEPARTMENT HEAD _____

DATE _____

I have read and understand AS 39.25.195 - AS 39.25.200. The use of my signature stamp in exercising this designation shall be the same as if I personally sign the document and does not in any way diminish my responsibility.

Signature _____

Date _____

Distribution:

- Director of Personnel & Labor Relations*
- Director of Finance
- Employing Agency*
- Employee Concerned

* Must have original signatures.

TO All Personnel Officers

DATE September 19, 1979

FILE NO:

TELEPHONE NO:

SW
FROM Sandra Withers, Director
Division of Personnel &
Labor Relations
Department of Administration

SUBJECT Nonpermanent Employee
Need Identification
January-March 1980

The enclosed forms are for your use in planning for nonpermanent positions needed during the first quarter of 1980. The requested information will be used to identify recruitment needs and to develop the procedures necessary to assure compliance with Chapter 67, SLA 1979.

Please ask those in your department responsible for projecting employment needs to complete one form for each nonpermanent appointment you plan to make during the period January 1, through March 31, 1980. You will be asked to project your needs for the second quarter later.

The completed forms must be submitted to the Division of Personnel and Labor Relations by close of business October 3, 1979.

SW/ja

NONPERMANENT EMPLOYEE NEED IDENTIFICATION

1.	a)	b)	c)	d)	e)		
	Dept.	Div.	Class Code	Geo. Code	Mo.	Day	Year
	Beginning Date						
2.	a)	b)					
	Supervisor Social Security Number						
	Mo.	Day	Year				
	Ending Date						
3.	Supervisor's Name						
	Last	FIRST					M.
4.	Class Title of Nonpermanent Position						
5.	Location of Nonpermanent Position						
COMMENTS:					DIV. OF PERSONNEL & LABOR RELATIONS		
					RECEIVED		
					RECORDED		
					VERIFIED		
Signature of individual filing this report					Reported		
6.	a)	b) Social Security Number				B/U	Identification
	Date					<input type="checkbox"/>	<input type="checkbox"/>

25-25619/791 Per ASJS 25.195-200

INSTRUCTIONS

This form is a planning tool to be used in identifying future needs for nonpermanent employees. It is not a formal request for hire. This information will allow the Division of Personnel & Labor Relations to anticipate your needs and direct its recruitment efforts accordingly.

Please complete a separate form for each nonpermanent position following the instructions below. Use the space for comments to provide additional information or explanation.

- Line 1:
- a) Department code
 - b) Division code for the division the nonpermanent position will be assigned to.
 - c) Class code. Most will have four digits, but some classes with more than one eligible list will have a letter in addition.
 - d) Geographic code for the location of the nonpermanent position.
 - e) Beginning date. That date the nonpermanent employee will report for work.

- Line 2:
- a) Social security number of person who will be assigned to supervise the nonpermanent employee.
 - b) Ending date. When will the work of the nonpermanent employee be completed?

Line 3: Name of the supervisor of the nonpermanent employee.

Line 4: Include the complete class title from the classification outline.

Line 5: Location of nonpermanent position. If there is more than one location, explain in the comments section.

Line 6: Signature of the person who by filing this report verifies the probable need for this nonpermanent position.

- Line 7:
- a) Date of report
 - b) Social security number of person filing the report.

12/79

STS: STATUS CODES

TYPE

- I Indicates an intended position.
- A Indicates an authorized position.
- D Indicates a position that has been filled and the work has been completed.
- E Indicates a position for which the authorization or the intended dates have passed.

- G Indicates program
- J Indicates project
- T Indicates normal
- E Indicates emergency

INSTRUCTIONS

Section A - Identification

- 1) Fill in the six character identification established for the position.

or

If no prior identification has been assigned complete a "Nonpermanent Employee Need Identification" card. Attach this card to the form and check (✓) the box indicating that it is attached.

- 2) Job Class: Indicate the class title of the position being requested.
- 3) Indicate if the position being requested is "normal" or "program" or "project." If the request is for a project position, statement 4 of Section C must be certified. If the request is for a program position, statement 5 of Section C must be certified. The distinction between program and project exists in the purpose of the employment. If the employment is to assist the individual employed such as CETA, student interns, and apprentices, the position is a program position and the employee must be appointed as such. If an additional position is being requested to complete a specific work project which is not a regular and continuing function of the department or agency, but will exceed 120 days, the position is a project position and the employee must be appointed as such.
- 4) Indicate if the position will be filled from a certification of eligibles or union dispatch or by other means consistent with AS 39.25.195-200 and the applicable collective bargaining agreement. If "other" is indicated sufficient explanation must be given.

Section B - Funds Certified

This section must be signed by the Commissioner of the department or by a person designated by the Commissioner as a Certifying Officer in accordance with AS 39.25.200 (1).

Section C - Reason Certified

The reason or reasons for the nonpermanent employee are indicated in this section. Not less than one of the five indicated reasons must be certified by the Commissioner or his designee per AS 39.25.200 (1). If more than one statement is appropriate each statement that is a correct description of the circumstances should be signed.

SECTION A - IDENTIFICATION

1) OR Nonpermanent employee need identification card (02-2561) is attached.

2) Job Class _____

3. This request is for a nonpermanent position as indicated: Normal (120 day appt.) Program Project

4. If approved appointment will be made from: Eligible List: Certification Union Dispatch Other: _____

SECTION B - FUNDS CERTIFIED

I certify that adequate money is available for the anticipated duration of this appointment

Signature of Certifying Officer _____ Date _____

SECTION C - REASON CERTIFIED

SIGN WHICHEVER OPTION APPLIES TO YOUR SITUATION

1) I certify that the legislature has appropriated money for the position proposed knowing that it is to be performed by a nonpermanent employee. The appropriation code and budget page reference is cited in Section D.

Signature of Certifying Officer _____ Date _____

2) I certify that there is an immediate need to fill an authorized, permanent position and it is impractical to establish the position or to make certification within a reasonable time. The authority, position and circumstances are explained in detail in Section D.

Signature of Certifying Officer _____ Date _____

3) I certify that an immediate need exists which this agency could not have reasonably anticipated and met through the creation of a permanent position. The circumstances and the reasons we could not anticipate this need are explained in Section D.

Signature of Certifying Officer _____ Date _____

4) I certify that a project exists and the need for an employee can be most appropriately met through the use of a project employee. The project and our needs are described in Section D.

Signature of Certifying Officer _____ Date _____

5) I certify that a program exists and the need for an employee can be most appropriately met through the use of a program employee. The program and our needs are described in Section D.

Signature of Certifying Officer _____ Date _____

SECTION D - EXPLANATION

1) REASON FOR REQUEST

CONTINUE ON REVERSE IF NECESSARY

SECTION D (2) FUNDING SOURCE

SECTION D (3) DESCRIPTION OF DUTIES (P402 Optional)

CONTINUE ON REVERSE IF NECESSARY

SECTION E - APPROVAL

Approved as Requested _____ Director of Personnel & Labor Relations _____ Date _____

Approved with Qualifications as Stated on Reverse in Comments _____

SECTION D (1) Reason for Request - Continued

SECTION D (3) Description of Duties - Continued

It is not necessary that sections B and C be signed by the same person. The person certifying Section C is also certifying the correctness of the explanations contained in Section D.

Section D - Explanation

This section is for detailed explanation of: 1) the reason for the request 2) identification of the funding source by sufficient codes so that the Division of Budget and Management can identify the source of the funds without additional information and 3) sufficient explanation of the duties assigned to this position so that proper class allocation can be verified.

Request for Certification

Section A. To: Department of Administration Division of Personnel & Labor Relations

Date January 16, 1980		Department Fish and Game
Position Title Fish Culturist II	Class Code 6124	Position Control Number 11 B 016
Location of Position Tutka Lagoon		Location Code CYO
Employee Replaces n/a		Date of Separation n/a
HOURS OF WORK <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Date of Classification Action Authorized 01/4/80
KIND OF POSITION <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary Non Permanent <input type="checkbox"/> Seasonal		
ELIGIBLE LISTS <input type="checkbox"/> Open Competitive <input type="checkbox"/> Departmental <input type="checkbox"/> Interdepartmental		
SPECIAL REQUESTS <input type="checkbox"/> Subfill with _____ job class <input type="checkbox"/> _____ Examining Option		
_____ Signature of Appointing Authority		_____ Personnel Officer Title

Section B. Certification or Authorization

To: Requesting Department

Date _____

The following Certification is hereby issued to your request:

Complete Certification Agency Lay Off List

Incomplete Certification (May be declined per RULE 5 03.5) Other _____

ATTACHED MASTER (_____) FOR (_____) CONSTITUTES THE CERTIFICATION OF ELIGIBLES TO FILL THIS POSITION.

ATTACHED MASTERS (_____) FOR (_____) AND (_____) FOR (_____) CONSTITUTE THE CERTIFICATION OF ELIGIBLES TO FILL OR SUBFILL THIS POSITION RESPECTIVELY.

ATTACHED MASTERS (_____) FOR (_____) AND (_____) FOR (_____) CONSTITUTE THE CERTIFICATION OF ELIGIBLES TO FILL THIS POSITION. THE ELIGIBLE LIST FOR (_____) HAS BEEN AUGMENTED FROM THE ELIGIBLE LIST FOR (_____). ANY APPOINTMENT SHOULD BE MADE TO THE CLASS OF (_____).

The following Authorization is hereby issued in response to your request:

Provisional Appointment (If no selection has been reported by _____ this authority is automatically rescinded.)

In absence of appropriate eligible list Incomplete eligible list Subfilling with _____ class

Temporary Appointment Other _____

By _____
The Director of Personnel & Labor Relations

Section C. Action of Appointing Authority

Date _____

Return to Department of Administration Division of Personnel & Labor Relations as soon as you have made your selection, if not from the eligible list, attach application.

Appointee _____	Agent _____	Effective date of Appointment _____
STATUS OF APPOINTEE <input type="checkbox"/> Probationary <input type="checkbox"/> Provisional <input type="checkbox"/> Subfill <input type="checkbox"/> Substitute <input type="checkbox"/> Seasonal <input type="checkbox"/> Incomplete certification declined <input type="checkbox"/> Returned for the following reason _____ <input type="checkbox"/> Temporary		
_____ Signature of Appointing Authority		_____ Title

TO: [All Personnel Officers
All Administrative Directors

DATE: August 21, 1979

FILE NO

TELEPHONE NO

FROM: *S. Withers*
Sandra Withers, Director
Division of Personnel and
Labor Relations
Department of Administration

SUBJECT: Non-permanent Employees

Effective January 1, 1980, Chapter 67, SLA 1979, goes into effect. This new law will substantially change procedures governing the hire and retention of non-permanent (temporary) employees.

We are preparing draft regulations to administer the law, and plan to hold personnel council meetings to review the draft and solicit recommendations. The first meeting is scheduled at 10:00 a.m. on September 4, 1979, in the testing room of the Division of Personnel and Labor Relations, 10th floor, State Office Building. The meeting should be attended by each department Personnel Officer and their immediate supervisors, if desired. This meeting will address principles, general needs and the changes which must be made in how we handle non-permanent employment. Of particular concern is that we be prepared to comply with this law on January 1, 1980. We must have procedures ready at that time to:

- 1) Expedite the processing of requests for non-permanent hire;
- 2) Provide for certification of eligible lists; and
- 3) Know the specific numbers, job classes and locations of prospective non-permanent positions.

In the near future, we will be asking for you to identify non-permanent employment needs, and we will request that the information be provided for each department for the first quarter of calendar year 1980. This information will be part of the data base for reports to the Legislature and will direct recruiting efforts to assure that projected employment needs can be met.

Temporary appointments made up to the close of business on December 31, 1979, may last for 120 days from January 1, 1980 or six months from the date of appointment, whichever is less. After that time, the 120 day limit on non-permanent appointments will be in effect. Please note that the law requires prior approval for all non-permanent appointments. It is imperative that you inform all program managers within your department of these new limitations immediately so they may begin planning for what amounts to a substantial change in the way we do business.

If these changes are going to necessitate the establishment of permanent positions in the absence of temporaries to meet your program needs, we strongly suggest that you begin immediately to develop position descriptions and secure necessary budget approval.

The Division of Budget and Management has pledged their assistance in converting funds authorized for temporaries to permanent full-time, part-time and seasonal positions. A "New Position Authorization" (01-021) form issued by Budget and Management will be required for each permanent position established. Procedures for establishing such positions are on page 63 of "A Guide to Revised Program Procedures" issued by the Division of Budget and Management (May, 1979). The fall season is the peak of activity for Budget and Management, yet they have committed themselves to responding on or before November 15, to all requests received prior to October 1.

SW/ljs
Attachment: Chapter 67, SLA 1979.

02 OCT 18 1979

STATE
of ALASKA

MEMORANDUM

TO All Personnel Officers

DATE September 14, 1979

FILE NO

TELEPHONE NO

FROM *SW*
Sandra Withers, Director
Division of Personnel and
Labor Relations
Department of Administration

SUBJECT Chapter 67 SLA 1979
Non-Permanent Employees

As recommended and requested by the Personnel Council Committee on implementation of Chapter 67 SLA 1979, will you please provide a listing of all new permanent positions you intend to establish because of the revised statutes addressing non-permanent employees. The Committee is trying to anticipate the demands that will be placed on the Classification and Pay Section and plan for the timely processing of the increased demand.

Please provide on or before September 21, 1979:

- The number of new positions you expect to establish
- The job class of each position
- The duty station for each position

Thank you.

CETA POSITIONS
BY CONTRACT WITH
THE MUNICIPALITY OF ANCHORAGE

The following actions are necessary for the establishment and filling of nonpermanent positions established as State positions under CETA funds by contract with the Municipality of Anchorage.

ESTABLISHMENT OF POSITIONS

The employing department shall establish the position(s) in accordance with steps A through C of "Nonpermanent Appointment Procedures". The position shall be identified as a program position funded under C.E.T.A. contract with the Municipality of Anchorage. The ending date of the position shall be consistent with the contract and may be extended as the contract is amended or renewed.

FILLING OF POSITIONS

The filling of these positions will continue to be made from certifications by the Municipality of Anchorage. The necessary steps are:

- A. Request and receive appropriate "C.E.T.A. Certification List" from Municipality of Anchorage,
- B. Make selection from among those certified or request additional certification,
- C. Notify Municipality of selection in the manner they designate,
- D. Prepare State personnel action attaching to it a copy of "C.E.T.A. Certification List" used and a State employment application by the individual selected,
- E. Proceed with steps E and F of "Nonpermanent Appointment Procedures".

CETA POSITIONS BY CONTRACT

WITH DEPARTMENT OF COMMUNITY AND REGIONAL AFFAIRS

The following actions are necessary for the establishment and filling of nonpermanent positions established as a condition of a contract with the Department of Community and Regional Affairs, CETA Division.

ESTABLISHMENT OF POSITIONS

The employing department shall establish the position(s) in accordance with steps A through C of "Nonpermanent Appointment Procedures." The position shall be identified as a program position funded under CETA contract with the Department of Community and Regional Affairs. The ending date of the position shall be consistent with the contract and may be changed as the contract is amended or renewed.

FILLING OF POSITION

The filling of these positions will be made from referrals by the local Employment Service office, Alaska Department of Labor. The necessary steps are:

- A Place job order with the local Employment Service office. When placing the order inform the referral office that the position is a nonpermanent CETA-funded position and the State job classification.
- B The Employment Service will refer applicants that appear to meet CETA program eligibility requirements and the State's minimum qualifications for the intended job class.
- C The employing department will make a tentative selection from among those referred after determining that the individual selected meets the minimum qualifications for the job class. In addition, the employing department will complete the following forms for the selected individual.

CETA Eligibility Determination/Enrollment (21-45-344)

CETA Application (21-45-306)

State of Alaska Employment Application (02-250)

- D The employing department transmits the CETA Eligibility Determination and Application forms to the nearest CETA regional office for review and certification. The employing department will not appoint the individual until notified by the CETA Division that the individual has been certified as eligible.

- E Notice of eligibility certification is received from the CETA Division and the employing department appoints the individual and notifies the Employment Service office.
- F Prepare personnel action and attach to it the employee's State Employment Application and evidence that the individual was referred by the Employment Service.
- G Proceed with steps E and F of "Nonpermanent Appointment Procedures".