

Joint H.
& S. Rules

Comm
meeting



Senator Jalmar Kerttula
President of the Senate

January 11, 1984

Representative Joe Hayes
Speaker of the House

Mr. President and Mr. Speaker:

The Senate and House Rules Committees have considered the following adjustments to the salary policy for legislative employees and recommend they be adopted, retroactive to January 30, 1984.

SENATE RULES COMMITTEE

Jan Faiks
Sen. Jan Faiks, chairman

Sen. Frank Ferguson
Don Bennett
Sen. Don Bennett

Sen. Bill Ray
Tim Kelly
Sen. Tim Kelly

HOUSE RULES COMMITTEE

Jack Fuller
Rep. Jack Fuller, chairman

Rep. Joe Hayes

Ramona Barnes
Rep. Ramona Barnes

Rep. Mae Tischer

Rep. Randy Phillips
Michael W. Miller
Rep. M. W. Miller

Roni Larson
Rep. Roni Larson

Niilo Koponen
Rep. Niilo Koponen

M. M. Miller
Rep. M. M. Miller

Handwritten notes:
M.W.M.
M.M.B.
J.H.B.
OK
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JMT

SALARY SCHEDULE FOR TEMPORARY SESSION EMPLOYEES

POSITION	RANGE	DAILY
Senate Secretary/Chief Clerk	22A	\$130.00
Administrative Assistant Asst. Secretary/Asst. Clerk Sergeant-at-arms	19A	106.43
Legislative Researcher Asst. Engrosser Asst. Sgt.-at-arms Lounge Supervisor Xerox Supervisor	17A	92.37
Professional Secretary, session only	15A	80.33
Session Secretary Lounge Attendant Xerox Operator	14A	75.07
Page	10A	58.57

Longevity pay of \$2.00 per day, up to ten years.

All session employees are paid at a daily rate and are on duty seven days a week. No compensatory time, overtime, or leave time is allowed. Session employees are not compensated for transportation or moving expenses.

All session employees receive full medical benefits.

SALARY SCHEDULE FOR YEAR-ROUND EMPLOYEES

<u>POSITION</u>	<u>RANGE</u>	<u>MONTHLY</u>
Professional Assistant	21	\$3,649
Professional Secretary	15	\$2,410

All permanent employees receive full medical benefits. Permanent employees do not receive compensatory time or overtime, and are not compensated for transportation or moving expenses.

Longevity increases are determined according to the following criteria, with a limit placed at Step E:

- Step A - No prior legislative experience, or one legislative session (minimum 70 days) at a comparable level.
- Step B - Two legislative sessions, or one full year with the legislature at a comparable level.
- Step C - Three legislative sessions, or two full years with the legislature at a comparable level.
- Step D - Four legislative sessions, or three full years with the legislature at a comparable level.
- Step E - Five legislative sessions, or four full years with the legislature at a comparable level.

Permanent employees accrue leave time on the following basis:

- 0 - 2 years' service with the legislature in a position with authorized leave accrual: 15.0 hours per month;
- 2 - 5 years' service with the legislature in a position with authorized leave accrual: 16.875 hours per month;
- 5 - 10 years' service with the legislature in a position with authorized leave accrual: 18.750 hours per month;
- 10+ years' service with the legislature in a position with authorized leave accrual: 22.5 hours per month.



MEMORANDUM

DATE: June 29, 1983

TO: ALL LEGISLATORS

FROM: SENATOR JALMAR KERTTULA
President of the Senate

Senator Jan Faiks
Chairman, Senate Rules Committee

REPRESENTATIVE JOE HAYES
Speaker of the House

Representative Jack Fuller
Chairman, House Rules Committee

SUBJECT: Interim staffing policy



JH/207

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We have met and agreed upon the following amendments to the joint staffing policy, effective for the FY 84 interim. It is our intention to incorporate these changes into a revised staffing policy during a joint Rules meeting when the legislature reconvenes and present a report to each body for its consideration.

1. Leave time will be granted to all permanent employees.
2. There will be no retroactive salary increase for session (temporary) employees, but effective July 1, 1983 these employees will be paid according to the salary schedule set forth in HCSSB 294 (Fin).
3. Professional Assistants will be limited to Range 21, Step E; Professional Secretaries will be limited to Range 15, Step E according to the criteria set out in the June 19, 1981 staffing policy.

JAN 10 1984

STATE OF ALASKA
THE LEGISLATURE
LEGISLATIVE AFFAIRS AGENCY

POUCH Y - STATE CAPITOL
JUNEAU, ALASKA 99811
907-465-3800

MEMORANDUM

January 10, 1984

TO: THE HONORABLE JAN FAIKS
SENATE RULES CHAIRMAN

~~THE HONORABLE JACK FULLER~~
HOUSE RULES CHAIRMAN

FROM: Lauren Smith, Manager *LS*
Division of Administrative Services

SUBJECT: Cost of Daily Paid Session Employees

As requested, computations have been made for the cost of raising the daily paid session employees to the same salary schedule currently in effect for permanent employees of the Legislature.

The following costs have been computed using only the positions budgeted in the Session Component. The difference in cost represents the differences between the 01/01/81 salary schedule presently in effect for daily paid session employees and the 01/01/83 salary schedule presently in effect for permanent employees. Also included is a 28% benefits factor. The figures are based on a four-month session.

Senate	53 positions	\$ 83,938
House	100 positions	<u>\$ 157,598</u>
TOTAL additional cost		\$ 241,536

The increase in cost per day is \$2,012.80.

If you have any questions, please call me at 3850.

LS:mm

SESSION EMPLOYEE RECOMMENDED SALARY SCHEDULE

<u>Position Title</u>	<u>Current Daily Rate</u> (\$)	<u>Range</u>	<u>1984 Proposed Daily Rate</u> (\$)
Chief Clerk & Senate Secretary	116.47	22	130.00
Administrative Assistant	94.57	19	106.43
Assistant Senate Secretary/ Assistant Chief Clerk	94.57	19	106.43
Sergeant-at-Arms	94.57	19	106.43
Enrolling & Engrossing	88.00	18	99.33
Assistant Engrosser	81.83	17	92.36
Researcher	81.83	17	92.36
Assistant Sergeant-at-Arms	81.83	17	92.36
Lounge Supervisor	81.83	17	92.36
Xerox Supervisor	81.83	17	92.36
Machine Operator	71.16	15	80.33
Professional Secretary	71.16	15	80.33
Secretary	66.50	14	75.06
Lounge Attendant	66.50	14	75.06
Xerox Operator	66.50	14	75.06
Clerk	58.70	12	66.10
Messenger	52.13	10	58.56
Page	52.13	10	58.56
Chaplain	20.00		20.00

All temporary session employees receive full medical benefits.

Longevity pay of \$2.00 per day, up to 10 years.

All session employees on duty seven (7) days per week.

LAA/Admin Svcs
Personnel
10/12/83