

SB

139 (FILE 1)

5-14-87



HOUSE & SENATE JOINT RULES COMMITTEE MEETING  
THURSDAY, MAY 14, 1987  
8:15 A.M. - BUTROVICH ROOM

AGENDA:

Employment Policy / Senate and House Employees

I N D E X

- I. Proposed employment policy / Senate and House Legislative  
Employees
- II. Analysis / HCS SB 139 (FIN) amH - current and proposed policy
- III. HCS SB 139 (FIN) amH

DRAFT EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

INTRODUCTION

This Policy governs the employment of those legislative employees under the authority of the Senate or House Rules Committees during the legislative session and under the authority of the Senate President or Speaker of the House during the interim. These employees include staff to individual legislators, staff to standing and special committees, the staffs of the Senate Secretary's and Chief Clerk's offices and those employees under the direct supervision of the Rules Committees, i.e. employees in the legislative lounge, the xerox machine operators and the staffs of the Sergeant-at-arms.

These Senate/House legislative employees are to be hired under the following provisions:

Within budget constraints, the Rules Committee Chairmen during session and the President and Speaker during interim will determine the number of employees and at what pay ranges each of the individual legislators and Committee Chairmen will be authorized to hire and for what period of time.

Employees will be selected by and serve at the pleasure of the individual legislator.

The individual legislator will submit a request for the authorization to hire to their respective Rules Chairman during session and to the Senate President or Speaker of the House as appropriate during interim. The authorization to hire will be forwarded to the LAA Personnel Office. At that time, the employee will be able to complete the necessary paperwork and be put on the payroll.

DRAFT EMPLOYMENT POLICY  
 SENATE/HOUSE LEGISLATIVE EMPLOYEES

	CURRENT RANGE	PROPOSED RANGE
Chief Clerk Senate Secretary	22 (daily)	22,21
Professional Assistant	21 (monthly)	21,20
Administrative Assistant Assistant Chief Clerk Assistant Senate Secretary Sergeant-at-Arms	19 (daily)	19,18
Enrolling & Engrossing Clerk	18 (daily)	18,17
Assistant Engrosser Assistant Sergeant-at-Arms Researcher Lounge Supervisor	17 (daily)	17,16
Machine Operator	15 (daily)	15,14
Professional Secretary	15(monthly) 15 (daily)	15,14
Committee Secretary Lounge Attendant Xerox Supervisor	14 (daily) 17 (daily)	14,13
Clerk Collator Xerox Operator	12 (daily) 14 (daily)	12,11,10
Messenger Page	10 (daily)	10,9

\*\*\*\*\*

BENEFITS

Except as provided for hourly employees, all employees will be paid on a monthly basis on the salary schedule in effect for classified and partially exempt State employees. (See AS 39.27.011(a))

NOTE: No committment for the continuation of employment is to be assumed. Employees serve at the pleasure of their respective supervisor and upon the authorization of the appropriate authority.

Employees do not receive a geographic pay differential, either during session or interim.

DRAFT EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

All monthly paid employees receive full medical, retirement and leave benefits.

Monthly paid employees do not receive compensatory time or overtime and are on call 7 days per week.

Employees are not compensated for transportation or moving expenses.

Hourly pay based on the current salary schedule will also be available for short-term employment.

Hourly employees receive retirement benefits.

\*\*\*\*\*

LONGEVITY

Longevity may be determined on the first day of each session and on July 1 of each year.

Longevity increases are determined according to the following criteria:

- Step A - No prior legislative experience.
- Step B - Two legislative sessions of at least 100 days each or one full year with the legislature at a comparable level.
- Step C - Four legislative sessions of at least 100 days each or two full years with the legislature at a comparable level.
- Step D - Six legislative sessions of at least 100 days ea or three full years with the legislature at a comparable level.
- Step E - Eight legislative sessions of at least 100 days ea or four full years with the legislature at a comparable level.
- Step F - Ten legislative sessions of at least 100 days each or five full years with the legislature at a comparable level.

Steps J-M will be granted in accordance with AS 39.27.022.

A comparable level of service is defined as work performed in a position with similar duties and responsibilities and a guideline may be as follows:

Ranges 21,20,19,18  
Ranges 17,16  
Ranges 15,14,13  
Ranges 12,11,10,9

Those employees who would not be eligible under the new Policy for the step which they are currently being paid will retain that step until they would be eligible for the next step under the new Policy.

DRAFT EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

\*\*\*\*\*

LEAVE

Legislative employees are subject to the statutes regarding the accrual and use of personal leave. All employees who receive leave benefits accrue leave at a rate based on their prior service in positions with leave benefits. The Legislative Affairs Agency Personnel Office should be notified by the supervisor when an employee is absent either in a memorandum or with submission of a leave slip. Leave slips should be completed by the employee, signed by the employee's supervisor and submitted to LAA Personnel immediately upon the employee's return to work.

Employees accrue leave time on the following basis:

- 2 days(15 hours) for each full monthly pay period for employees with 0-2 years of service in a leave accruing position.
- 2.25 days(16.875 hours) for each full monthly pay period for employees with 2-5 years of service in a leave accruing position.
- 2.5 days(18.75 hours) for each full monthly pay period for employees with 5-10 years of service in a leave accruing position.
- 3 days(22.5 hours) for each full monthly pay period for employees with 10 or more years of service in a leave accruing position.

HCS SB139(Finance)amH replaces "temporary" and "permanent" with "House & Senate" to more accurately describe session and interim employees. The bill puts all House & Senate employees on the monthly salary schedule with leave benefits, allowing for hourly pay for short-term employment. Effectively, daily paid session employees are eliminated and the method for recognizing longevity changes from a flat \$2/day for each session worked to granting Step increases according to the number of sessions worked at a comparable level.

The bill also calls for consistency in employment policies among the various hiring authorities. Following is a list of changes proposed to the current Employment Policy for House & Senate employees:

HOUSE & SENATE EMPLOYEES

	CURRENT POLICY	PROPOSED POLICY
Available Ranges:	Page 10	9 or 10
	Sess Secy 14	13 or 14
	Prof Secy 15	14 or 15
	Researcher 17	16 or 17
	Admin Asst 19	18 or 19
	Prof Asst 21	20 or 21
Longevity: Step	A-No prior experience	no change
	B-2 sess or 1 year	no change
	C-3 sess or 2 years	<u>4</u> sess or 2 years
	D-4 sess or 3 years	<u>5</u> sess or 3 years
	E-5 sess or 4 years	<u>8</u> sess or 4 years
	F-not available	<u>10</u> sess or 5 years
	sess must be 70 days	sess must be <u>100</u> days
Benefits:		No geog. differential
	All other benefits and working conditions remain unchanged.	

The Proposed Policy adds that those not eligible under the new Policy for their current longevity step will retain that step until they would be eligible for the next step under the new Policy.



May 14, 1987

The Honorable Senator Faiks  
President of the Senate


The Honorable Representative Grussendorf  
Speaker of the House of Representatives

Madam President:  
Mr. Speaker:

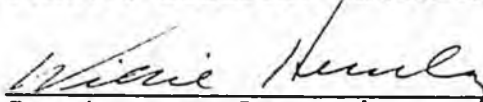
The Senate and House Rules Committees have considered the following salary policy, and recommend it be adopted.

SENATE RULES

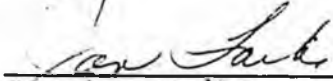
HOUSE RULES

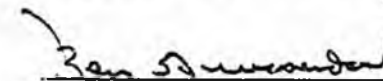
  
\_\_\_\_\_  
Senator Eliason, Chairman


  
\_\_\_\_\_  
Representative Navarre, Chairman


  
\_\_\_\_\_  
Senator Hensley, Vice-Chairman

  
\_\_\_\_\_  
Representative Hoffman, Vice-Chairman

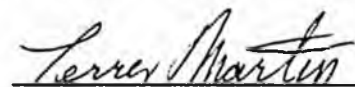
  
\_\_\_\_\_  
Senator Faiks

  
\_\_\_\_\_  
Representative Grussendorf

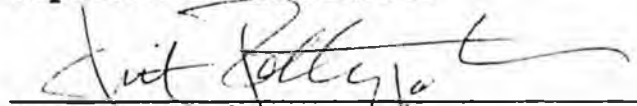
  
\_\_\_\_\_  
Senator Bennett

  
\_\_\_\_\_  
Representative Gruenberg

\_\_\_\_\_  
Senator Binkley

  
\_\_\_\_\_  
Representative Martin

  
\_\_\_\_\_  
Representative Boucher

  
\_\_\_\_\_  
Representative Pettyjohn

The Joint Rules Committee also adopted a letter of intent dated May 14, 1987

SESSION Employees  
- Only -  
SCHEDULE 6

BASE SCHEDULE

BARGAINING UNIT - (X) PARTIALLY EXEMPT

MONTHLY - HOURLY 01/01/83

Juneau  
Ketchikan  
Anchorage

RANGE NO.	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	(LONGEVITY INCREMENTS OF FINAL STEP)					RANGE NO.
							J	K	L	M		
05 MONTHLY 37.5 H/W	1,321.00 8.13	1,357.00 8.35	1,397.00 8.60	1,435.00 8.83	1,478.00 9.10	1,517.00 9.34	1,574.00 9.69	1,633.00 10.05	1,694.00 10.42	1,758.00 10.82		05
06 MONTHLY 37.5 H/W	1,397.00 8.60	1,435.00 8.83	1,478.00 9.10	1,517.00 9.34	1,561.00 9.61	1,607.00 9.89	1,667.00 10.26	1,730.00 10.65	1,795.00 11.05	1,862.00 11.46		06
07 MONTHLY 37.5 H/W	1,478.00 9.10	1,517.00 9.34	1,561.00 9.61	1,607.00 9.89	1,657.00 10.20	1,708.00 10.51	1,772.00 10.90	1,838.00 11.31	1,907.00 11.74	1,979.00 12.18		07
08 MONTHLY 37.5 H/W	1,561.00 9.61	1,607.00 9.89	1,657.00 10.20	1,708.00 10.51	1,757.00 10.81	1,812.00 11.15	1,880.00 11.57	1,951.00 12.01	2,024.00 12.46	2,100.00 12.92		08
09 MONTHLY 37.5 H/W	1,657.00 10.20	1,708.00 10.51	1,757.00 10.81	1,812.00 11.15	1,871.00 11.51	1,924.00 11.84	1,996.00 12.28	2,071.00 12.74	2,149.00 13.22	2,230.00 13.72		09
10 MONTHLY 37.5 H/W	1,757.00 10.81	1,812.00 11.15	1,871.00 11.51	1,924.00 11.84	1,983.00 12.20	2,043.00 12.57	2,120.00 13.05	2,200.00 13.54	2,283.00 14.05	2,369.00 14.58		10
11 MONTHLY 37.5 H/W	1,871.00 11.51	1,924.00 11.84	1,983.00 12.20	2,043.00 12.57	2,111.00 12.99	2,177.00 13.40	2,259.00 13.90	2,344.00 14.42	2,432.00 14.97	2,523.00 15.53		11
12 MONTHLY 37.5 H/W	1,983.00 12.20	2,043.00 12.57	2,111.00 12.99	2,177.00 13.40	2,252.00 13.86	2,329.00 14.33	2,416.00 14.87	2,507.00 15.43	2,601.00 16.01	2,699.00 16.61		12
13 MONTHLY 37.5 H/W	2,111.00 12.99	2,177.00 13.40	2,252.00 13.86	2,329.00 14.33	2,410.00 14.83	2,493.00 15.37	2,592.00 15.95	2,689.00 16.55	2,790.00 17.17	2,895.00 17.82		13
14 MONTHLY 37.5 H/W	2,252.00 13.86	2,329.00 14.33	2,410.00 14.83	2,498.00 15.37	2,586.00 15.91	2,684.00 16.52	2,785.00 17.14	2,889.00 17.78	2,997.00 18.44	3,109.00 19.13		14
15 MONTHLY 37.5 H/W	2,410.00 14.83	2,498.00 15.37	2,586.00 15.91	2,684.00 16.52	2,771.00 17.05	2,876.00 17.70	2,984.00 18.36	3,096.00 19.05	3,212.00 19.77	3,332.00 20.50		15
16 MONTHLY 37.5 H/W	2,586.00 15.91	2,684.00 16.52	2,771.00 17.05	2,876.00 17.70	2,980.00 18.34	3,088.00 19.00	3,204.00 19.72	3,324.00 20.46	3,449.00 21.22	3,578.00 22.02		16
17 MONTHLY 37.5 H/W	2,771.00 17.05	2,876.00 17.70	2,980.00 18.34	3,088.00 19.00	3,193.00 19.65	3,303.00 20.33	3,427.00 21.09	3,556.00 21.88	3,689.00 22.70	3,827.00 23.55		17
18 MONTHLY 37.5 H/W	2,980.00 18.34	3,088.00 19.00	3,193.00 19.65	3,303.00 20.33	3,411.00 20.99	3,540.00 21.78	3,673.00 22.60	3,811.00 23.45	3,954.00 24.33	4,102.00 25.24		18
19 MONTHLY 37.5 H/W	3,193.00 19.65	3,303.00 20.33	3,411.00 20.99	3,540.00 21.78	3,649.00 22.46	3,785.00 23.29	3,927.00 24.17	4,074.00 25.07	4,227.00 26.01	4,386.00 26.99		19
20 MONTHLY 37.5 H/W	3,411.00 20.99	3,540.00 21.78	3,649.00 22.46	3,785.00 23.29	3,900.00 24.00	4,044.00 24.89	4,196.00 25.82	4,353.00 26.79	4,516.00 27.79	4,685.00 28.83		20

BASE SCHEDULE

BARGAINING UNIT - (X) PARTIALLY EXEMPT

MONTHLY - HOURLY 01/01/83

RANGE NO.	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP (LONGEVITY INCREMENTS OF FINAL STEP) J	K	L	M	RANGE NO.
21 MONTHLY 37.5 H/W	3,649.00 22.46	3,785.00 23.29	3,900.00 24.00	4,044.00 24.89	4,170.00 25.66	4,321.00 26.59	4,483.00 27.59	4,651.00 28.62	4,825.00 29.69	5,006.00 30.81	21
22 MONTHLY 37.5 H/W	3,900.00 24.00	4,044.00 24.89	4,170.00 25.66	4,321.00 26.59	4,464.00 27.47	4,628.00 28.48	4,802.00 29.55	4,982.00 30.66	5,169.00 31.81	5,363.00 33.00	22
23 MONTHLY 37.5 H/W	4,170.00 25.66	4,321.00 26.59	4,464.00 27.47	4,628.00 28.48	4,782.00 29.43	4,961.00 30.53	5,147.00 31.67	5,340.00 32.86	5,540.00 34.09	5,748.00 35.37	23
24 MONTHLY 37.5 H/W	4,464.00 27.47	4,628.00 28.48	4,782.00 29.43	4,961.00 30.53	5,129.00 31.56	5,303.00 32.63	5,502.00 33.86	5,708.00 35.13	5,922.00 36.44	6,144.00 37.81	24
25 MONTHLY 37.5 H/W	4,782.00 29.43	4,961.00 30.53	5,129.00 31.56	5,303.00 32.63	5,498.00 33.83	5,705.00 35.11	5,919.00 36.42	6,141.00 37.79	6,371.00 39.21	6,610.00 40.68	25
26 MONTHLY 37.5 H/W	4,961.00 30.53	5,129.00 31.56	5,303.00 32.63	5,498.00 33.83	5,705.00 35.11	5,910.00 36.37	6,132.00 37.74	6,362.00 39.15	6,601.00 40.62	6,849.00 42.15	26
27 MONTHLY 37.5 H/W	5,129.00 31.56	5,303.00 32.63	5,498.00 33.83	5,705.00 35.11	5,910.00 36.37	6,135.00 37.75	6,365.00 39.17	6,604.00 40.64	6,852.00 42.17	7,109.00 43.75	27
28 MONTHLY 37.5 H/W	5,303.00 32.63	5,498.00 33.83	5,705.00 35.11	5,910.00 36.37	6,135.00 37.75	6,349.00 39.07	6,587.00 40.54	6,834.00 42.06	7,090.00 43.63	7,356.00 45.27	28
29 MONTHLY 37.5 H/W	5,498.00 33.83	5,705.00 35.11	5,910.00 36.37	6,135.00 37.75	6,349.00 39.07	6,572.00 40.44	6,818.00 41.96	7,074.00 43.53	7,339.00 45.16	7,614.00 46.86	29
30 MONTHLY 37.5 H/W	5,705.00 35.11	5,910.00 36.37	6,135.00 37.75	6,349.00 39.07	6,572.00 40.44	6,804.00 41.87	7,059.00 43.44	7,324.00 45.07	7,599.00 46.76	7,884.00 48.52	30



# Alaska State Legislature

## Rules Committee

Official Business

P.O. Box V  
State Capitol  
Juneau, Alaska 99811

### MEMORANDUM

TO: ALL LEGISLATORS

FROM: SENATOR DICK ELIASON, CHAIRMAN  
SENATE RULES COMMITTEE

REPRESENTATIVE MIKE NAVARRE, CHAIRMAN  
HOUSE RULES COMMITTEE

DATE: MAY 14, 1987

RE: NEW LEGISLATIVE PERSONNEL POLICY

Both the House and Senate have now passed SB 139 regarding legislative employees salaries and benefits. The passage of that bill necessitates the adoption of a personnel policy which implements the provisions of the personnel statutes and spells out how they will be administered.

As required by statute, the House and Senate Rules Committees have met jointly to adopt the new personnel policy. A copy of the policy and the letter of intent which the Joint Rules Committee has adopted are attached for your review. Statute requires that after adoption by Joint Rules, the policy is to go before the House and Senate for approval. A floor vote on this policy is scheduled for tomorrow, Friday, May 15. Please go over the proposed policy carefully and feel free to call our offices with any questions you or your staff may have before session tomorrow.



# Alaska State Legislature

Official Business

## Rules Committee

P.O. Box V  
State Capitol  
Juneau, Alaska 99811

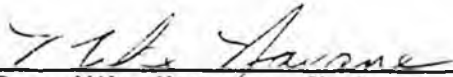
May 14, 1987


LETTER OF INTENT  
BY THE JOINT RULES COMMITTEE

REGARDING ADOPTION OF A NEW LEGISLATIVE PERSONNEL POLICY

It is the intent of the Joint Rules Committee, with the adoption of the Legislative Employee Personnel Policy dated May 14, 1987, to implement this policy as written beginning on the effective date of SB 139.

However, we recognize the need for further study of personnel policy issues and have agreed to work as a Joint Committee during the coming months and report back to the House and Senate by March 1, 1988 with recommendations for possible revisions.

  
Rep. Mike Navarre, Chairman  
House Rules Committee

  
Sen. Dick Eliason, Chairman  
Senate Rules Committee

EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

DATED: MAY 14, 1987

INTRODUCTION

This Policy governs the employment of those legislative employees under the authority of the Senate or House Rules Committees during the legislative session and under the authority of the Senate President or Speaker of the House during the interim. These employees include staff to individual legislators, staff to standing and special committees, the staffs of the Senate Secretary's and Chief Clerk's offices and those employees under the direct supervision of the Rules Committees, i.e. employees in the legislative lounge, the xerox machine operators and the staffs of the Sergeant-at-arms.

These Senate/House legislative employees are to be hired under the following provisions:

Within budget constraints, the Rules Committee Chairmen during session and the President and Speaker during interim will determine the number of employees and at what pay ranges each of the individual legislators and Committee Chairmen will be authorized to hire and for what period of time.

Employees will be selected by and serve at the pleasure of the individual legislator.

The individual legislator will submit a request for the authorization to hire to their respective Rules Chairman during session and to the Senate President or Speaker of the House as appropriate during interim. The authorization to hire will be forwarded to the LAA Personnel Office. At that time, the employee will be able to complete the necessary paperwork and be put on the payroll.

EMPLOYMENT POLICY  
 SENATE/HOUSE LEGISLATIVE EMPLOYEES

May 14, 1987

	CURRENT RANGE	PROPOSED RANGE
Chief Clerk Senate Secretary	22 (daily)	22,21
Professional Assistant	21 (monthly)	21,20
Administrative Assistant Assistant Chief Clerk Assistant Senate Secretary Sergeant-at-Arms	19 (daily)	19,18
Enrolling & Engrossing Clerk	18 (daily)	18,17
Assistant Engrosser Assistant Sergeant-at-Arms Researcher Lounge Supervisor	17 (daily)	17,16
Machine Operator	15 (daily)	15,14
Professional Secretary	15(monthly) 15 (daily)	15,14
Committee Secretary Lounge Attendant Xerox Supervisor	14 (daily) 17 (daily)	14,13
Clerk Collator Xerox Operator	12 (daily) 14 (daily)	12,11,10
Messenger Page	10 (daily)	10,9

\*\*\*\*\*

BENEFITS

Except as provided for hourly employees, all employees will be paid on a monthly basis on the salary schedule in effect for classified and partially exempt State employees. (See AS 39.27.011(a))

NOTE: No committment for the continuation of employment is to be assumed. Employees serve at the pleasure of their respective supervisor and upon the authorization of the appropriate authority.

Employees do not receive a geographic pay differential, either during session or interim.

EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

All monthly paid employees receive full medical, retirement and leave benefits.

Monthly paid employees do not receive compensatory time or overtime and are on call 7 days per week.

Employees are not compensated for transportation or moving expenses.

Hourly pay based on the current salary schedule will also be available for short-term employment.

Hourly employees receive retirement benefits.

\*\*\*\*\*

LONGEVITY

Longevity may be determined on the first day of each session and on July 1 of each year.

Longevity increases are determined according to the following criteria:

- Step A - No prior legislative experience.
- Step B - Two legislative sessions of at least 100 days each or one full year with the legislature at a comparable level.
- Step C - Four legislative sessions of at least 100 days each or two full years with the legislature at a comparable level.
- Step D - Six legislative sessions of at least 100 days ea or three full years with the legislature at a comparable level.
- Step E - Eight legislative sessions of at least 100 days ea or four full years with the legislature at a comparable level.
- Step F - Ten legislative sessions of at least 100 days each or five full years with the legislature at a comparable level.

Steps J-M will be granted in accordance with AS 39.27.022.

A comparable level of service is defined as work performed in a position with similar duties and responsibilities and a guideline may be as follows:

- Ranges 21,20,19,18
- Ranges 17,16
- Ranges 15,14,13
- Ranges 12,11,10,9

Those employees who would not be eligible under the new Policy for the step which they are currently being paid will retain that step until they would be eligible for the next step under the new Policy.

May 14, 1987

EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

\*\*\*\*\*

LEAVE

Legislative employees are subject to the statutes regarding the accrual and use of personal leave. All employees who receive leave benefits accrue leave at a rate based on their prior service in positions with leave benefits. The Legislative Affairs Agency Personnel Office should be notified by the supervisor when an employee is absent either in a memorandum or with submission of a leave slip. Leave slips should be completed by the employee, signed by the employee's supervisor and submitted to LAA Personnel immediately upon the employee's return to work.

Employees accrue leave time on the following basis:

- 2 days(15 hours) for each full monthly pay period for employees with 0-2 years of service in a leave accruing position.
- 2.25 days(16.875 hours) for each full monthly pay period for employees with 2-5 years of service in a leave accruing position.
- 2.5 days(18.75 hours) for each full monthly pay period for employees with 5-10 years of service in a leave accruing position.
- 3 days(22.5 hours) for each full monthly pay period for employees with 10 or more years of service in a leave accruing position.