

SB

139 (File 2)

3-15-88



Official Business

# Alaska State Legislature

Committee on Rules

HOUSE AND SENATE RULES COMMITTEE MEETING

TUESDAY, MARCH 15, 1988 - 4:00 P.M.

CAPITOL - ROOM 120

**AGENDA: EMPLOYMENT POLICY / SENATE/HOUSE LEGISLATIVE  
EMPLOYEES**

- I. PROPOSED EMPLOYMENT POLICY
- II. LETTER OF INTENT AND EMPLOYMENT POLICY ADOPTED BY JOINT  
RULES COMMITTEE 1987
- III. HCS SB 139 (FIN) amH
- IV. SALARY SCHEDULE LEGISLATIVE EMPLOYEES



Official Business

# Alaska State Legislature

House of Representatives

Committee on Rules

P. O. Box V  
Juneau, Alaska 99811

Phone:  
(907) 465-3764  
465-3765

MEMORANDUM

March 17, 1988

To: All House Members  
House of Representatives

From: Representative Mike Navarre, Chairman  
House Rules Committee

Subject: EMPLOYMENT POLICY / SENATE/HOUSE LEGISLATIVE  
EMPLOYEES

As many of you recall, we adopted a new employment policy for legislative employees last May. At that time, we also passed a letter of intent which stated that the House and Senate Rules Committees would work as a Joint Committee and report back to the respective houses any recommendations for further revisions.

The House and Senate Rules Committees have met and adopted the attached revisions to the current employment policy. This policy will be brought to the House and Senate floors for final approval in the near future. The current policy has improved the efficiency and equity in the legislative personnel policy over the last year. We have made a few more changes which improve and clarify the current policy.

As you can see by the attached policy, additions to the previous policy have been underlined and deletions have been put into brackets. An analysis of these changes is located at the back of this packet.

If you have any questions, do not hesitate to call or contact me personally or call Jeannie Smith in my office at 3764.

Thank you.



March 16, 1988

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  
employment policy, and recommend it be adopted.

SENATE RULES

HOUSE RULES

*DeLasson*  
Senator Eliason, Chairman

*Mike Navarre*  
Representative Navarre, Chairman

*Wm. E. Hensley*  
Senator Hensley, Vice-Chairman

*Lynne Hoffman*  
Representative Hoffman, Vice-Chairman

*Sen Faik*  
Senator Faiks

*Ben Grussendorf*  
Representative Grussendorf

*Lloyd Jones*  
Senator Lloyd Jones

*Grubenberg*  
Representative Gruenberg

*John Binkley*  
Senator Binkley

*Larry Martin*  
Representative Martin

*W.A. Paul Boucher*  
Representative Boucher

*Pettyjohn*  
Representative Pettyjohn

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 IAA 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

SALARY SCHEDULE

	RANGE
Chief Clerk Senate Secretary	22, 21
[Professional] <u>Legislative Assistant</u>	21, 20
Administrative Assistant Assistant Chief Clerk Assistant Senate Secretary Sergeant at Arms	19, 18
<u>Enrolling</u> [& <u>Engrossing</u> ] Clerk <u>Engrossing Clerk</u>	18, 17
Assistant [ <u>Engrosser</u> ] <u>Enrolling Clerk</u> <u>Assistant Engrossing Clerk</u> Assistant Sergeant at Arms Researcher Lounge Supervisor	17, 16
Machine Operator [Professional] <u>Legislative Secretary</u>	15, 14, 13
[Committee Secretary] [Lounge Attendant] [Xerox Supervisor]	[14, 13]
Clerk Collator <u>Lounge Attendant</u> Xerox Operator	12, 11, 10
Messenger Page	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 commitment 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 may receive retirement benefits.

LONGEVITY

Longevity may be [determined on the first day of each session and on July 1 of each year.] granted effective the 16th of the month following an employee's eligibility.

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 or higher level.
- Step C - Four legislative sessions of at least 100 days each or two full years with the legislature at a comparable or higher level.
- Step D - Six legislative sessions of at least 100 days ea or three full years with the legislature at a comparable or higher level.
- Step E - Eight legislative sessions of at least 100 days ea or four full years with the legislature at a comparable or higher level.
- Step F - Ten legislative sessions of at least 100 days each or five full years with the legislature at a comparable or higher 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 19,18  
Ranges 17,16  
Ranges 15,14,13  
Ranges 12,11,10,9

When promoted to a position with a higher range that is not comparable, step placement above Step A may be granted in order that the employee receive, in effect, a one step increase. Subsequent longevity steps may be granted upon completion of additional qualifying experience.

Those employees who would not be eligible under the [new] revised 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] revised Policy.

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 IAA 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.

This Policy is effective July 1, 1988.

EXCEPTION: Those current employees who would qualify under the revised Employment Policy for a longevity step increase January 16, 1988 are authorized to receive the increase retroactive to that date.

PROPOSED REVISIONS EMPLOYMENT POLICY LEGISLATIVE EMPLOYEES  
ANALYSIS - ANALYSIS - ANALYSIS - ANALYSIS - ANALYSIS

Page 2:

1. Change the title Professional Assistant to Legislative Assistant as a more appropriate description of duties and responsibilities.
2. List Enrolling and Engrossing Clerks as two separate titles to reflect the fact that the positions would perform different duties.
3. Change the title Professional Secretary to Legislative Secretary and delete the title Committee Secretary. This is consistent with the change which is in 1. above. Traditionally, the Professional Secretary positions have been assigned to do the duties of the "committee" to which they are assigned. Also, the "Committee Secretaries" are traditionally assigned to the non-committee related assignments within a committee. This will allow for one term for these positions within the Ranges assigned, 15, 14 and 13.
4. Assign the Lounge Attendant position to the Ranges 12, 11, and 10 to reflect the pay scale traditionally assigned to the position.
5. Remove the term, Xerox Supervisor since there is no longer a position with those supervisory responsibilities.

Page 3:

1. Insert the word may when referring to the benefits accorded to HOURLY paid employees to allow the employing authority necessary budgetary flexibility, as the option of lower ranges assigned to the various job titles allowed. The employing authority would have the option of designating certain positions nonpermanent for employment purposes.
2. Change the effective dates of longevity increases in order to allow the option of granting increases when an employee qualifies instead of just at the beginning of session (as is the practice on the House) or at the beginning of session and July 1st (as is the practice of the Senate).
3. The addition of the term or higher level to the longevity scale merely clarifies current practice. If someone moves to a lower level, they maintain their steps.
4. Define positions assigned to Ranges 18 and 19 as comparable but not comparable to Ranges 20 and 21, which is in line with the classification of positions.

5. In order that an employee receive a raise when promoted, allow a one step increase in such instances and also so that the promoted employee not be penalized at a later date, allow subsequent step increases after serving the appropriate amount of time to receive additional step increases. For instance, we've had several employees in the past who have built up longevity through the years at the same range. When and if these employees are able to secure a higher range (i.e., a Range 15 to a Range 17), they have actually taken a cut in pay. The next to the last paragraph on page 3 changes this to ensure that if an employee receives a higher range, they would not take a cut in pay.

6. To insure that there not be a detrimental effect of the proposed revisions on current employees, allow current employees to retain their current pay status until such time as they qualify for additional step increases under the revised policy.

Page 4.

1. The effective date of this policy is July 1, 1988.
2. Exception: This exception is for the employees who "slipped through the crack" because session started during a different week this year than last year. These employees missed the date by one or two days.

EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

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EMPLOYMENT POLICY  
 SENATE/HOUSE LEGISLATIVE EMPLOYEES

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	RANGE
Chief Clerk	22, 21
Senate Secretary	
-----	
[Professional] <u>Legislative Assistant</u>	21, 20
-----	
Administrative Assistant	19, 18
Assistant Chief Clerk	
Assistant Senate Secretary	
Sergeant at Arms	
-----	
Enrolling [& Engrossing] Clerk	18, 17
<u>Engrossing Clerk</u>	
-----	
Assistant [Engrosser] <u>Enrolling Clerk</u>	17, 16
<u>Assistant Engrossing Clerk</u>	
Assistant Sergeant at Arms	
Researcher	
Lounge Supervisor	
-----	
Machine Operator	15, 14, 13
[Professional] <u>Legislative Secretary</u>	
-----	
[Committee Secretary]	[14, 13]
[Lounge Attendant]	
[Xerox Supervisor]	
-----	
Clerk	12, 11, 10
Coilator	
<u>Lounge Attendant</u>	
Xerox Operator	
-----	
Messenger	10, 9
Page	

BENEFITS

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EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

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EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

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# Alaska State Legislature

## Rules Committee

Official Business

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

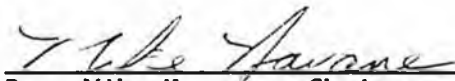
May 14, 1987


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



May 14, 1987

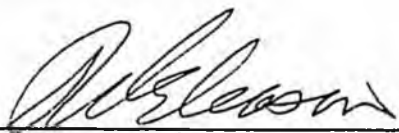
The Honorable Senator Faiks  
President of the Senate

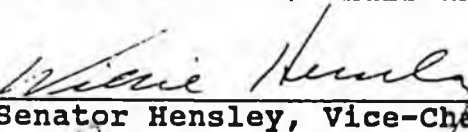
The Honorable Representative Grussendorf  
Speaker of the House of Representatives


Madam President:  
Mr. Speaker:

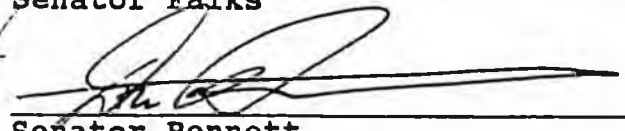
The Senate and House Rules Committees have considered the following salary policy, and recommend it be adopted.

SENATE RULES

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

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

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

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


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

HOUSE RULES

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

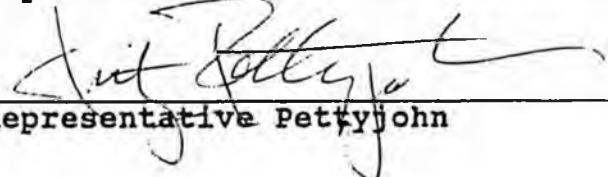
  
\_\_\_\_\_  
Representative Hoffman, Vice-Chairman

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

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

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

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

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

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

EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

DATED: MAY 14, 1987

INTRODUCTION

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EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

May 14, 1987

	CURRENT RANGE	PROPOSED RANGE
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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

\*\*\*\*\*

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May 14, 1987

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Hourly employees receive retirement benefits.

\*\*\*\*\*

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May 14, 1987

EMPLOYMENT POLICY  
SENATE/HOUSE LEGISLATIVE EMPLOYEES

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- 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.

RUN 10/15/87

BASE SCHEDULE

BARGAINING UNIT - (XL) LEGISLATIVE

MONTHLY - HOURLY 07/16/85

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	1,387.00 8.54	1,425.00 8.77	1,467.00 9.03	1,507.00 9.27	1,552.00 9.55	1,593.00 9.80	1,653.00 10.17	1,715.00 10.55	1,779.00 10.95	1,846.00 11.36		05
06 MONTHLY 37.5 H/W	1,467.00 9.03	1,507.00 9.27	1,552.00 9.55	1,593.00 9.80	1,639.00 10.09	1,687.00 10.38	1,750.00 10.77	1,816.00 11.18	1,884.00 11.59	1,955.00 12.03		06
07 MONTHLY 37.5 H/W	1,552.00 9.55	1,593.00 9.80	1,639.00 10.09	1,687.00 10.38	1,740.00 10.71	1,793.00 11.03	1,860.00 11.45	1,930.00 11.88	2,002.00 12.32	2,077.00 12.78		07
08 MONTHLY 37.5 H/W	1,639.00 10.09	1,687.00 10.38	1,740.00 10.71	1,793.00 11.03	1,845.00 11.35	1,903.00 11.71	1,974.00 12.15	2,048.00 12.60	2,125.00 13.08	2,205.00 13.57		08
09 MONTHLY 37.5 H/W	1,740.00 10.71	1,793.00 11.03	1,845.00 11.35	1,903.00 11.71	1,965.00 12.09	2,020.00 12.43	2,096.00 12.90	2,175.00 13.38	2,257.00 13.89	2,342.00 14.41		09
10 MONTHLY 37.5 H/W	1,845.00 11.35	1,903.00 11.71	1,965.00 12.09	2,020.00 12.43	2,082.00 12.81	2,145.00 13.20	2,225.00 13.69	2,308.00 14.20	2,395.00 14.74	2,485.00 15.29		10
11 MONTHLY 37.5 H/W	1,965.00 12.09	2,020.00 12.43	2,082.00 12.81	2,145.00 13.20	2,217.00 13.64	2,286.00 14.07	2,372.00 14.60	2,461.00 15.14	2,553.00 15.71	2,649.00 16.30		11
12 MONTHLY 37.5 H/W	2,082.00 12.81	2,145.00 13.20	2,217.00 13.64	2,286.00 14.07	2,365.00 14.55	2,445.00 15.05	2,537.00 15.61	2,632.00 16.20	2,731.00 16.81	2,833.00 17.43		12
13 MONTHLY 37.5 H/W	2,217.00 13.64	2,286.00 14.07	2,365.00 14.55	2,445.00 15.05	2,531.00 15.58	2,623.00 16.14	2,721.00 16.74	2,823.00 17.37	2,929.00 18.02	3,039.00 18.70		13
14 MONTHLY 37.5 H/W	2,365.00 14.55	2,445.00 15.05	2,531.00 15.58	2,623.00 16.14	2,715.00 16.71	2,818.00 17.34	2,924.00 17.99	3,034.00 18.67	3,148.00 19.37	3,266.00 20.10		14
15 MONTHLY 37.5 H/W	2,531.00 15.58	2,623.00 16.14	2,715.00 16.71	2,818.00 17.34	2,910.00 17.91	3,020.00 18.58	3,133.00 19.28	3,250.00 20.00	3,372.00 20.75	3,498.00 21.53		15
16 MONTHLY 37.5 H/W	2,715.00 16.71	2,818.00 17.34	2,910.00 17.91	3,020.00 18.58	3,129.00 19.26	3,242.00 19.95	3,364.00 20.70	3,490.00 21.48	3,621.00 22.28	3,757.00 23.12		16
17 MONTHLY 37.5 H/W	2,910.00 17.91	3,020.00 18.58	3,129.00 19.26	3,242.00 19.95	3,353.00 20.63	3,468.00 21.34	3,598.00 22.14	3,733.00 22.97	3,873.00 23.83	4,018.00 24.73		17
18 MONTHLY 37.5 H/W	3,129.00 19.26	3,242.00 19.95	3,353.00 20.63	3,468.00 21.34	3,582.00 22.04	3,717.00 22.87	3,856.00 23.73	4,001.00 24.62	4,151.00 25.54	4,307.00 26.50		18
19 MONTHLY 37.5 H/W	3,353.00 20.63	3,468.00 21.34	3,582.00 22.04	3,717.00 22.87	3,831.00 23.58	3,974.00 24.46	4,123.00 25.37	4,278.00 26.33	4,438.00 27.31	4,604.00 28.33		19
20 MONTHLY 37.5 H/W	3,582.00 22.04	3,717.00 22.87	3,831.00 23.58	3,974.00 24.46	4,095.00 25.20	4,246.00 26.13	4,405.00 27.11	4,570.00 28.12	4,741.00 29.18	4,919.00 30.27		20

RUN 10/15/87

BARGAINING UNIT - (XL) LEGISLATIVE

BASE SCHEDULE

MONTHLY - HOURLY 07/16/85

RANGE NO.	(LONGEVITY INCREMENTS OF FINAL STEP)											RANGE NO.
	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	J	K	L	M		
21 MONTHLY 37.5 H/W	3,831.00 23.58	3,974.00 24.46	4,095.00 25.20	4,246.00 26.13	4,379.00 26.95	4,537.00 27.92	4,707.00 28.97	4,884.00 30.06	5,067.00 31.18	5,257.00 32.35		21
22 MONTHLY 37.5 H/W	4,095.00 25.20	4,246.00 26.13	4,379.00 26.95	4,537.00 27.92	4,687.00 28.84	4,859.00 29.90	5,041.00 31.02	5,230.00 32.18	5,426.00 33.39	5,629.00 34.64		22
23 MONTHLY 37.5 H/W	4,379.00 26.95	4,537.00 27.92	4,687.00 28.84	4,859.00 29.90	5,021.00 30.90	5,209.00 32.06	5,404.00 33.26	5,607.00 34.50	5,817.00 35.80	6,035.00 37.14		23
24 MONTHLY 37.5 H/W	4,687.00 28.84	4,859.00 29.90	5,021.00 30.90	5,209.00 32.06	5,385.00 33.14	5,568.00 34.26	5,777.00 35.55	5,994.00 36.89	6,219.00 38.27	6,452.00 39.70		24
25 MONTHLY 37.5 H/W	5,021.00 30.90	5,209.00 32.06	5,385.00 33.14	5,568.00 34.26	5,773.00 35.53	5,990.00 36.86	6,215.00 38.25	6,448.00 39.68	6,690.00 41.17	6,941.00 42.71		25
26 MONTHLY 37.5 H/W	5,209.00 32.06	5,385.00 33.14	5,568.00 34.26	5,773.00 35.53	5,990.00 36.86	6,206.00 38.19	6,439.00 39.62	6,680.00 41.11	6,931.00 42.65	7,191.00 44.25		26
27 MONTHLY 37.5 H/W	5,385.00 33.14	5,568.00 34.26	5,773.00 35.53	5,990.00 36.86	6,206.00 38.19	6,442.00 39.64	6,684.00 41.13	6,935.00 42.68	7,195.00 44.28	7,465.00 45.94		27
28 MONTHLY 37.5 H/W	5,568.00 34.26	5,773.00 35.53	5,990.00 36.86	6,206.00 38.19	6,442.00 39.64	6,666.00 41.02	6,916.00 42.56	7,175.00 44.15	7,444.00 45.81	7,723.00 47.53		28
29 MONTHLY 37.5 H/W	5,773.00 35.53	5,990.00 36.86	6,206.00 38.19	6,442.00 39.64	6,666.00 41.02	6,901.00 42.47	7,160.00 44.06	7,429.00 45.72	7,708.00 47.43	7,997.00 49.21		29
30 MONTHLY 37.5 H/W	5,990.00 36.86	6,206.00 38.19	6,442.00 39.64	6,666.00 41.02	6,901.00 42.47	7,144.00 43.96	7,412.00 45.61	7,690.00 47.32	7,978.00 49.10	8,277.00 50.94		30