

3/6/03

LONGEVITY

EMPLOYMENT

POLICY:

STEPS J-M

HFIN

FILE

Alaska State Legislature

Legislative Affairs Agency

Office of the Executive Director

Terry Miller Legislative Office Building, Room 217

Mailing Address: State Capitol, Rm. 3 Juneau, Alaska 99801-1182 Phone (907) 465-3800 Fax (907) 465-3234



MEMORANDUM

TO: Senator Lyda Green, Co-Chair, Senate Finance Committee
Senator Gary Wilken, Co-Chair, Senate Finance Committee

Representative John Harris, Co-Chairman, House Finance Committee
Representative Bill Williams, Co-Chairman, House Finance Committee

FROM: Pam Varni, Executive Director *PV*

DATE: January 25, 2003

SUBJECT: Change in Longevity Policy

The Senate/House Employment Policy that has been in effect since 1988 has worked well with the exception of the longevity steps of J-M. According to the policy "Steps J-M will be granted in accordance with AS 39.27.022."

AS 39.27.022(d) permits a committee of the Legislature to determine whether longevity pay increments will be granted under AS 39.27.022 to employees under the authority of that committee.

Because of the problems we have had over the years with this section and also to retain professional long-term staff without penalizing them when they switch ranges because of budget constraints or the individual Legislator does not have that range available to them attached is a proposed new longevity policy.

For example, what happens to a staff person with longevity is they might be at a Range 19K and then be lowered to a Range 17. According to the existing policy we must place them at a Range 17F and not a 17K. This is because the policy states continuous service.

The House and Senate Finance Committees are respectfully requested to make this change in the longevity policy. Other committees will be asked to adopt this same policy so it is consistent throughout the Legislative Branch. House and Senate Rules Committees adopted the new policy on February 3 and 4, 2003.

Also attached is a memo from Tam Cook, Director of Legal Services agree that this portion of the policy can be changed by a legislative committee.

Enclosures

SENATE FINANCE COMMITTEE MOTION

MOTION: I move that the Senate Finance Committee not adopt AS 39.27.022 – Pay increments for longevity for State service but instead adopt their own plan which better applies to legislative service. This new policy is before the Members and would be effective January 16, 2003.

HOUSE FINANCE COMMITTEE MOTION

MOTION: I move that the House Finance Committee not adopt AS 39.27.022 – Pay increments for longevity for State service but instead adopt their own plan which better applies to legislative service. This new policy is before the Members and would be effective January 16, 2003.

PROPOSED SENATE/HOUSE LONGEVITY POLICY
EFFECTIVE JANUARY 16, 2003

- 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 one full year with the legislature at a comparable or higher level.
- Step D - Six legislative sessions of at least 100 days each, or one full year with the legislature at a comparable or higher level.
- Step E - Eight legislative sessions of at least 100 days each, or one full year with the legislature at a comparable or higher level.
- Step F - Ten legislative sessions of at least 100 days each, or one full year with the legislature at comparable or higher level.

- Step J - Fourteen legislative sessions of at least 100 days each, or two full years with the legislature at a comparable or higher level.
- Step K - Eighteen legislative sessions of at least 100 days each, or two full years with the legislature at a comparable or higher level.
- Step L - Twenty-eight legislative sessions of at least 100 days each, or five full years with the legislature at a comparable or higher level.
- Step M - Thirty-six legislative sessions of at least 100 days each, or four full years with the legislature at a comparable or higher level.

CURRENT SENATE/HOUSE LONGEVITY POLICY

- 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 one full year with the legislature at a comparable or higher level.
- Step D - Six legislative sessions of at least 100 days each, or one full year with the legislature at a comparable or higher level.
- Step E - Eight legislative sessions of at least 100 days each, or one full year with the legislature at a comparable or higher level.
- Step F - Ten legislative sessions of at least 100 days each, or one full year with the legislature at comparable or higher level.

Must have 7 years of **continuous** service to pass "F" step.

- Step J - Must be at "F" step for two **continuous** years to go to "J" step.
- Step K - Must be at "J" step for two **continuous** years to go to "K" step.
- Step L - Must be at "K" step for five **continuous** years to go to "L" step.
- Step M - Must be at "L" step for four **continuous** years to go to "M" step.

AS 39.27.022. Pay Increments For Longevity in State Service.

(a) Pay increments, computed at the rate of 3.75 per cent of the employee's base salary, shall be provided after an employee has remained in the final step within a given range for two years, provided that the **employee has worked continuously for the state for seven years** and provided that the current annual rating by the employee's supervisors is designated as "good" or higher.

(b) Additional increments, each computed at the rate of 3.75 per cent of the employee's base salary, shall be provided under the same restrictions as provided in (a) *of this section when the employee has remained in the final step for four, nine and thirteen years.*

(c) Longevity pay increments provided for in (a) and (b) of this section are approved under AS 39.25.150 (2) as an amendment to the pay plan for employees of the state.

(d) This section applies to employees of the legislature only if the committee responsible for adopting employment policies concerning the employee adopts a written policy that the section applies. This section applies to the employees of the office of the ombudsman only if the ombudsman adopts a policy that the section applies. This section applies to the employees of the office of victims' rights only if the victims' advocate adopts a policy that the section applies.

SENATE-HOUSE JOINT JOURNAL SUPPLEMENT

3/22/88

TUESDAY

No. 17

EMPLOYMENT POLICY

SENATE/HOUSE LEGISLATIVE EMPLOYEES

Effective Date: July 1, 1988

House approved 3/22/88
Journal page 26.

Senate approved 3/24/88
Journal page 3.

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 Committee, 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 the 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.

SALARY SCHEDULE

	RANGE
Chief Clerk Senate Secretary	22, 21
Legislative Assistant	21, 20
Administrative Assistant Assistant Chief Clerk Assistant Senate Secretary Sergeant at Arms	19, 18

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Enrolling Clerk	10, 17
Engrossing Clerk	
Assistant Enrolling Clerk	17, 16
Assistant Engrossing Clerk	
Assistant Sergeant at Arms	
Researcher	
Lounge Supervisor	
Machine Operator	15, 14, 13
Legislative Secretary	
Clerk	12, 11, 10
Collator	
Lounge Attendant	
Xerox Operator	
Messenger	10, 9
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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.

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 granted effective the 16th of the month following an employee's eligibility.

EMPLOYMENT POLICY
SENATE/HOUSE LEGISLATIVE EMPLOYEES

Longevity increases are determined according to the following criteria:

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

Steps J-H 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:

Range 21,20
Range 19,18
Range 17,16
Range 15,14,13
Range 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 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 revised Policy.

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.

EMPLOYMENT POLICY
SENATE/HOUSE LEGISLATIVE EMPLOYEES

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.

LEGAL SERVICES

DIVISION OF LEGAL AND RESEARCH SERVICES
LEGISLATIVE AFFAIRS AGENCY
STATE OF ALASKA

(907) 465-3867 or 465-2450
FAX (907) 465-2029
Mail Stop 3101

State Capitol
Juneau, Alaska 99801-1182
Deliveries to: 129 6th St., Rm. 329

MEMORANDUM

January 23, 2003

SUBJECT: Longevity increases for employees approved by the Rules Committees

TO: Pam Varni
Executive Director

FROM: Tamara Brandt Cook
Director

TBC

You ask for language that could be considered and adopted by each of the Rules Committees that would apply to employees who are hired and serve with the approval of those committees and that would treat longevity pay increments in the way that step increases are handled under the Employment Policy adopted by both the House and the Senate. I suggest the following:

HOUSE RULES COMMITTEE AND SENATE RULES COMMITTEE LONGEVITY PAY INCREMENT POLICY

The "Employment Policy - Senate/House Legislative Employees" adopted by both the House of Representatives and the Senate, effective July 1, 1988, specifically provides: "Longevity may be granted effective the 16th of the month following an employee's eligibility." The Policy sets out the criteria for determining increases for steps A - F and states "Steps J - M will be granted in accordance with AS 39.27.022." AS 39.27.022(d) permits a committee of the legislature to determine whether longevity pay increments will be granted under AS 39.27.022 to employees under the authority of that committee. The House Rules Committee and the Senate Rules Committee find that AS 39.27.022 is not appropriately tailored to meet the needs of legislative staff who are hired and serve under the authority of the Rules Committees. Therefore, the House Rules Committee and the Senate Rules Committee reject application of AS 39.27.022 and adopt the following longevity pay increments for employees under the authority of the Rules Committees:

- Step J - Fourteen legislative sessions of at least 100 days each or two full years with the legislature at a comparable or higher level.
- Step K - Eighteen legislative sessions of at least 100 days each or two full years with the legislature at a comparable or higher level.
- Step L - Twenty-eight legislative sessions of at least 100 days each or five full years with the legislature at a comparable or higher level.

Pam Varni
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Step M - Thirty-six legislative sessions of at least 100 days each or four full years with the legislature at a comparable or higher level.

TBC:med
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