

ALABAMA LEGISLATIVE COMMISSION FILES 1983-1984

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HSA HB 209 - HB 210

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2009

Introduced: 2/17/83  
Referred: State Affairs and  
Finance

1 IN THE HOUSE

BY BUSSELL

2

HOUSE BILL NO. 209

3

IN THE LEGISLATURE OF THE STATE OF ALASKA

4

THIRTEENTH LEGISLATURE - FIRST SESSION

5

A BILL

6 For an Act entitled: "An Act placing emergency guards employed by the  
7 department of public safety in the <sup>partially</sup> exempt service."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 \* Section 1. AS 39.25.<sup>120</sup>~~110~~ is amended by adding a new paragraph to read:  
10 (2<sup>19</sup>) emergency guards employed by the Department of Public  
11 Safety.



JUNEAU, ALASKA

# Alaska State Legislature

BLUE RIBBON COMMISSION ON THE  
STATE PERSONNEL ACT

Senator Bill Ray, Chairman

Pouch YG  
Mail Stop 3123  
Juneau, Alaska 99811  
(907) 465-4442

## MEMORANDUM

February 24, 1983

TO: Members of the House State Affairs Committee

FROM: Teresa B. Cramer *Teresa B. Cramer*  
Administrative Assistant

SUBJECT: House Bill 207 - Placing Emergency Guards Employed by the  
Department of Public Safety in the Exempt Service

The Blue Ribbon Commission is recommending that emergency guards employed by the Department of Public Safety be moved from the classified service to the exempt service. In 1979, the commission sponsored legislation to place greater restraints on the employment of both nonpermanent and emergency classified state workers. These restrictions have created some difficulties for the Department of Public Safety because of the large number of emergency guards they hire. In 1982 the department hired 495 emergency guards. There were only 112 other emergency appointments in the state.

An emergency employee is defined as "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). Departments are required to report the reason for hiring an emergency employee within 15 working days of the appointment. Personnel practices require that departments prepare Personnel Action forms at the beginning and ending of an emergency appointment. Departments are not required to report as extensively for an appointment to an exempt position.

According to the Division of Personnel's "Report on Nonpermanent and Emergency Employment 1982", the Department of Public Safety made 495 emergency guard hires in 1982. These employees guard prisoners or seized property in rural areas where a one- or two-person post prevents a trooper from maintaining 24-hour per day watch. The period required for the emergency service is between arrest and either arraignment or transportation to a correctional facility or until other arrangements are made to maintain custody of the seized property. According to the Department of Public Safety, typical appointments last from two to four days.

In its report, the Division of Personnel states that the conditions for making emergency appointments place a significant paperwork burden on the Department of Public Safety, and on the Divisions of Personnel, Finance, and Retirement and Benefits in the Department of Administration. The division and the department recommend that emergency guards working for the Department of Public Safety be placed in the exempt service. The division points out that there are similarities between these positions and emergency firefighters in the department, who are already included in the exempt service by statute. AS 39.25.110(19).

The Blue Ribbon Commission agrees with the recommendation. Emergency guards are typically employed repeatedly in the locations which need them, but for short times each time. ~~The paperwork burden on the department would be substantially reduced with little effect on the employee because the appointments are of such short duration.~~ (The protections for emergency appointments are not much greater, if at all, than for exempt employees.) The continuing need for these appointments has been adequately documented.

The problem for the Department of Public Safety derives from the large number of emergency guards which they must hire. The following table shows the five job classes in which emergency appointments were most frequently made in 1982.

| <u>JOB CLASSIFICATION</u>     | <u>DEPARTMENT</u>        | <u>NUMBER OF APPOINTMENTS</u> |
|-------------------------------|--------------------------|-------------------------------|
| Guards                        | Public Safety            | 495                           |
| Fish Culturist I              | Fish and Game            | 30                            |
| Fish & Game Tech II           | Fish and Game            | 17                            |
| Psychiatric Nurses<br>Ass't I | Health & Social Services | 12                            |
| Fish & Game Tech III          | Fish and Game            | 9                             |

#### Bill Analysis

Section 1 adds emergency guards employed by the Department of Public Safety to the section of the State Personnel Act which lists exempt positions.

STATE OF ALASKA  
PRELIMINARY STATEMENT OF FISCAL IMPACT

Bill No: HB 209 Date on Bill: 2-17-83  
 Title: "An Act placing emergency guards..."  
 Sponsor: Bussel  
 Requestor: \_\_\_\_\_

1. Estimated fiscal impacts on:

No fiscal impact is anticipated.

a. Expenditures:

(Thousands of Dollars)

|           |  |  | FY 83 | FY 84 | FY 85 | FY 86 |  |
|-----------|--|--|-------|-------|-------|-------|--|
| Capital   |  |  |       |       |       |       |  |
| Operating |  |  |       |       |       |       |  |
| Total     |  |  | -0-   | -0-   | -0-   | -0-   |  |

b. Revenues:

|         |  |  |  |  |  |  |  |
|---------|--|--|--|--|--|--|--|
| Revenue |  |  |  |  |  |  |  |
|---------|--|--|--|--|--|--|--|

2. Source of funds to offset fiscal impact of bill:

3. Assumptions:

4. Disclaimer:

This statement has not been reviewed by the OMB in the Office of the Governor. It therefore does not represent the final estimate of fiscal impact.

Prepared By: Francis C. Allan *F.C.A.* Phone: 269-5691  
 Division: Alaska State Troopers *mck* Date: 2-23-83  
 Approved by Commissioner: *[Signature]* Date: 2-1-83  
 Department: Department of Public Safety

5. Distribution:

- Original to Legislative Finance
- Copy to OMB
- Copy to Sponsor
- Copy to Requestor

2/15/83

ination unless the questions are to be used in future examinations.  
(§ 18 ch 144 SLA 1960; am § 5 ch 112 SLA 1982)

**Effect of amendments.** — The 1982 amendment, effective July 1, 1982, substituted the present provisions of this section for the provisions set out in the main pamphlet.

**Editor's notes.** — This section was redrafted by the revisor of statutes to remove personal pronouns in conformity with AS 01.05.031(c) and § 4, Chapter 58, SLA 1982.

**Article 2. Coverage of Personnel.**

**Section**

- 90. Coverage of chapter
- 110. Exempt service
- 120. Partially exempt service

**Section**

- 130. Extension of partially exempt and classified services

**Sec. 39.25.090. Coverage of chapter.** This chapter and the rules adopted under it apply to all positions in (1) the classified service, and (2) the exempt and partially exempt service as specifically provided.  
(§ 3 ch 144 SLA 1960; am § 6 ch 112 SLA 1982)

**Effect of amendments.** — The 1982 amendment, effective July 1, 1982, inserted "exempt and" in item (2).

**Sec. 39.25.110. Exempt service.** Unless otherwise provided by law, the following positions in the state service constitute the exempt service and are exempt from the provisions of this chapter and the rules adopted under it:

- (1) persons elected to public office by popular vote or appointed to fill vacancies in elected offices;
- (2) justices, judges, magistrates, and employees of the judicial branch including employees of the Judicial Council;
- (3) employees of the state legislature and its agencies;
- (4) the head of each principal department in the executive branch;
- (5) officers and employees of the University of Alaska;
- (6) certificated teachers and noncertificated employees employed by a regional educational attendance area established and organized under AS 14.08.031 — 14.08.041 to teach in, administer, or operate schools under the control of a regional educational attendance area school board;
- (7) certificated teachers employed by the Department of Education as correspondence teachers or teachers in skill centers operated by the Department of Education;
- (8) patients and inmates employed in state institutions;
- (9) persons employed in a professional capacity to make a temporary or special inquiry, study or examination as authorized by the governor;
- (10) members of boards, commissions, or authorities;

(11) the officers and employees of the following boards, commissions, and authorities:

- (A) Alaska Gas Pipeline Financing Authority;
- (B) Alaska Permanent Fund Corporation;
- (C) Alaska Energy Center;
- (D) Alaska Industrial Development Authority;
- (E) Alaska Commercial Fisheries Entry Commission;
- (F) Alaska Commission on Postsecondary Education;

(12) the executive secretary and legal counsel of the Alaska Municipal Bond Bank Authority;

(13) licensed physicians, as defined in AS 47.30.340(9), employed by the state;

(14) petroleum engineers and petroleum geologists employed in a professional capacity by the Department of Natural Resources and by the Oil and Gas Conservation Commission, except for those employed in the division of geological and geophysical surveys in the Department of Natural Resources;

(15) officers, agents, and employees of the Alcoholic Beverage Control Board granted limited peace officer powers by the Alcoholic Beverage Control Board under AS 04.06.110;

(16) persons employed by the division of marine transportation as masters and members of the crews of vessels who operate the state ferry system and who are covered by a collective bargaining agreement provided in AS 23.40.040;

(17) officers and employees of the state who reside in foreign countries;

(18) employees of the Alaska Seafood Marketing Institute;

(19) firefighters employed by the Department of Natural Resources for a fire emergency;

(20) employees of the Office of the Governor and the office of the lieutenant governor, including the staff of the governor's mansion;

(21) [Repealed June 30, 1988] Employees of the Citizens' Advisory Commission on Federal Areas in Alaska (AS 41.37.010). (§ 5 ch 144 SLA 1960; am § 1 ch 48 SLA 1961; am § 1 ch 133 SLA 1961; am § 3 ch 93 SLA 1962; am § 3 ch 24 SLA 1966; am § 31 ch 46 SLA 1970; am § 65 ch 69 SLA 1970; am § 13 ch 113 SLA 1970; am § 3 ch 78 SLA 1971; am § 18 ch 78 SLA 1974; am § 42 ch 127 SLA 1974; am § 2 ch 32 SLA 1975; am § 2 ch 79 SLA 1975; am § 37 ch 124 SLA 1975; am § 1 ch 157 SLA 1976; am § 3 ch 90 SLA 1978; am § 7 ch 18 SLA 1980; am § 43 ch 106 SLA 1980; am § 10 ch 131 SLA 1980; am § 4 ch 148 SLA 1980; am § 4 ch 108 SLA 1981; am §§ 2, 3 ch 57 SLA 1982; am § 7 ch 112 SLA 1982)

Effect of amendments. — The 1981 amendment added a paragraph (26), relating to employees of the Alaska Seafood Marketing Institute. These provi-

sions are now contained in paragraph (18) of this section as amended by ch. 112, SLA 1982.

Section 2 of the first 1982 amendatory

Sec. 39.25.195. Appointment of nonpermanent employees.

Cross references. — For local hiring exception, see AS 39.25.196

Sec. 39.25.196. Local hiring exception. (a) Notwithstanding the provisions of AS 39.25.195, a hiring department or agency may grant a preference to local residents in the appointment of nonpermanent employees or in the appointment of permanent employees to perform seasonal work assignments of 180 calendar days or less in a 12-month period. If there are no local residents on the applicable eligible list for a nonpermanent or a permanent seasonal position or if the local residents on the applicable eligible list are unavailable, the hiring department or agency may obtain referrals of qualified job applicants for these positions from the job service office of the Department of Labor serving the area and from those applicants select a qualified person who is a local resident for the position.

(b) Appointment of a nonpermanent employee in accordance with (a) of this section does not require the prior written approval of the director under AS 39.25.195. (§ 3 ch 89 SLA 1982; AS 39.25.181)

Effective dates. — Section 4, ch. 89, SLA 1982, makes this section effective June 5, 1982, in accordance with AS 01.10.070(c).

Editor's notes. — This section was enacted as AS 39.25.181 but was renumbered by the revisor of statutes pursuant to AS 01.05.031(b).

Sec. 39.25.200. Definitions. In AS 39.25.195 — 39.25.200

(1) "certified" means signed by the head of a department or agency or by a responsible person designated by him;

(2) "director" means the director of the division of personnel;

(3) "emergency employee" means 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;

(4) "nonpermanent employee" means a person who is employed in state service in a position which is not in the exempt or partially exempt service and who is not a permanent or an emergency employee;

(5) "permanent employee" means an employee who has been appointed to an authorized, permanent full-time or part-time or permanent seasonal position in the classified service and who is in the process of completing or has successfully completed the required probationary service in that position;

(6) "program or project employee" means a nonpermanent employee, including a student intern, who is employed in state service with prior written understanding that employment in that position will continue for most the duration of a specified program or project which is not a regular and continuing function of a department or agency and which

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Section 11. Sal

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has an established probable date of termination. (§ 4 ch 67 SLA 1979; am § 79 ch 59 SLA 1982)

Effect of amendments. — The 1982 amendment, effective May 28, 1982, deleted "and labor relations" following "division of personnel" in paragraph (2).

## Chapter 27. Pay Plan for State Employees.

### Section

#### 11. Salary schedule

Sec. 39.27.011. Salary schedule. (a) The following monthly basic salary schedule is approved as the pay plan for classified and partially exempt employees in the executive branch of the state government who are not members of a collective bargaining unit established under the authority of the Public Employment Relations Act:

| Range No. | Step A | Step B | Step C | Step D | Step E | Step F |
|-----------|--------|--------|--------|--------|--------|--------|
| 05        | 1,253  | 1,292  | 1,330  | 1,367  | 1,408  | 1,445  |
| 06        | 1,330  | 1,367  | 1,408  | 1,445  | 1,487  | 1,530  |
| 07        | 1,408  | 1,445  | 1,487  | 1,530  | 1,578  | 1,627  |
| 08        | 1,487  | 1,530  | 1,578  | 1,627  | 1,673  | 1,726  |
| 09        | 1,578  | 1,627  | 1,673  | 1,726  | 1,782  | 1,832  |
| 10        | 1,673  | 1,726  | 1,782  | 1,832  | 1,889  | 1,946  |
| 11        | 1,782  | 1,832  | 1,889  | 1,946  | 2,010  | 2,073  |
| 12        | 1,889  | 1,946  | 2,010  | 2,073  | 2,145  | 2,218  |
| 13        | 2,010  | 2,073  | 2,145  | 2,218  | 2,295  | 2,379  |
| 14        | 2,145  | 2,218  | 2,295  | 2,379  | 2,463  | 2,556  |
| 15        | 2,295  | 2,379  | 2,463  | 2,556  | 2,639  | 2,739  |
| 16        | 2,463  | 2,556  | 2,639  | 2,739  | 2,838  | 2,941  |
| 17        | 2,639  | 2,739  | 2,838  | 2,941  | 3,041  | 3,146  |
| 18        | 2,838  | 2,941  | 3,041  | 3,146  | 3,249  | 3,371  |
| 19        | 3,041  | 3,146  | 3,249  | 3,371  | 3,475  | 3,605  |
| 20        | 3,249  | 3,371  | 3,475  | 3,605  | 3,714  | 3,851  |
| 21        | 3,475  | 3,605  | 3,714  | 3,851  | 3,971  | 4,115  |
| 22        | 3,714  | 3,851  | 3,971  | 4,115  | 4,251  | 4,408  |
| 23        | 3,971  | 4,115  | 4,251  | 4,408  | 4,554  | 4,725  |
| 24        | 4,251  | 4,408  | 4,554  | 4,725  | 4,885  | 5,050  |
| 25        | 4,554  | 4,725  | 4,885  | 5,050  | 5,236  | 5,433  |
| 26        | 4,725  | 4,885  | 5,050  | 5,236  | 5,433  | 5,629  |
| 27        | 4,885  | 5,050  | 5,236  | 5,433  | 5,629  | 5,843  |
| 28        | 5,050  | 5,236  | 5,433  | 5,629  | 5,843  | 6,047  |
| 29        | 5,236  | 5,433  | 5,629  | 5,843  | 6,047  | 6,259  |
| 30        | 5,433  | 5,629  | 5,843  | 6,047  | 6,259  | 6,480  |

(b) Repealed by § 38 ch 3 SLA 1980.

(c) If a state officer or employee is appointed a deputy department head or a division director and, at the time of appointment, the officer

AN ACT

Authorizing preference for hiring local residents for positions in the state service; and providing for an effective date.

Section 1. AS 39.25.150(6) is amended to read:

(6) the procedure for certifying eligibles, including the granting of employment preference to local residents in accordance with AS 39.25.181 or under appropriate circumstances;

Sec. 2. AS 39.25.150(9) is amended to read:

(9) nonpermanent appointments to positions in the state service in accordance with AS 39.25.195 - 39.25.200, including the granting of employment preference to local residents in accordance with AS 39.25.181;

Sec. 3. AS 39.25 is amended by adding a new section to read:

Sec. 39.25.181. LOCAL HIRING EXCEPTION. (a) Notwithstanding the provisions of AS 39.25.195, a hiring department or agency may grant a preference to local residents in the appointment of nonpermanent employees or in the appointment of permanent employees to perform seasonal assignments of 180 calendar days or less in a 12-month period. If there are no local residents on the applicable eligible list for a nonpermanent or a permanent seasonal position or if the local residents on the applicable eligible list are unavailable, the hiring department or agency may obtain referrals of qualified job applicants for these positions from the job service office of the Department of Labor serving

Chapter 89

1 the area and from those applicants select a qualified person who is a  
2 local resident for the position.

3 (b) Appointment of a nonpermanent employee in accordance with (a)  
4 of this section does not require the prior written approval of the  
5 director under AS 39.25.195.

6 \* Sec. 4. This Act takes effect immediately in accordance with AS 01.16  
7 070(c).

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Source

SCS CSMB 839

Relating to

BE IT ENACTED

Received  
1/20/83  
1/20/83  
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A Report on Nonpermanent  
and Emergency Employment 1982

Prepared by the  
Division of Personnel

January, 1983

NONPERMANENT EMPLOYMENT

FOURTH ANNUAL REPORT

January 1, 1983

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 nonpermanent 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 39.25.295 (h))

The statute became effective January 1, 1980. This report covers the third full calendar year of activity. The format has been expanded to report on the effect of local preference in nonpermanent appointments which became effective June 5, 1982 (Ch. 89, SLA 1982).

The Number of Nonpermanent Employees Authorized:

AS 39.25.195-200 provides for four types of nonpermanent appointments: program, project, substitute, and (for lack of a specific statutory label) normal. During calendar year 1982, departments had submitted formal requests to establish 126 program, 197 project, and 101 normal nonpermanent positions. One hundred eighty-seven nonpermanent positions authorized in prior years continued into 1982. The departments also indicated their intent to fill 203 permanent positions with nonpermanent substitutes. Table 1 compares 1980, 1981 and 1982 figures.

Table 1

Nonpermanent Positions Requested

|   | <u>1980</u> | <u>1981</u> | <u>1982</u> |
|---|-------------|-------------|-------------|
| Program   | 254         | 149         | 126         |
| Project   | 237         | 198         | 197         |
| Normal  | 225         | 71          | 101         |
| Subtotal  | <u>716</u>  | <u>418</u>  | <u>424</u>  |
| Permanent Positions to be filled with substitutes | 179         | 229         | 203         |

The Legislative Findings and Intent connected with AS 39.25.195-200 included the intent to unmask poor planning. The schedule established by the Division of Personnel for identifying the need for a nonpermanent position places two and one-half months advance notice as the criterion to call a position planned. Of the 24 program, project and normal nonpermanent positions identified by departments, one meets the two and one-half month criterion for planning and 423 do not. Table 2 compares these figures to 1980 and 1981.

Table 2

Nonpermanent Positions - Planned Versus Unplanned

|           | <u>1980</u> | <u>1981</u> | <u>1982</u> |
|-----------|-------------|-------------|-------------|
| Planned   | 58          | 4           | 1           |
| Unplanned | <u>658</u>  | <u>414</u>  | <u>423</u>  |
| Total     | 716         | 418         | 424         |

As of December 15, 1982, there were 165 program, project and normal nonpermanent employees on the State payroll. Table 3 provides a comparison with the previous three years. Summary data by department of program, project and normal nonpermanent employees is presented in Addendum A.

Table 3

Nonpermanent Employees as of December 15

| <u>1979*</u> | <u>1980</u> | <u>1981</u> | <u>1982</u> |
|--------------|-------------|-------------|-------------|
| 425..        | 99          | 130         | 165         |

\*Temporary employees in agencies subject to AS 39.25.195-200

Since June 5, 1982, (the effective date of Ch. 89, SLA 1982) 59 program, project and normal nonpermanent appointments were made based on eligible lists issued by the Division. Ten of the 59 appointments were of qualified applicants referred by Job Service. The locations of the positions and the local referrals are shown in Table 4.

Table 4

Location of Nonpermanent Positions Filled by  
Local Preference Job Service Referral,  
June 5 to December 31, 1982

|           |           |
|-----------|-----------|
| Juneau    | 8         |
| Anchorage | 1         |
| Ketchikan | 1         |
|           | <u>10</u> |

The Number of Emergency Employees Hired:

AS 39.25.195-200 incorporated provisions of the Personnel Rules regarding emergency employees. While little change was required to implement this portion of the law for most agencies, the most frequent use of emergency appointments - guarding prisoners and protecting seized property - has been significantly impacted. The Department of Public Safety hires emergency employees to guard prisoners or seized property in rural areas where a one or two person post prevents a Trooper from maintaining 24-hour per day watch. The period required for emergency service is between arrest and either arraignment or transportation to a correctional facility or until other arrangements are made to maintain custody of the seized property. It is not possible to predict the situations requiring those services with sufficient detail to make regular nonpermanent appointments. For each appointment all of the paperwork to hire an emergency Guard, document the emergency, and separate the employee must be completed. The Department of Public Safety made 495 such emergency appointments in 1982.

Departments made 114 emergency appointments, other than emergency Guards, during 1982. Table 5 shows that number of emergency appointments by Division and Department ranked according to the number of such appointments. Addendum B provides details on these appointments.

Table 5  
Emergency Appointments <sup>1</sup> 1982

| <u>Department</u>                  | <u>Division</u>                           |          |            |
|------------------------------------|---|----------|------------|
| Fish & Game                        | F.R.E.D.                                  | 38       |            |
|                                    | Commercial Fisheries                      | 19       |            |
|                                    | Game                                      | 11       |            |
|                                    | Subsistence                               | 4        |            |
|                                    | Sport Fish                                | <u>2</u> | 74         |
| Health & Social Services           | Mental Health                             | 14       |            |
|                                    | Corrections                               | 6        |            |
|                                    | Public Health                             | <u>2</u> | 22         |
| Law                                | Criminal                                  | 5        |            |
|                                    | Civil                                     | <u>1</u> | 6          |
| Education                          | Adult & Continuing Education              | <u>3</u> | 3          |
| Transportation & Public Facilities | Interior Region, Maintenance & Operations | <u>3</u> | 3          |
| Public Safety                      | State Troopers                            | <u>3</u> | 3          |
| Military Affairs                   | Military Affairs                          | <u>2</u> | 2          |
| Natural Resources                  | Admin. & Management                       | <u>1</u> | 1          |
|                                    |   |          | <u>114</u> |

<sup>1</sup>Other than guarding of prisoners.

A Description of Procedures Used in Authorizing the Hiring of Nonpermanent Employees:

The initial procedures to implement the nonpermanent law were attached to the first annual report. Amendments were made in 1980 and the updated procedures were attached to the second annual report. No changes in procedures were made during 1981. Ch. 89, SLA 1982, "An Act authorizing preference for hiring local residents for positions in the state service; and providing for an effective date," became effective June 5, 1982. Personnel Rule amendments incorporating local preference became effective on June 30. On August 25, the changes in the law and Rules were incorporated in the procedures for hiring nonpermanent employees. The procedures are 32 pages in length. Ten copies have been supplied to Legislative Affairs with this report. Additional copies are available by contacting the Division office at:

Division of Personnel  
Pouch C-0201  
Juneau, AK 99811-0201

or calling (907) 465-4430.

Recommendation for Legislation Required to Implement the Intent of this Section:

Prior to the effective date of the nonpermanent law the Personnel Rules provide flexibility in the emergency hiring of guards for prisoners. The definition of "emergency employee" in AS 39.25.200(3) is less flexible and presents a significant paperwork burden on the Department of Public Safety, and consequently the Divisions of Personnel, Finance, and Retirement and Benefits. As indicated under "The Number of Emergency Employees Hired," the Department of Public Safety made 495 emergency guard hires in 1982. However, only 136 different employees were hired. Several potential solutions to the situation have been discussed with the management of the Department. We and they have concluded that the best long-range solution is to place these positions in the exempt service. There are many similarities between these positions and emergency firefighters of the Department of Natural Resources, which are already placed in the exempt service (AS 39.25.110(19)). We therefore recommend the adoption of an additional subsection as follows: "AS 39.25.110(22) emergency guards employed by the Department of Public Safety."

ADDENDUM A

Program, Project, and Normal Employees by Department

December 15

| <u>Department</u>                  | <u>Program</u> |           |           | <u>Project</u> |           |           | <u>Normal</u> |          |          | <u>Department Total</u> |            |            |
|------------------------------------|----------------|-----------|-----------|----------------|-----------|-----------|---------------|----------|----------|-------------------------|------------|------------|
|                                    | 1980           | 1981      | 1982      | 1980           | 1981      | 1982      | 1980          | 1981     | 1982     | 1980                    | 1981       | 1982       |
| Administration                     | 1              | 2         | 4         | 1              | 14        | 6         | 1             | 0        | 1        | 3                       | 16         | 11         |
| Law                                | 6              | 3         | 4         | 0              | 1         | 2         | 0             | 0        | 0        | 6                       | 4          | 6          |
| Revenue                            | 0              | 4         | 13        | 22             | 8         | 25        | 0             | 0        | 0        | 22                      | 12         | 38         |
| Education                          | 5              | 13        | 20        | 1              | 1         | 2         | 0             | 0        | 0        | 6                       | 14         | 22         |
| Health & Social Services           | 0              | 0         | 1         | 0              | 7         | 19        | 0             | 0        | 0        | 0                       | 7          | 20         |
| Labor                              | 15             | 3         | 0         | 1              | 1         | 1         | 0             | 0        | 0        | 16                      | 4          | 1          |
| Commerce & Economic Development    | 0              | 0         | 0         | 0              | 6         | 0         | 0             | 0        | 0        | 0                       | 6          | 0          |
| Military Affairs                   | 0              | 0         | 0         | 0              | 0         | 0         | 0             | 0        | 0        | 0                       | 0          | 0          |
| Natural Resources                  | 15             | 38        | 49        | 1              | 15        | 4         | 4             | 1        | 1        | 34                      | 54         | 54         |
| Fish and Game                      | 1              | 1         | 4         | 0              | 10        | 2         | 5             | 1        | 0        | 6                       | 12         | 6          |
| Public Safety                      | 0              | 0         | 0         | 0              | 0         | 3         | 1             | 0        | 3        | 1                       | 0          | 6          |
| Environmental Conservation         | 0              | 0         | 0         | 0              | 0         | 0         | 0             | 0        | 0        | 0                       | 0          | 0          |
| Community & Regional Affairs       | 5              | 0         | 0         | 0              | 1         | 1         | 0             | 0        | 0        | 5                       | 1          | 1          |
| Transportation & Public Facilities | 0              | 0         | 0         | 0              | 0         | 0         | 0             | 0        | 0        | 0                       | 0          | 0          |
| <b>TOTALS</b>                      | <b>48</b>      | <b>64</b> | <b>95</b> | <b>40</b>      | <b>64</b> | <b>65</b> | <b>11</b>     | <b>2</b> | <b>5</b> | <b>99</b>               | <b>130</b> | <b>165</b> |

ADDENDUM B  
Emergency Employees By Department and Division, 1982

Fish and Game  
F.R.E.D.

| <u>NAME</u>           | <u>Job Class</u>          | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>                                |
|-----------------------|---------------------------|-------------------|------------------|--|
| Cole, Dale A.         | Fish Culturist I          | 05/10/82          | 05/12/82         | No Interest People Off Register              |
| Rhodes, James M.      | Fish Culturist I          | 05/17/82          | 05/31/82         | No Interested People Off Register            |
| McMichael, Deborah K. | Fish Culturist I          | 04/08/82          | 04/30/82         | Replace Permanent Employee                   |
| Hayward, Thomas B.    | Fish Culturist I          | 06/07/82          | 06/30/82         | Replace EM Hire                              |
| Ness, Edward R., Jr.  | Fish Culturist I          | 05/25/82          | 06/23/82         | Replace Permanent Employee                   |
| Monrich, Clark S.     | Fish Culturist I          | 05/26/82          | 06/18/82         | Replace Permanent Employee                   |
| Peratrovich, Corrine  | Fish Culturist I          | 05/27/82          | 06/07/82         | Replace Permanent Employees                  |
| Heacock, Marta L.     | Fish Culturist I          | 05/17/82          | 06/07/82         | Replace Permanent Employees                  |
| Hamilton, Lori E.     | Fish Culturist I          | 05/17/82          | 06/15/82         | Replace Permanent Employee                   |
| Brannen, Jennifer     | Fish Culturist I          | 05/19/82          | 06/15/82         | Replace Permanent Employee                   |
| Morrison, Ann E.      | Fish Culturist I          | 05/17/82          | 06/01/82         | Replace Permanent Employee                   |
| Lalik, Heather E.     | Fish Culturist I          | 05/17/82          | 06/15/82         | Replace Permanent Employee                   |
| Birnbaum, Molly K.    | Fish Culturist I          | 05/19/82          | 06/15/82         | Replace Permanent Employee                   |
| Link, Gerald          | Fish Culturist I          | 06/07/82          | 07/02/82         | Replace Permanent Employee                   |
| Tremblay, Ryan R.     | Fish Culturist I          | 09/08/82          | 09/17/82         | Take care of work backlog                    |
| Collins, Donna        | Fish Culturist I          | 06/21/82          | 06/21/82         | Replace Permanent Employee                   |
| Murphy, Marjorie K.   | Fish Culturist I          | 05/03/82          | 05/26/82         | Help with work overload                      |
| Thompson, Carol L.    | Fish Culturist I          | 08/02/82          | 08/13/82         | Take care of backlog                         |
| Rosenbalm, Glenda M.  | Fish Culturist I          | 08/02/82          | 08/31/82         | Take care of backlog                         |
| Kunkler, Carol L.     | Fish & Game Technician II | 08/02/82          | 08/24/82         | Take care of work backlog                    |
| Sullivan, Sharon A.   | Fish & Game Technician II | 08/10/82          | 08/24/82         | Replaced Permanent Employee                  |
| Jacobs, Laura L.      | Fish & Game Technician II | 07/30/82          | 08/24/82         | Replaced Permanent Employee                  |
| Jacobs, Laura L.      | Fish Culturist I          | 08/31/82          | 09/23/82         | Replace Permanent Employee                   |
| Sugita, Brent T.      | Fish & Game Technician II | 07/01/82          | 07/01/82         | Replaces Permanent Employee                  |
| Souze, Victoria       | Fish Culturist I          | 07/15/82          | 07/29/82         | Take care of work backlog                    |
| Patton, Ellie         | Fish Culturist I          | 07/15/82          | 07/29/82         | Take care of work backlog                    |
| Kaneshiro, Stuart K.  | Fish Culturist I          | 07/15/82          | 08/13/82         | More work than expect                        |
| Elston, David L.      | Fish Culturist I          | 07/15/82          | 07/29/82         | Take care of work backlog                    |
| Henry, Charles B.     | Fish Culturist I          | 09/01/82          | 09/30/82         | Replace Permanent Employee                   |
| Goodwin, John, Sr.    | Fish Culturist I          | 09/01/82          | 09/30/82         | Replace Permanent Employee                   |
| Goodwin, Pearl        | Fish Culturist I          | 09/07/82          | 09/30/82         | Replace Permanent Employee                   |
| Foster, Amos, Sr.     | Fish Culturist I          | 09/01/82          | 09/03/82         | Take care of work backlog                    |
| Nelson, Gary S.       | Trades Helper VII         | 05/19/82          | 05/25/82         | Repair Water Line                            |
| Stalcup, Richard B.   | Maintenance Worker I      | 05/19/82          | 05/26/82         | Replace Permanent Employee, Repair Waterline |
| Bowling, Robert D.    | Trades Helper VII         | 02/16/82          | 03/12/82         | Repair Water System                          |
| McCracken, Kenneth    | Trades Helper VII         | 02/16/82          | 03/01/82         | Repair Water System                          |
| Burnett, Robert C.    | Fish Culturist I          | 06/15/82          | 07/14/82         | Take care of work backlog                    |
| Mann, Paul A.         | Fish & Game Technician II | 06/15/82          | 06/30/82         | Replace Permanent Employee                   |

Fish and Game  
Commercial Fisheries

| <u>NAME</u>                 | <u>Job Class</u>           | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>                     |
|-----------------------------|----------------------------|-------------------|------------------|-----------------------------------|
| Echols, Catherine           | Fish & Game Technician II  | 06/24/82          | 07/17/82         | Replace Permanent Employee        |
| McNatt, JoAnn               | Clerk Typist III           | 11/30/82          | 12/28/82         | Replace Permanent Employee        |
| Harman, Kathy               | Fish & Game Technician II  | 06/28/82          | 07/28/82         | Replaces Permanent Employee       |
| Mangiardi, Joseph L.        | Fishery Biologist I        | 06/06/82          | 07/16/82         | Replace Permanent Employee        |
| Smoker, Frances             | Fish & Game Technician II  | 07/06/82          | 07/16/82         | Replace Permanent Employee        |
| Harrison, Robert            | Fish & Game Technician III | 05/18/82          | 06/08/82         | Replace Permanent Employee        |
| Peters, William F.          | Fish & Game Technician III | 07/16/82          | 08/13/82         | Replaced Permanent Employee       |
| Boyle, Donald               | Fish & Game Technician II  | 11/10/82          | 11/23/82         | Replace Permanent Employee        |
| Fillingham, Phillip H., Jr. | Fish & Game Technician III | 07/16/82          | 07/23/82         | Replaced Permanent Employee       |
| Tranfro, Peter              | Fishery Biologist I        | 07/02/82          | 07/20/82         | Replace Permanent Employee        |
| Burt, Emily                 | Fish & Game Technician II  | 07/04/82          | 07/20/82         | Replace Permanent Employee        |
| Eubanks, Elizabeth          | Fish & Game Technician III | 07/16/82          | 08/02/82         | Replaced Permanent Employee       |
| Palmer, Stephen F.          | Fish & Game Technician III | 07/22/82          | 08/17/82         | Take care of work backlog         |
| Alexari, Danny T., Sr.      | Fish & Game Technician I   | 05/17/82          | 06/23/82         | Obtain harvest data               |
| Puckett, Donnie R.          | Fish & Game Technician I   | 05/17/82          | 06/11/82         | Obtain harvest data               |
| Kumaek, Susan K.            | Fish & Game Technician II  | 06/23/82          | 07/01/82         | Replace Permanent Employee        |
| Constantine, Michael        | Fish & Game Technician I   | 05/17/82          | 05/21/82         | Obtain harvest information        |
| Lanco, Todd E.              | Fish Culturist I           | 06/02/82          | 07/01/82         | No Interested People Off Register |
| Ashworth, Karen             | Data Entry Clerk I         | 07/16/82          | 07/29/82         | Work backlog                      |

Fish and Game  
Game

| <u>NAME</u>           | <u>Job Class</u>           | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>                            |
|-----------------------|----------------------------|-------------------|------------------|--|
| Bilb, Almo            | Clerk Typist III           | 08/05/82          | 09/03/82         | Replaced Permanent Employee              |
| Ferguson, Norris      | Secretary I                | 02/19/82          | 03/08/82         | Replace Permanent Employee               |
| Yaska, Vincent        | Fish & Game Technician II  | 03/01/82          | 03/11/82         | Replace Permanent Employee               |
| Hogarth, Keith        | Fish & Game Technician II  | 08/10/82          | 09/09/82         | To assist with bison depredation control |
| Honua, James S.       | Fish & Game Technician III | 09/01/82          | 09/27/82         | Take care of work backlog                |
| Yasha, Vincent        | Fish & Game Technician II  | 09/01/82          | 09/26/82         | Take care of work backlog                |
| Gillaspie, Sherree L. | Fish & Game Technician II  | 06/26/82          | 09/24/82         | Take care of work backlog                |
| Huntington, Gilbert   | Fish & Game Technician II  | 09/03/82          | 09/26/82         | Take care of work backlog                |
| Holbrook, Janet L.    | Fish & Game Technician III | 09/11/82          | 09/26/82         | Take care of work backlog                |
| Henry, Arthur, Jr.    | Fish & Game Technician III | 09/15/82          | 09/20/82         | Take care of work backlog                |
| Rogers, Phyllis M.    | Clerk Typist III           | 02/01/82          | 03/02/82         | Replace Permanent Employee               |

Fish and Game  
Subsistence

| <u>NAME</u>        | <u>Job Class</u>              | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>                |
|--------------------|-------------------------------|-------------------|------------------|------------------------------|
| Peel, Janet C.     | Clerk Typist III              | 01/04/82          | 01/10/82         | Replace Permanent Employee   |
| Sumida, Valerie A. | Secretary I                   | 01/25/82          | 02/23/82         | Fill Permanent Position      |
| Thomas, Daniel     | Fish & Game Resource Spec. II | 01/11/82          | 02/05/82         | Complete Report              |
| Dindinger, Carole  | Administrative Assistant II   | 11/16/82          | 12/15/82         | Help with budget preparation |

Fish and Game  
Sport Fish

| <u>NAME</u>         | <u>Job Class</u>           | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>              |
|---------------------|----------------------------|-------------------|------------------|----------------------------|
| Jensen, Kathleen A. | Fish & Game Technician III | 08/10/82          | 09/02/82         | Take care of work backlog  |
| Virgin, David H.    | Fish & Game Technician II  | 06/19/82          | 07/04/82         | Replace Permanent Employee |

Health & Social Services  
Mental Health

| <u>NAME</u>         | <u>Job Class</u>          | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>               |
|---------------------|---------------------------|-------------------|------------------|-----------------------------|
| Anderson, David     | Food Services Worker I    | 03/11/82          | 04/09/82         | Provide meals to patients   |
| Wilson, Jubal       | Psychiatric Nurse Asst. I | 07/12/82          | 07/18/82         | Replaces Permanent Employee |
| Maxwell, Audra      | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased patient load      |
| Schmitt, Kelcy V.   | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased patient load      |
| Nelson, Mark W.     | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased Patient Load      |
| Schoenberg, Marc C. | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased Patient Load      |
| Anshutz, Robert G.  | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased Patient Load      |
| Harley, Keith R.    | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased Patient Load      |
| Conn, John A., II   | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased Patient Load      |
| Eastlake, Steven R. | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased Patient Load      |
| King, James G.      | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased Patient Load      |
| Olsen, Jeffrey W.   | Psychiatric Nurse Asst. I | 07/07/82          | 07/12/82         | Increased Patient Load      |
| Taylor, Diane       | Clerk II                  | 11/03/82          | 12/02/82         | Replace Permanent Employee  |
| French, Judith L.   | Psychiatric Nurse Asst. I | 07/21/82          | 08/03/82         | Replaced Permanent Employee |

Health & Social Services  
Corrections

| <u>NAME</u>           | <u>Job Class</u>       | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>              |
|-----------------------|------------------------|-------------------|------------------|----------------------------|
| McCollister, Gary L.  | Correctional Officer I | 08/16/82          | 10/04/82         | Take care of work backlog  |
| Hanson, Gregory       | Correctional Officer I | 08/18/82          | 09/29/82         | Take care of work backlog  |
| Storms, Donald        | Correctional Officer I | 12/03/82          |                  | Maintain adequate security |
| Lyon, Tabitha         | Correctional Officer I | 06/07/82          | 06/30/82         | Replace Permanent Employee |
| Lyon, Tamitha A.      | Correctional Officer I | 02/15/82          | 03/15/82         | Replace Permanent Employee |
| Condi-Voltz, Julie A. | Correctional Officer I | 06/08/82          | 07/08/82         | Facility Short Staffed     |

Health & Social Services  
Public Health

| <u>NAME</u>         | <u>Job Class</u> | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>                      |
|---------------------|------------------|-------------------|------------------|------------------------------------|
| Morrison, Linda D.  | Clerk Typist II  | 02/16/82          | 02/25/82         | Provide Clerical Support to P.H.N. |
| McLane, Margaret D. | Clerk Typist II  | 04/13/82          | 04/30/82         | Replace Permanent Employee         |

Law  
Criminal

| <u>NAME</u>         | <u>Job Class</u>   | <u>Appt. Date</u>       | <u>Sep. Date</u> | <u>Reason</u>                              |
|---------------------|--------------------|-------------------------|------------------|--|
| Mayer, Laurio A.    | Legal Secretary I  | 03/04/82 <i>20 days</i> | 03/24/82         | Replace Permanent Employee                 |
| Unerti, Roberta A.  | Clerk Typist III   | 06/07/82 <i>30 days</i> | 07/07/82         | Replace Permanent Employee                 |
| Dentler, Georgeanne | Clerk Typist III   | 08/09/82 <i>30 days</i> | 09/10/82         | Replaced Permanent Employee                |
| Hoadley, Marion G.  | Legal Secretary II | 09/21/82 <i>- -</i>     | 09/21/82         | Replace Permanent Employee                 |
| Smithson, Kim M.    | Clerk Typist III   | 03/11/82 <i>5 days</i>  | 03/16/82         | Replace Permanent Employee on Annual Leave |

Law  
Civil

| <u>NAME</u>      | <u>Job Class</u> | <u>Appt. Date</u>     | <u>Sep. Date</u> | <u>Reason</u>              |
|------------------|------------------|-----------------------|------------------|----------------------------|
| Skurla, Karen L. | Clerk Typist III | 05/28/82 <i>(u/k)</i> | 06/04/82         | Replace Permanent Employee |

Education  
Adult & Cont. Education

| <u>NAME</u>     | <u>Job Class</u> | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>                |
|-----------------|------------------|-------------------|------------------|------------------------------|
| Tippit, Michael | Laborer VIII     | 08/11/82          | 08/12/82         | To help clean up fire damage |
| Svabik, Mark    | Laborer VIII     | 08/11/82          | 08/12/82         | To help clean up fire damage |
| Ronne, Mark S.  | Laborer VIII     | 08/11/82          | 08/12/82         | To help clean up fire damage |

(2 days)

Transportation & Public Facilities  
Interior Region H & O

| <u>NAME</u>     | <u>Job Class</u>             | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>              |
|-----------------|------------------------------|-------------------|------------------|----------------------------|
| Dodge, Larry T. | Security Guard I             | 02/11/82          | 03/18/82         | Replace Permanent Employee |
| Dodge, Larry    | Security Guard I             | 01/09/82          | 01/23/82         | Replace Permanent Employee |
| Kaiser, Wendell | Building Management Spec. II | 09/01/82          | 09/16/82         | Replace Permanent Employee |

Military Affairs  
Military Affairs

| <u>NAME</u>    | <u>Job Class</u> | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>              |
|----------------|------------------|-------------------|------------------|----------------------------|
| Brown, Randall | Laborer VIII     | 01/20/82          | 01/20/82         | Prevent Float from Sinking |
| Price, Frank   | Laborer VIII     | 01/20/82          | 01/20/82         | Prevent Float from Sinking |

(1 day)

Public Safety  
State Troopers

| <u>NAME</u>        | <u>Job Class</u>   | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>             |
|--------------------|--------------------|-------------------|------------------|---------------------------|
| Stirn, Andrea      | Data Entry Clerk I | 05/17/82          | 06/11/82         | Take care of work backlog |
| O'Bloness, Barbara | Data Entry Clerk I | 05/17/82          | 06/11/82         | Take care of work backlog |
| Allen, Hazel       | Data Entry Clerk I | 05/17/82          | 06/11/82         | Take care of work backlog |

Natural Resources  
Admin. & Management

| <u>NAME</u>   | <u>Job Class</u>           | <u>Appt. Date</u> | <u>Sep. Date</u> | <u>Reason</u>                                 |
|---------------|----------------------------|-------------------|------------------|---|
| Foster, Robin | Administrative Officer III | 03/30/82          | 05/01/82         | Assume duties of Citizens Advisory Commission |

1 Month

TO:  All Personnel Officers

DATE: January 31, 1980

FILE NO:

TELEPHONE NO:

FROM: Bruce Cummings  
Director  
Division of Personnel  
Department of AdministrationSUBJECT: Nonpermanent Appointment  
Procedures: Appendix J

With this memorandum I am sending the procedures to follow in establishing and filling nonpermanent positions through the Department of Labor, WIN (work incentive) program. These procedures are explained in "Appendix J".

Please distribute "Appendix J" and the new "Appendix Contents" to those employees in your departments who earlier received copies of "Nonpermanent Appointment Procedures."

BC/n1  
Attachments  
M9/R

WORK INCENTIVE (WIN) PROGRAM PUBLIC SERVICE  
EMPLOYMENT POSITIONS BY CONTRACT WITH  
DEPARTMENT OF LABOR

The following actions are necessary for the establishment and filling of nonpermanent positions established as a condition of a contract with the Department of Labor, Employment Security Division, WIN Program.

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 WIN contract with the Department of Labor. 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 THE POSITION

- A. WIN funded PSE positions will be developed for program registrants by an authorized representative of the local WIN office. The WIN representative will contact an appropriate department when they have a WIN eligible registrant who meets the State's minimum qualifications for the intended job class. The referral need not be on the corresponding state register to be held in consideration for the position. If the department has good and sufficient reason to participate in the WIN PSE program, the WIN office will refer the eligible registrant(s) for an interview. The employing department will make the final decision on all hiring.
- B. Determination for eligibility for WIN PSE positions rests with the local WIN office and not the employing department; only WIN registrants meeting the appropriate PSE criteria and the State minimum qualifications for the job class will be referred to the hiring department. The WIN office will send the following form with the registrant being considered for employment:  

Completed State of Alaska Employment Application (02-250)
- C. Should employing department decide to appoint the WIN registrant(s), it shall notify the local WIN office.
- D. Upon appointment, personnel action shall be completed by the employing department and attached to the employee's State Application.
- E. The employing department shall then proceed with the Steps E and F of "Nonpermanent Appointment Procedures."

WORK INCENTIVE (WIN) PROGRAM PUBLIC SERVICE

EMPLOYMENT POSITIONS BY CONTRACT WITH

DEPARTMENT OF LABOR

The following actions are necessary for the establishment and filling of nonpermanent positions established as a condition of a contract with the Department of Labor, Employment Security Division, WIN Program.

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 WIN contract with the Department of Labor. 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 THE POSITION

- A. WIN funded PSE positions will be developed for program registrants by an authorized representative of the local WIN office. The WIN representative will contact an appropriate department when they have a WIN eligible registrant who meets the State's minimum qualifications for the intended job class. The referral need not be on the corresponding state register to be held in consideration for the position. If the department has good and sufficient reason to participate in the WIN PSE program, the WIN office will refer the eligible registrant(s) for an interview. The employing department will make the final decision on all hiring.
- B. Determination for eligibility for WIN PSE positions rests with the local WIN office and not the employing department: WIN registrants meeting the appropriate PSE criteria at the State minimum qualifications for the job class will be referred to the hiring department. The WIN office will send the following form with the registrant being considered for employment:  

Completed State of Alaska Employment Application (02-250)
- C. Should employing department decide to appoint the WIN registrant(s), it shall notify the local WIN office.
- D. Upon appointment, personnel action shall be completed by the employing department and attached to the employee's State Application.
- E. The employing department shall then proceed with the Steps E and F of "Nonpermanent Appointment Procedures."

### 5 03.9 Preference in State Employment for Alaskans

Preference shall be provided for Alaskans wherein Alaskans shall be certified in rank order ahead of any non-Alaskans on the eligible list.

### 5 04.0 Position Must Be Classified Before Being Filled

No appointment can be made except to a position that has been classified, or a nonpermanent position that has been approved, and where minimum qualifications have been established and a salary range assigned.

5 04.1 No commitment of appointment or salary rate may be made to a prospective employee until a position has been established, or a nonpermanent position has been approved, and the classification action has been completed, and the proper procedures for filling the vacancy have been followed.

### 5 05.0 Permanent Appointments

All vacancies in positions in the classified service having an expected duration in excess of the probationary period established for the positions shall be filled by appointment from certification from eligible lists except as otherwise provided in these Rules.

### 5 06.0 Nonpermanent Appointments

Except when otherwise stated, this Rule shall apply to regular nonpermanent appointments and to nonpermanent program or project appointments.

Requests for authorization to hire a nonpermanent employee require prior written approval of the Director.

The hiring department or agency must certify the following to the Director when seeking authorization for nonpermanent hire: 1) that the Legislature appropriated money for the work in question knowing that it is to be performed by a nonpermanent employee; or 2) that there is an immediate need to fill an authorized, permanent position and it is impractical either to establish the position or to make certification within a reasonable time; or 3) that they could not reasonably have been expected to anticipate the need; or 4) that a program or project exists; (this requirement is necessary only when a department or agency is seeking approval to hire program or project employees); and 5) adequate money is available for the duration of the appointment. A person who make a false certification is personally liable in a civil action to an individual terminated under AS 39.25.197 for any resultant damages and for punitive damages of an amount not to exceed three times the gross monthly salary at which the nonpermanent employee was appointed.

Nonpermanent appointments shall be made from eligible lists in accordance with Rule 4, unless in appropriate circumstances the Director has waived this requirement, or unless a Job Service referral is appointed under Rule 5 03.2.

Nonpermanent employees may not be placed on the State payroll unless the Director has first approved the personnel action for the employee's department, unless the appointment is made under Rule 5 03.2.

A department or agency may not employ any individual as a nonpermanent employee for more than 120 calendar days in a 12-month period unless the Director authorizes an extension. This limitation does not apply to program or project employees.

A department or agency may not use nonpermanent employees to perform a given work assignment for more than 120 calendar days in a 12-month period. This limitation does not apply to program or project employees.

Appointments of program or project employees require prior approval of the Director who must agree a program or project exists.

With prior approval of the Director, an appointing authority may appoint a nonpermanent employee to perform the work of a permanent employee when the permanent employee is on medical, personal or military leave, or in other situations in which the Director determines the appointment of an emergency or permanent employee would be inappropriate or when delay in making a temporary replacement would cause serious disruption. Such employees are not limited to the 120 calendar day limitation. Nonpermanent employees appointed under the provisions of this Rule do not have the rights of employees who hold substitute appointments.

#### 5 07.0 Emergency Appointments

An emergency appointment is an appointment for a period not to exceed thirty (30) calendar days, made under conditions necessitating immediate action to provide for carrying on work that must be continued in the public interest.

An emergency appointment and the circumstances which required it shall be reported to the Director within fifteen days after it is made on a form prescribed by the Director.

In any case in which the need for action for filling a vacancy shall have been known, or could have been known by the exercise of due diligence, far enough in advance to afford opportunity for appropriate action under some other provisions of the Act and these Rules, no emergency shall be deemed to exist and no emergency appointment shall be made.

#### 5 08.0 Provisional Appointments

5 08.1 When authorized by the Director and in the absence of an appropriate eligible list, a provisional appointment of a

# MEMORANDUM

State of Alaska

TO: All Personnel Officers

DATE: August 25, 1982

FILE NO:

TELEPHONE NO:

FROM:

*Kenneth L. Kareen*  
Kenneth L. Kareen  
Director  
Division of Personnel & Labor Relations  
Department of Administration

SUBJECT: Procedures;  
Nonpermanent Employees

*Received  
2/3/85  
CJ*

Attached please find revised Nonpermanent Procedures which incorporates procedures to accommodate AS 39.25.196, Local Hiring Exception.

If you have any questions concerning the revised procedures, please feel free to call Mike McMullen, Carolyn DeBerry or myself.

KLK/dm

## NONPERMANENT APPOINTMENT PROCEDURES

There are four types of nonpermanent appointments. They are: 1) substitute; 2) program; 3) project; and 4) normal. There is also a not permanent, not nonpermanent type of appointment: emergency.

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

Nonpermanent appointments made via Job Service referral in accordance with AS 39.25.181 do not require approval of the appointing Personnel Action in order to be placed on the State payroll. In all other nonpermanent appointments, the employee may NOT be placed on the State payroll unless the appointing Personnel Action is approved by the Director of Personnel.

The procedures for emergency appointments differ from the procedures for nonpermanent appointments; they are addressed separately in Section G.

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

- 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. 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.

## 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). When a department wishes to employ a substitute for more than one position in the same class all position control numbers shall be listed in the Comments. Such a nonpermanent substitute may be called to work during any leave of any of the incumbents. The nonpermanent substitute may not fill in for a vacant position nor do nonpermanent substitute work when all incumbents are present, i.e.; a nonpermanent substitute may not be used to increase the total workforce.

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 or numbers being filled on a substitute basis and state if the incumbent(s) of record is/are on medical, personal or annual leave.— If the incumbent(s) is/are on some other type of leave, specify the type.

6. Signature of individual filing this report.
7. (a) Date of 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 39.25.200(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. The department Personnel Officer should retain the second copy of the forms.

### C. POSITION APPROVAL

The Director of Personnel 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 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, from the appropriate eligible list, or by referral from Job Service must be consistent with collective bargaining agreements, Personnel Rules and statutes. The appointment shall be via union dispatch for Labor, Trades and Crafts positions and an eligible list for other positions (except where other procedures apply as explained below). If, in working an eligible list, NO local residents are interested in or available for the nonpermanent position, the hiring department may obtain referrals of and make appointment from among qualified local job applicants from the Job Service office of the Department of Labor serving the area, or may continue working the eligible list.

In some instances another procedure for selecting an employee may be authorized (such as intern hiring procedures). When another procedure is authorized, the approval will indicate "with qualifications 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 before proceeding.

### E. APPOINTMENT

The appointment of a nonpermanent employee shall follow established department procedures. Nonpermanent employees appointed as a result of a Job Service referral as provided for in AS 39.25.181 will NOT require Director of Personnel approval of the appointing Personnel Action (02-023) prior to placing the employee on the State payroll. These Personnel Actions, with a notation in the comments section indicating the appointment was made from a Job Service referral in accordance with Local Hire procedures, and with an employment application (02-250) and copy of the Job Service referral card attached, should be processed and distributed according to normal established procedures as applied to permanent appointments.

In all other nonpermanent appointments, the nonpermanent employee may NOT be placed on the State payroll unless the appointing Personnel Action has been approved by the Director of Personnel. After the Personnel Action has been completed, signed and is ready for Payroll, the department must send at least the central Payroll copy and the central Personnel copy (the

entire P.A. is acceptable) directly to the Division of Personnel for approval. For a nonpermanent substitute for more than one position in the same class, the position control number for the first position cited should be used.

Those actions approved by the Division of Personnel will be forwarded to central Payroll. Actions not approved 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 specific 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 nonpermanent appointments and originate timely separating Personnel Actions on or before the date that the employment authority has expired.

#### G. EMERGENCY APPOINTMENTS

Emergency appointments do not require prior approval, eligible list certification or dispatch, or the Director's approval of the Personnel Action. However, use of an eligible list or a dispatch 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)

Once an agency has determined that an emergency exists, the agency is not bound by the minimum qualifications for a job class. Prudent management dictates that every effort should be made to find a qualified person including the use of existing eligible lists where time permits. However, given the emergency condition, employees who would not otherwise be qualified may, by necessity, be hired. This Division will not review emergency appointments for minimum qualifications, therefore, a State of Alaska application will not be necessary with the appointing documents.

The preceding paragraph does not relieve the appointing authority from the requirements of other State statutes. For example; statutes requiring licensure in order to perform certain activities in this State, as in nursing, must be satisfied.

Within 15 days following an emergency appointment, the employing department shall certify the reasons for the appointment to the Director of Personnel. 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 39.25.200(3)."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Appointing Authority

This report must be certified by the Commissioner or person designated by the Commissioner under AS 39.25.020(2) as the appointing authority and must be received by the Director of Personnel within 15 working-days of the appointment.

| TYPE OF NONPERMANENT OR EMERGENCY   | 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 <sup>1</sup>         | 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/JOB SERVICE REFERRAL | 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/JOB SERVICE REFERRAL | DURATION OF PROJECT   |
| NORMAL: Appointment to complete a given work assignment which does not exceed 120 calendar days in a 12 month period in one department.   | YES              | YES                     | NT          | DISPATCH/ELIGIBLE LIST/JOB SERVICE REFERRAL | UP TO 120 DAYS  |
| SUBSTITUTE: A nonpermanent appointment to a position or group of positions in the same job class which is temporarily vacated by a permanent employee(s) on leave. Appointment limited to duration of the incumbent's leave or an earlier date specified by the department. | YES <sup>2</sup> | NO                      | NS          | DISPATCH/ELIGIBLE LIST/JOB SERVICE REFERRAL | DURATION PER PRIOR LIMIT OF DEPARTMENT OR RETURN OF PERMANENT EMPLOYEE(S) |

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

Planned  
Appointment

Need Identification<sup>\*</sup>  
Due

Certifications<sup>\*</sup>  
Due

Expect<sup>\*</sup>  
Approval

January  
February  
March

October 15  
November 15  
December 15

November 5  
December 5  
January 5

December 1  
January 1  
February 1

April  
May  
June

January 15  
February 15  
March 15

February 5  
March 5  
April 5

March 1  
April 1  
May 1

July  
August  
September

April 15  
May 15  
June 15

May 5  
June 5  
July 5

June 1  
July 1  
August 1

October  
November  
December

July 15  
August 15  
September 15

August 5  
September 5  
October 5

September 1  
October 1  
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.

## APPENDIX CONTENTS

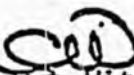
| <u>APPENDIX</u> | <u>SUBJECT</u>   |
|-----------------|--|
| A               | Ch. 67 SLA 1979.   |
| B               | "Certifying Officer Affidavit" AS 39.25.195-200 (02-1271), with memorandum of instructions.                        |
| C               | "Nonpermanent Employee Need Identification" (02-256).  |
| D               | Nonpermanent Positions Intended and Authorized (R 01).   |
| E               | "Request for Nonpermanent Position and/or Authority to Appoint Nonpermanent Employee" (02-230) with instructions.  |
| F               | "Request for Certification" (02-254) for Nonpermanent Eligibles.   |
| G               | Prior memorandums on subject not already included (two memorandums dated August 21, 1979, and September 14, 1979). |
| H               | WIN positions by Contract with the Department of Labor.  |
| I               | 1982 revisions to Nonpermanent Law AS 39.25.196.   |
| J               | Personnel Rules 5 03.2 and 5 06.0 as amended July 1, 1982.   |

TO:  All Personnel Officers

DATE: November 19, 1979

FILE NO.

TELEPHONE NO.

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

SUBJECT: Certifying Officer's  
Affidavit - AS 39.25.195(c)

Amendments to AS 39.25 which became effective January 1, 1980. require approval from the Director of Personnel and Labor Relations before a department may hire a nonpermanent employee. Before approving such a request, the Director must have certification from the hiring department that the conditions specified in AS 39.25.195 exist. Under the law, the Certifying Officer is personally liable for false certification.

The law specifies that the Certifying Officer is the head of a department or agency, unless this person delegates the authority to someone else. To delegate this authority, the Commissioner should sign a Certifying Officer's Affidavit and obtain a signature from the person to whom the authority is delegated.

You should distribute copies of the affidavit according to the distribution list on the form, providing original signatures as requested. New affidavits should be submitted whenever there is a change in Certifying Officers.

SW/nl  
MJ1/C1

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.

## APPENDIX C

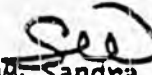
**MEMORANDUM**

TO: [ All Personnel Officers

DATE: September 19, 1979

FILE NO:

TELEPHONE NO:

  
 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



STATE OF ALASKA

APPENDIX C

DIVISION OF PERSONNEL & LABOR RELATIONS

NONPERMANENT EMPLOYEE NEED IDENTIFICATION

|  |                                      |                            |                            |                            |                                     |                      |                      |                      |
|--|--------------------------------------|----------------------------|----------------------------|----------------------------|-------------------------------------|----------------------|----------------------|----------------------|
| 1.   | a)<br><input type="text"/>           | b)<br><input type="text"/> | c)<br><input type="text"/> | d)<br><input type="text"/> | a)<br><input type="text"/>          | <input type="text"/> | <input type="text"/> |                      |
|  | Dept.                                | Div.                       | Class Code                 | Geo. Code                  | Mo.                                 | Day                  | Year                 |                      |
|  |                                      |                            |                            |                            |                                     | Beginning Date       |                      |                      |
| 2.   | a)<br><input type="text"/>           |                            |                            | b)<br><input type="text"/> |                                     |                      | <input type="text"/> |                      |
|  | Supervisor Social Security Number    |                            |                            | Mo.                        |                                     |                      | Year                 |                      |
|  |                                      |                            |                            |                            |                                     | Ending Date          |                      |                      |
| 3.   | <input type="text"/>                 |                            |                            |                            |                                     |                      |                      |                      |
|  | Supervisor's Name                    |                            | Last                       | First                      | M.                                  |                      |                      |                      |
| 4.   | <input type="text"/>                 |                            |                            |                            |                                     |                      |                      |                      |
|  | Class Title of Nonpermanent Position |                            |                            |                            |                                     |                      |                      |                      |
| 5.   | <input type="text"/>                 |                            |                            |                            |                                     |                      |                      |                      |
|  | Location of Nonpermanent Position    |                            |                            |                            |                                     |                      |                      |                      |
| COMMENTS:                                  |                                      |                            |                            |                            | Div. of Personnel & Labor Relations |                      |                      |                      |
|  |                                      |                            |                            |                            | Received                            |                      |                      |                      |
|  |                                      |                            |                            |                            | Recorded                            |                      |                      |                      |
|  |                                      |                            |                            |                            | Verified                            |                      |                      |                      |
| Signature of Individual Filing This Report |                                      |                            |                            |                            | Reported                            |                      |                      |                      |
| 6.   |                                      |                            |                            |                            |                                     |                      |                      |                      |
| 7.   | a) Date                              | b) Social Security Number  |                            |                            |                                     |                      | <input type="text"/> | <input type="text"/> |
|  |                                      |                            |                            |                            |                                     |                      | B/U                  | Identification       |

C2-256(19/79) Per AS39.25.195-200

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

Request for Nonpermanent Position  
and/or  
Authority to Appoint Nonpermanent Employees  
(02-230)

## 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.



**STATE OF ALASKA**  
**REQUEST FOR NONPERMANENT POSITION**  
**AND/OR**  
**AUTHORITY TO APPOINT NONPERMANENT EMPLOYEE**

APPENDIX F

|   |   |   |
|---|---|---|
| <b>SECTION A - IDENTIFICATION</b>   |   |   |
| 1) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  | OR                                      | <input type="checkbox"/> Nonpermanent employee need identification card (02-256) is attached. |
| 2) Job Class  |   |   |
| 3) This request is for a nonpermanent position as indicated: <input type="checkbox"/> Normal (120 day appt.) <input type="checkbox"/> Program <input type="checkbox"/> Project  |   |   |
| 4) If approved appointment will be made from: <input type="checkbox"/> Eligible List Certification <input type="checkbox"/> Union Dispatch <input type="checkbox"/> Other: _____  |   |   |
| <b>SECTION B - FUNDS CERTIFIED</b>  |   | <b>SECTION D - EXPLANATION</b>  |
| I certify that adequate money is available for the anticipated duration of this appointment   |   | 1) REASON FOR REQUEST   |
| Signature of Certifying Officer   | Date                                    |   |
| <b>SECTION C - REASON CERTIFIED</b>   |   |   |
| 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                                    |   |
| CONTINUE ON REVERSE IF NECESSARY  |   |   |
| <b>SECTION D (2) FUNDING SOURCE</b>   |   |   |
| <b>SECTION D (3) DESCRIPTION OF DUTIES (P402 Optional)</b>  |   |   |
| CONTINUE ON REVERSE IF NECESSARY  |   |   |
| <b>SECTION E - APPROVAL</b>   |   |   |
| Approved as Requested   | Director of Personnel & Labor Relations | Date  |
| Approved with Qualifications as Stated on Reverse in Comment  |   |   |

**SECTION E: 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.

**DIVISION OF PERSONNEL  
Request for Certification**

**Section A. To: Department of Administration, Division of Personnel**

Request Date  
**7/1/82**

FROM: Department Name  
**Fish and Game**

Department No.  
**11**

**DIVISION USE ONLY**  
CL INDEX \_\_\_\_\_

Employee Replaced  
**n/a**

Date of Separation  
**n/a**

Date CLS Action  
**Auth 6/6/82**

TCLE \_\_\_\_\_

TCSL \_\_\_\_\_

Position Title  
**Fish Culturist II**

Position Control No.  
**11B016**

Class Code  
**6124**

TCOP \_\_\_\_\_

TCERTL \_\_\_\_\_

Position Location  
**Karluk**

**B0704**

Location Code  
**CBA**

Date \_\_\_\_\_ Operate \_\_\_\_\_

**TYPE LIST**

- O Open Competitive
- D Departmental
- I Interdepartmental
- N Non Permanent
- L Layoff

**TYPE EMPLOYMENT**

- A Permanent Full time
- B Permanent Part time
- C Permanent Seasonal
- N Non Permanent

- Flexed Position
- Related List Requested
- Subfill Requested
- Coupled Class

Class Title \_\_\_\_\_ Cod \_\_\_\_\_

Class Title \_\_\_\_\_ Cod \_\_\_\_\_

Special Request: \_\_\_\_\_

Signature of Appointing Authority

*Signature*

Title

**Personnel Officer**

**Section B. Certification Authorization**

Date \_\_\_\_\_

The following Certification is hereby issued pursuant to your request:

- Complete Certification
- Incomplete Certification (May be declined per Rule 5 03.5)
- ATTACHED MASTER LIST NO. ( \_\_\_\_\_ ) FOR ( \_\_\_\_\_ ) CONSTITUTES THE CERTIFICATION OF ELIGIBLES TO FILL THIS POSITION.
- ATTACHED MASTER LIST NO.'S ( \_\_\_\_\_ ) FOR ( \_\_\_\_\_ ) AND ( \_\_\_\_\_ ) FOR ( \_\_\_\_\_ ) CONSTITUTE THE CERTIFICATION OF ELIGIBLES TO FILL OR SUBFILL THIS POSITION RESPECTIVELY.
- ATTACHED MASTER LIST NO.'S ( \_\_\_\_\_ ) 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
- Non-permanent Appointment
- Other \_\_\_\_\_

By \_\_\_\_\_  
for Director of Personnel

**Section C. Action of Appointing Authority - Return to Department of Administration Division of Personnel as soon as you have made your selection. If not from the eligible list, attach application.**

**DIVISION USE ONLY**

Appointee

Social Security Number

THIR \_\_\_\_\_

TLIS \_\_\_\_\_

TINA \_\_\_\_\_

Effective Date of Appointment

Rank

Bargaining Unit

Range

Date \_\_\_\_\_ Operate \_\_\_\_\_

**TYPE APPOINTMENT**

- Probationary
- Non permanent
- Subfill
- Substitute
- Provisional
- No Appointment Made Reason \_\_\_\_\_

Signature of Appointing Authority

Title

Date

STATE  
of ALASKA

## MEMORANDUM

APPENDIX G

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.

H B

210

STATE OF ALASKA  
FISCAL NOTE

Revision Date \_\_\_\_\_, 1983

I. REQUEST

Bill/Resolution No.: HB205/210  
 Title: Relating to Payment of Interest  
 Sponsor: Duncan/Shultz by State  
 Requestor: House State Affairs

II. FISCAL DETAIL

Agency Affected: All  
 Program Category Affected: All  
 BRU, Program of Subprogram(s) Affected: \_\_\_\_\_

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                         | FY 83 | FY 84   | FY 85   | FY 86   | FY 87   | FY 88   |
|-------------------------|-------|---------|---------|---------|---------|---------|
| <b>OPERATING</b>        |       |         |         |         |         |         |
| 100 PERSONAL SERVICES   |       |         |         |         |         |         |
| 200 TRAVEL              |       |         |         |         |         |         |
| 300 CONTRACTUAL         |       |         |         |         |         |         |
| 400 COMMODITIES         |       |         |         |         |         |         |
| 500 EQUIPMENT           |       |         |         |         |         |         |
| 600 LAND & STRUCTURES   |       |         |         |         |         |         |
| 700 GRANTS, CLAIMS, ETC | 0     | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 |
| <b>TOTAL OPERATING</b>  | 0     | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 |
| <b>CAPITAL</b>          |       |         |         |         |         |         |
| <b>REVENUE</b>          |       |         |         |         |         |         |

FUNDING: (Thousands of Dollars)

|                        |   |         |         |         |         |         |
|------------------------|---|---------|---------|---------|---------|---------|
| GENERAL FUND           | 0 | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 |
| FEDERAL FUNDS          |   |         |         |         |         |         |
| OTHER (Specify Source) |   |         |         |         |         |         |

POSITIONS:

|           |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|
| FULL-TIME |  |  |  |  |  |  |
| PART-TIME |  |  |  |  |  |  |
| TEMPORARY |  |  |  |  |  |  |

III. SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

No source identified by the Legislature.

IV. ANALYSIS: Attach a separate page for any Analysis

Prepared By: Tom Haas, Acting Director  
 Division: Finance  
 Approved by Commissioner: Lisa Rudd  
 Department: Administration

Phone: 465-2240  
 Date: 3/17/83  
 Date: 3/17/83

Distribution:

Original to Legislative Finance  
 Copy to Office of Management and Budget (for Legislature introduced bills)  
 Copy to Department (for Governor introduced bills)  
 Copy to Sponsor

(If different from Sponsor)

3/8/83

## IV. ANALYSIS

The Department of Administration is opposed to this Legislation, not because we disagree with the idea of the State paying its bill in a timely manner, but because we feel there are better ways to address this problem. In determining the fiscal impact on mandatory payment of interest, it is impossible to place a definite dollar amount for the cost. Many items must be taken into consideration.

First, in order to calculate what the interest cost would be, a detailed analysis would be necessary to determine what the dollar amount of bills paid in excess of 30 days might be. Readily available information does not exist. However, to show what the potential impact might be, we offer this example, making a number of assumptions.

On the assumption that the State annual budget is \$3.0 billion and that 50% of that budget represents vendor payments effected by this legislation. Further we assume that 5% of the vendor payments might be subject to penalty as defined in the Legislation. Based on these assumptions, the interest penalty could be as high as \$1,125,000.00.

Calculated as follows:

|                        |  |
|------------------------|--|
| \$3,000,000,000.00     | Annual Budget  |
| X 50%                  |  |
| -----                  |  |
| \$1,500,000,000.00     | Potential Vendor Payments                                |
| X 5%                   |  |
| -----                  |  |
| \$ 75,000,000.00       | 5% Subject to Penalty                                    |
| X 0.15%                |  |
| -----                  |  |
| <u>\$ 1,125,000.00</u> | Interest Penalty for Bills Paid<br>in Excess of 30 Days. |

The preferable way to avoid penalty payments is to pay vendors within the 30 day period. This is and always has been the goal of the Department of Administration. The only effective way of doing this is either to divert current staff of the various State agencies to the effort of paying bills timely or to develop the agencies internal procedures and the Department of Administration's automated systems in order to address the payment problem. The cost to the State in providing additional staff or a bill paying effort that would pay all bills within 30 days using the current system has not be determined. The Department of Administration is currently in the process of

March 17, 1983

redesigning the statewide accounting system which will include features that will improve the bill paying and tracking capabilities of the State.

While we recognize the problem of paying vendors in a timely manner is a serious matter, we should point out that for the most part, vendors are paid timely. For a 12 month period, the State paid on the average of 70,200 invoices a month. During that time, the average payment time was 29 days. The high monthly average was 33 days while the low monthly average was 24 days. During this period, only two months exceeded 30 days payment time.

In addition to the costs of attempting to improve the payment time and the potential interest penalties, we should also consider the cost of increased bureaucracy that would be involved in determining what payments would be subject to penalty, what period of time would be covered, as well as the logistics of making the interest payments, all of these would be costs to the State in time and effort.

Lastly, it should be noted that the funding of the interest payments would need to be 100% State funds. We have been advised by the U S. Office of Management and Budget that the Prompt Payment Act (P.L. 970177) prohibits the use of Federal grant funds for the agencies that are primarily federally funded. (Copy of OMB letter attached)

Again, we are not opposed to timely payment of vendor bills but are concerned with the method of achieving that goal.



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

December 14, 1982

MEMORANDUM

SUBJECT: Payment Practices

It has come to our attention that several States have laws, or are considering legislation, that requires the payment of interest penalties to contractors when bills are paid late.

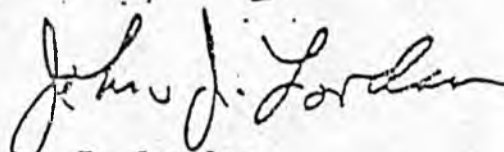
This is to alert you to the fact that the Prompt Payment Act (P.L. 97-177) prohibits the use of Federal grant funds for the payment of such interest penalties. The act says

"(A) in no case shall an obligation to pay such interest penalties be construed to be an obligation of the United States, and

"(B) any payment of such interest penalties shall not be made from funds provided to the grant recipient by a Federal agency, nor shall any non-Federal funds expended for such interest penalties be counted toward any matching requirement applicable to that grant."

We would appreciate your alerting your staff to this prohibition to assure that the Federal Government is not charged improperly for interest penalty costs.

NOV 18 1982  
ADMINISTRATION

  
John J. Lordan  
Deputy Associate Director  
for Financial Management



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

December 14, 1982

MEMORANDUM

SUBJECT: Payment Practices

It has come to our attention that several States have laws, or are considering legislation, that requires the payment of interest penalties to contractors when bills are paid late.

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"(B) any payment of such interest penalties shall not be made from funds provided to the grant recipient by a Federal agency, nor shall any non-Federal funds expended for such interest penalties be counted toward any matching requirement applicable to that grant."

We would appreciate your alerting your staff to this prohibition to assure that the Federal Government is not charged improperly for interest penalty costs.

Mr. J. J. Lordan  
ADMINISTRATION

John J. Lordan  
Deputy Associate Director  
for Financial Management



United States Department of the Interior

OFFICE OF INSPECTOR GENERAL  
CONTRACT & GRANT OPERATIONS  
800 N. QUINCY ST., ROOM 401  
ARLINGTON, VIRGINIA 22217



JAN 6 1983

Memorandum

To: All Bureau and Agency Heads  
From: Chief, Contract & Grant Operations  
Subject: Payment Practices

I am attaching a memorandum dated December 14, 1982, from the Office of Management and Budget concerning the use of Federal grant funds for the payment of interest penalties. The memorandum cites the Prompt Payment Act which prohibits this practice.

Your program officials and staff should be alerted concerning this prohibition.

*Andrew H. Payne*  
Andrew H. Payne

cc: Cecile Coleman w/copy of incoming

# Alaska State Legislature

INTERIM OFFICE:  
1024 WEST SIXTH AVENUE  
ANCHORAGE, ALASKA 99501  
(907) 274-2843

IN SESSION:  
POUCH V  
JUNEAU, ALASKA 99811  
(907) 465-4865



Representative Mitch Abund  
CHAIRMAN

## House Committee on State Affairs

### AGENDA

DATE: 3/17

TIME: 1:00 P.M., ROOM 102

I. CALL THE MEETING TO ORDER

- A. NOTE THE COMMITTEE MEMBERS PRESENT AND WELCOME THOSE OBSERVING THE MEETING.
- B. REMIND THOSE WHO HAVE NOT SIGNED-IN TO DO WHO WISH TO TESTIFY, AND REMIND THOSE GIVING TESTIMONY TO SPEAK UP AND STATE THEIR NAME, ADDRESS AND PHONE NUMBER BEFORE TALKING.

II. ANNOUNCE LEGISLATION UNDER CONSIDERATION:

HB 205 - AN ACT PROVIDING FOR PAYMENT OF INTEREST BY STATE AGENCIES ON OBLIGATIONS NOT TIMELY PAID. *Jim Duncan is sponsor*

HB 210 AN ACT RELATING TO PAYMENT FOR PURCHASES BY THE STATE. *Dick Shultz SPONSOR*

COMMENTS FROM ELAINE ON HB 205: AS A FORMER STATE EMPLOYEE WITH DEPT. OF NATURAL RESOURCES, WHO APPROVED INVOICES FOR PAYMENT IN A TIMELY MANNER I AM OPPOSED TO THIS BILL BECAUSE:

1) AFTER YOU APPROVE AN INVOICE AND SEND IT TO JUNEAU FOR A CHECK TO BE ISSUED, EVEN IF YOU SEND IT THE VERY DAY YOU RECEIVE THE INVOICE, IT TAKES APPROX. 6 WEEKS FOR THE VENDOR TO RECEIVE IT. IF THERE IS A PENALTY OR INT. FOR LATE PAYMENTS, THE INDIVIDUAL DIV. WITHIN THE DEPT. WOULD BE PENALIZED RATHER THAN THE ADMINISTRATIVE SECTION WHO IS RESPONSIBLE FOR ISSUING THE CHECKS IN THE FIRST PLACE. THEREFORE, IF THERE IS INT. TO BE PAID IT SHOULD COME OUT OF THE ADM. BUDGET AND NOT THE IND. DEPT. OR DIV.'S

OTHER NOTES OR REMINDERS:

2) PRIVATE INDUSTRY IS MAKING A LOT OF MONEY FROM STATE PURCHASES. IF NOT FOR THE STATE, MOST PRIVATE CO. WOULD NOT BE AROUND TODAY - SO AFFLUENT. THEREFORE, SIX WEEKS IS NOT TOO LONG TO WAIT WHEN THE STATE BUYS 2 MILLION DOLLARS WORTH OF XEROX PAPER ALONE, EACH YEAR, FROM XOS JUST IN ONE EXAMPLE. (PLEASE MAKE THESE POINTS AT THE MEETING IN YOUR OWN IRISH WAY) I THINK THEY ARE VERY VALID

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File  
MAR 09 1983  
HB 205

STATE OF ALASKA  
PRELIMINARY STATEMENT OF FISCAL IMPACT

Bill No: HB 205 Date on Bill: 2-16-83  
 Title: Act providing for payment of interest by state agencies on obligations...  
 Sponsor: Duncan  
 Requestor: \_\_\_\_\_

1. Estimated fiscal impacts on:

a. Expenditures:

(Thousands of Dollars)

|           | FY 83 | FY 84 | FY 85 | FY 86 |
|-----------|-------|-------|-------|-------|
| Capital   |       |       |       |       |
| Operating |       | 99.2  | 104.2 | 109.4 |
| Total     |       | 99.2  | 104.2 | 109.4 |

b. Revenues:

| Revenue |  |  |  |  |
|---------|--|--|--|--|
|         |  |  |  |  |

2. Source of funds to offset fiscal impact of bill:

Not specified by sponsor.

3. Assumptions:

Currently there is no method within the system to identify invoices that have not been paid within 30 days from receipt. The department average payment time from the date of invoice to date of payment is less than 30 days. However, we can assume there are invoices that are not processed within 30 days of receipt. The interest payments that may be required should be nominal. Additional staff would be required to investigate each inquiry, make a determination as to whether interest is due, calculate the interest due and process the payment. The designated employee in each region should be at the Accounting Technician I or higher level of responsibility.

4. Disclaimer:

This statement has not been reviewed by the OMB in the Office of the Governor. It therefore does not represent the final estimate of fiscal impact.

Prepared By: Jim Slocum Phone: 465-3911  
 Division: Financial Management Date: 3/4/83

Approved by Commissioner: Donna [Signature] Date: 3-7-83  
 Department: Transportation & Public Facilities

5. Distribution:

- Original to Legislative Finance
- Copy to OMB
- Copy to Sponsor
- Copy to Requestor

2/15/83

# MEMORANDUM

State of Alaska

TO: Administrative Officers  
All Agencies

DATE: December 2, 1981

FILE NO.

TELEPHONE NO.

465-2260

SUBJECT:

Payment Time

FROM: *MSA*  
Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

After reviewing the Vendor Analysis for the month of November, it has been determined that it took the State an average of 26 days to pay its bills during this month. This is a four day decrease over November of last year. The schedule below shows the payment time for each agency.

| <u>Agency</u>             | <u>Payment Days</u> | <u>Agency</u>                        | <u>Payment Days</u> |
|---------------------------|---------------------|--------------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic Development    | 29                  |
| Fiscal - Juneau           | 26                  | Military Affairs                     | 40                  |
| Administration            |                     | Natural Resources                    | 33                  |
| Fiscal - Juneau           | 26                  | Fish and Game                        | 55                  |
| Fiscal - Anchorage        | 34                  | Public Safety                        | 21                  |
| Employee Housing          | 29                  | Environmental Conservation           | 29                  |
| Public Defender           | 35                  | Community & Regional Affairs         |                     |
| Public Broadcasting       | 79                  | Fiscal                               | 21                  |
| Law                       | 26                  | CETA Division                        | 25                  |
| Revenue                   |                     | Municipal Grants                     | 4                   |
| Fiscal                    | 27                  | Transportation and Public Facilities | 34                  |
| Garnishments              | 7                   | Fiscal                               | 36                  |
| Education                 |                     | Anchorage                            | 38                  |
| Fiscal                    | 28                  | Fairbanks                            | 29                  |
| Vocational Rehabilitation | 38                  | Anchorage Airport                    | 47                  |
| District School Support   | 17                  | Southeast                            |                     |
| Health & Social Services  |                     | Ombudsman                            | 8                   |
| Fiscal                    | 30                  | Legislative Affairs                  | 6                   |
| Public Assistance         | 7                   | Legislative Finance                  | 2                   |
| Social Services           | 7                   | Legislative Audit                    | 7                   |
| Labor                     |                     | Alaska Court System                  | 21                  |
| Fiscal                    | 20                  |                                      |                     |
| Anchorage Support Service | 25                  |                                      |                     |

FINFR11/120781-5/32

# MEMORANDUM

# State of Alaska

TO: Administrative Officers  
All Agencies

DATE: December 10, 1982

FILE NO:

TELEPHONE NO: 465-2260

SUBJECT: Payment Time



Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

After reviewing the Vendor Analysis for the month of November, it has been determined that it took the State an average of 25 days to pay its bills during this month. This is the same number of days as November of last year. The schedule below shows the payment time for each agency.

| <u>Agency:</u>            | <u>Payment Days</u> | <u>Agency</u>                        | <u>Payment Days</u> |
|---------------------------|---------------------|--------------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic Development    |                     |
| Fiscal - Juneau           | 20                  | Fiscal                               | 17                  |
| Fiscal - Anchorage        | 33                  | Small Business Loans                 | 14                  |
| Administration            |                     | Energy & Power                       | 29                  |
| Fiscal - Juneau           | 31                  | AK Power Authority                   | 17                  |
| Fiscal - Anchorage        | 10                  | Military Affairs                     | 39                  |
| Employee Housing          | 34                  | Natural Resources                    | 37                  |
| Public Defender           | 19                  | Fish and Game                        | 65                  |
| Leasing & Facilities      | 16                  | Public Safety                        | 15                  |
| Telecom Systems - Anch.   | 26                  | Environmental Conservation           | 16                  |
| Alaska Broadcasting Comm. | 13                  | Community & Regional Affairs         |                     |
| Older Alaskan Comm.       | 13                  | Fiscal                               | 11                  |
| Law                       | 23                  | CETA Division                        | 12                  |
| Revenue                   |                     | Municipal Grants                     | 18                  |
| Fiscal                    | 13                  | Transportation and Public Facilities |                     |
| Garnishments              | 5                   | Fiscal                               | 37                  |
| Education                 |                     | Anchorage                            | 22                  |
| Fiscal                    | 25                  | Fairbanks                            | 24                  |
| Vocational Rehabilitation | 42                  | Anchorage Airport                    | 16                  |
| Council of the Arts       | 21                  | Southeast                            | 25                  |
| Health & Social Services  |                     | Ombudsman                            | 4                   |
| Fiscal                    | 26                  | Legislative Affairs                  | 36                  |
| Public Assistance         | 2                   | Legislative Finance                  | 5                   |
| Social Services           | 14                  | Legislative Audit                    | 5                   |
| Handicapped Child Prog.   | 44                  | Alaska Court System                  | 31                  |
| Labor                     |                     |                                      |                     |
| Fiscal                    | 25                  |                                      |                     |

*Calendar days \**

MSA/gyr  
14D1/1209-1/F26

*\* From date of Invoice to date of Payment.*

# MEMORANDUM

State of Alaska

TO: Administrative Officers  
All Agencies

DATE: November 10, 1982

FILE NO:

TELEPHONE NO: 465-2260

SUBJECT: Payment Time

*[Handwritten Signature]*  
FROM: M. Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

After reviewing the Vendor Analysis for the month of October, it has been determined that it took the State an average of 25 days to pay its bills during this month. This is a three day increase over October of last year. The schedule below shows the payment time for each agency.

| <u>Agency:</u>            | <u>Payment Days</u> | <u>Agency:</u>               | <u>Payment Days</u> |
|---------------------------|---------------------|------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic        |                     |
| Fiscal - Juneau           | 20                  | Development                  |                     |
| Fiscal - Anchorage        | 32                  | Fiscal                       | 17                  |
| Administration            |                     | Small Business Loans         | 13                  |
| Fiscal - Juneau           | 26                  | Energy & Power               | 22                  |
| Fiscal - Anchorage        | 15                  | AK Power Authority           | 13                  |
| Employee Housing          | 25                  | Military Affairs             | 35                  |
| Public Defender           | 19                  | Natural Resources            | 34                  |
| Leasing & Facilities      | 8                   | Fish and Game                | 63                  |
| Telecom Systems - Anch.   | 24                  | Public Safety                | 18                  |
| Alaska Broadcasting Comm. | 6                   | Environmental Conservation   | 21                  |
| Older Alaskan Comm.       | 14                  | Community & Regional Affairs |                     |
| Law                       | 23                  | Fiscal                       | 14                  |
| Revenue                   |                     | CETA Division                | 13                  |
| Fiscal                    | 11                  | Municipal Grants             | 19                  |
| Garnishments              | 5                   | Transportation and Public    |                     |
| Education                 |                     | Facilities                   |                     |
| Fiscal                    | 17                  | Fiscal                       | 31                  |
| Vocational Rehabilitation | 40                  | Anchorage                    | 22                  |
|                           |                     | Fairbanks                    | 26                  |
| Council of the Arts       | 27                  | Anchorage Airport            | 20                  |
| Health & Social Services  |                     | Southeast                    | 28                  |
| Fiscal                    | 28                  | Ombudsman                    | 9                   |
| Public Assistance         | 8                   | Legislative Affairs          | 42                  |
| Social Services           | 15                  | Legislative Finance          | 1                   |
| Handicapped Child Prog.   | 50                  | Legislative Audit            | 7                   |
| Labor                     |                     | Alaska Court System          | 30                  |
| Fiscal                    |                     |                              |                     |

MISA/cjk  
44F1/0614-1

*[Handwritten notes: 45, 27, 11/23]*

# MEMORANDUM

# State of Alaska

TO: Administrative Officers  
All Agencies

DATE: October 4, 1982

FILE NO:

TELEPHONE NO: 465-2260

SUBJECT: Payment Time

*W. Sue Alexander*  
FROM: W. Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

After reviewing the Vendor Analysis for the month of September, it has been determined that it took the State an average of 33 days to pay its bills during this month. This is a five day increase over September of last year. The schedule below shows the payment time for each agency.

| <u>Agency:</u>            | <u>Payment Days</u> | <u>Agency:</u>               | <u>Payment Days</u> |
|---------------------------|---------------------|------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic        |                     |
| Fiscal - Juneau           | 36                  | Development                  |                     |
| Fiscal - Anchorage        | 37                  | Fiscal                       | 31                  |
| Administration            |                     | Small Business Loans         | 9                   |
| Fiscal - Juneau           | 37                  | Energy & Power               | 44                  |
| Fiscal - Anchorage        | 15                  | AK Power Authority           | 0                   |
| Employee Housing          | 20                  | Military Affairs             | 31                  |
| Public Defender           | 25                  | Natural Resources            | 30                  |
| Leasing & Facilities      | 12                  | Fish and Game                | 57                  |
| Telecom Systems - Anch.   | 49                  | Public Safety                | 28                  |
| Alaska Broadcasting Comm. | 25                  | Environmental Conservation   | 45                  |
| Older Alaskan Comm.       | 4                   | Community & Regional Affairs |                     |
| Law                       | 25                  | Fiscal                       | 22                  |
| Revenue                   |                     | CETA Division                | 14                  |
| Fiscal                    | 22                  | Municipal Grants             | 22                  |
| Garnishments              | 5                   | Transportation and Public    |                     |
| Education                 |                     | Facilities                   |                     |
| Fiscal                    | 34                  | Fiscal                       | 53                  |
| Vocational Rehabilitation | 38                  | Anchorage                    | 26                  |
|                           |                     | Fairbanks                    | 32                  |
| Council of the Arts       | 19                  | Anchorage Airport            | 26                  |
| Health & Social Services  |                     | Southeast                    | 33                  |
| Fiscal                    | 33                  | Ombudsman                    | 5                   |
| Public Assistance         | 7                   | Legislative Affairs          | 38                  |
| Social Services           | 21                  | Legislative Finance          | 7                   |
| Handicapped Child Prog.   | 58                  | Legislative Audit            | 9                   |
| Labor                     |                     | Alaska Court System          | 35                  |
| Fiscal                    | 44                  |                              |                     |

MISA/cjk  
44F1/0614-1

# MEMORANDUM

State of Alaska

TO: Administrative Officers  
All Agencies

DATE: September 13, 1982

FILE NO:

TELEPHONE NO: 455-2260--

SUBJECT: Payment Time

*MSA*  
FROM: *MSA* Sue Alexander

Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

After reviewing the Vendor Analysis for the month of August, it has been determined that it took the State an average of 28 days to pay its bills during this month. This is a seven day decrease over August of last year. The schedule below shows the payment time for each agency.

| <u>Agency:</u>            | <u>Payment Days</u> | <u>Agency:</u>               | <u>Payment Days</u> |
|---------------------------|---------------------|------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic        |                     |
| Fiscal - Juneau           | 24                  | Development                  |                     |
| Fiscal - Anchorage        | 26                  | Fiscal                       | <del>50</del> 20    |
| Administration            |                     | Small Business Loans         | 13 → 50             |
| Fiscal - Juneau           | 48                  | AK Power Authority           | 15                  |
| Fiscal - Anchorage        | 35                  |                              |                     |
| Employee Housing          | 36                  | Military Affairs             | 38                  |
| Public Defender           | 28                  | Natural Resources            | 38                  |
| Leasing & Facilities      | 9                   | Fish and Game                | 72                  |
| Telecom Systems - Anch.   | 27                  | Public Safety                | 23                  |
| Alaska Broadcasting Comm. |                     | Environmental Conservation   | 27                  |
| Older Alaskan Comm.       | 14                  | Community & Regional Affairs |                     |
| Law                       | 29                  | Fiscal                       | 20                  |
| Revenue                   |                     | CETA Division                | 21                  |
| Fiscal                    | 20                  | Municipal Grants             | 15                  |
| Garnishments              | 5                   | Transportation and Public    |                     |
| Education                 |                     | Facilities                   |                     |
| Fiscal                    | 26                  | Fiscal                       | 32                  |
| Vocational Rehabilitation | 41                  | Anchorage                    | 26                  |
| District School Support   |                     | Fairbanks                    | 27                  |
| Council of the Arts       | 34                  | Anchorage Airport            | 19                  |
| Health & Social Services  |                     | Southeast                    | 32                  |
| Fiscal                    | 34                  | Ombudsman                    | 15                  |
| Public Assistance         | 6                   | Legislative Affairs          | 37                  |
| Social Services           | 19                  | Legislative Finance          | 9                   |
| Handicapped Child Prog.   | 39                  | Legislative Audit            | 7                   |
| Labor                     |                     | Alaska Court System          | 40                  |
| Fiscal                    | 22                  |                              |                     |

MSA/cjk  
44F1/0614-1

## MEMORANDUM

State of Alaska

TO: Administrative Officers  
All Agencies

DATE: August 11, 1982

FILE NO:

TELEPHONE NO: 465-2260

SUBJECT: Payment Time

*WJA*  
 FROM: Sue Alexander  
 Pre-Audit Supervisor  
 Division of Finance  
 Department of Administration

After reviewing the Vendor Analysis for the month of July, it has been determined that it took the State an average of 29 days to pay its bills during this month. This is a one day increase over July of last year. The schedule below shows the payment time for each agency.

| <u>Agency:</u>            | <u>Days</u> | <u>Agency:</u>               | <u>Days</u> |
|---------------------------|-------------|------------------------------|-------------|
| Office of the Governor    |             | Commerce and Economic        |             |
| Fiscal - Juneau           | 33          | Development                  |             |
| Fiscal - Anchorage        | 50          | Fiscal                       | 23          |
| Administration            |             | Small Business Loans         | 15          |
| Fiscal - Juneau           | 27          | Energy & Power               |             |
| Fiscal - Anchorage        | 19          | AK Power Authority           | 48          |
| Employee Housing          | 34          | Military Affairs             | 32          |
| Public Defender           | 20          | Natural Resources            | 29          |
| Leasing & Facilities      | 14          | Fish and Game                | 66          |
| Telecom Systems - Anch.   | 28          | Public Safety                | 18          |
| Alaska Broadcasting Comm. | 58          | Environmental Conservation   | 32          |
| Older Alaskan Comm.       |             | Community & Regional Affairs |             |
| Law                       | 27          | Fiscal                       | 22          |
| Revenue                   |             | CETA Division                | 34          |
| Fiscal                    | 18          | Municipal Grants             | 23          |
| Garnishments              | 4           | Transportation and Public    |             |
| Education                 |             | Facilities                   |             |
| Fiscal                    | 36          | Fiscal                       | 32          |
| Vocational Rehabilitation | 37          | Anchorage                    | 23          |
| Council of the Arts       | 32          | Fairbanks                    | 29          |
| Health & Social Services  |             | Anchorage Airpor:            | 18          |
| Fiscal                    | 28          | Southeast                    | 26          |
| Public Assistance         |             | Ombudsman                    | 9           |
| Social Services           | 19          | Legislative Affairs          | 25          |
| Handicapped Child Prog.   | 65          | Legislative Finance          | 9           |
| Labor                     |             | Legislative Audit            | 9           |
| Fiscal                    | 24          | Alaska Court System          | 19          |

MSA/cjk  
 44F1/0614-1-2

# MEMORANDUM

# State of Alaska

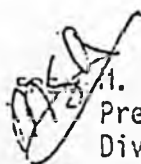
TO: Administrative Officers  
All Agencies

DATE: June 14, 1982

FILE NO:

TELEPHONE NO: 465-2260

SUBJECT: Payment Time



A. Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

After reviewing the Vendor Analysis for the month of May, it has been determined that it took the State an average of 24 days to pay its bills during this month. This is a two day decrease over May of last year. The schedule below shows the payment time for each agency.

| <u>Agency:</u>            | <u>Payment Days</u> | <u>Agency</u>                | <u>Payment Days</u> |
|---------------------------|---------------------|------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic        |                     |
| Fiscal - Juneau           | 30                  | Development                  |                     |
| Fiscal - Anchorage        | 26                  | Fiscal                       | 24                  |
| Administration            |                     | Small Business Loans         | 23                  |
| Fiscal - Juneau           | 24                  | Energy & Power               | 21                  |
| Fiscal - Anchorage        | 37                  | AK Power Authority           | 27                  |
| Employee Housing          | 32                  | Military Affairs             | 34                  |
| Public Defender           | 19                  | Natural Resources            | 31                  |
| Leasing & Facilities      | 11                  | Fish and Game                | 66                  |
| Telecom Systems - Ancn.   | 26                  | Public Safety                | 9                   |
| Alaska Broadcasting Comm. | 16                  | Environmental Conservation   | 31                  |
| Older Alaskan Comm.       | 17                  | Community & Regional Affairs |                     |
| Law                       | 25                  | Fiscal                       | 19                  |
| Revenue                   |                     | CETA Division                | 18                  |
| Fiscal                    | 11                  | Municipal Grants             | 17                  |
| Garnishments              | 5                   | Transportation and Public    |                     |
| Education                 |                     | Facilities                   |                     |
| Fiscal                    | 23                  | Fiscal                       | 36                  |
| Vocational Rehabilitation | 38                  | Anchorage                    | 22                  |
| District School Support   | 18                  | Fairbanks                    | 21                  |
| Council of the Arts       | 31                  | Anchorage Airport            | 18                  |
| Health & Social Services  |                     | Southeast                    | 21                  |
| Fiscal                    | 24                  | Ombudsman                    | 7                   |
| Public Assistance         | 65                  | Legislative Affairs          | 13                  |
| Social Services           | 16                  | Legislative Finance          | 4                   |
| Handicapped Child Prog.   | 43                  | Legislative Audit            | 10                  |
| Labor                     |                     | Alaska Court System          | 27                  |
| Fiscal                    | 24                  |                              |                     |

MSA/cjk  
44F1/0614-1

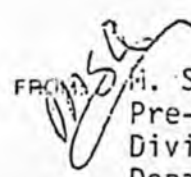
TO: Administrative Officers  
All Agencies

DATE: May 14, 1982

FILE NO:

TELEPHONE NO: 465-2260

SUBJECT: Payment Time

FROM:  Mi. Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

After reviewing the Vendor Analysis for the month of April, it has been determined that it took the State an average of 25 days to pay its bills during this month. This is the same number of days as April of last year. The schedule below shows the payment time for each agency.

| <u>Agency:</u>            | <u>Payment Days</u> | <u>Agency</u>                        | <u>Payment Days</u> |
|---------------------------|---------------------|--------------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic Development    | 22                  |
| Fiscal - Juneau           | 29                  | Military Affairs                     | 32                  |
| Fiscal - Anchorage        | 27                  | Natural Resources                    | 37                  |
| Administration            |                     | Fish and Game                        | 60                  |
| Fiscal - Juneau           | 27                  | Public Safety                        | 12                  |
| Fiscal - Anchorage        | 18                  | Environmental Conservation           | 25                  |
| Employee Housing          | 42                  | Community & Regional Affairs         |                     |
| Public Defender           | 20                  | Fiscal                               | 16                  |
| Public Broadcasting       |                     | CETA Division                        | 23                  |
| Law                       | 25                  | Municipal Grants                     | 18                  |
| Revenue                   |                     | Transportation and Public Facilities |                     |
| Fiscal                    | 15                  | Fiscal                               | 39                  |
| Garnishments              | 6                   | Anchorage                            | <del>13</del>       |
| Education                 |                     | Fairbanks                            | 23                  |
| Fiscal                    | 25                  | Anchorage Airport                    | 17                  |
| Vocational Rehabilitation | 37                  | Southeast                            | 25                  |
| District School Support   | 17                  | Ombudsman                            | 7                   |
| Health & Social Services  |                     | Legislative Affairs                  | 4                   |
| Fiscal                    | 22                  | Legislative Finance                  | 7                   |
| Public Assistance         | 78                  | Legislative Audit                    | 8                   |
| Social Services           | 19                  | Alaska Court System                  | 24                  |
| Labor                     |                     |                                      |                     |
| Fiscal                    | 20                  |                                      |                     |

LISA/kw  
4F1/0514-3/26

# MEMORANDUM

State of Alaska

TO: Administrative Officers  
All Agencies

DATE: April 2, 1982

FILE NO:

TELEPHONE NO: 465-2260

FROM: M. Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

SUBJECT: Payment Time

*Just file*  
*Do Not Distribute*

After reviewing the Vendor Analysis for the month of March, it has been determined that it took the State an average of 27 days to pay its bills during this month. This is the same number of days as March of last year. The schedule below shows the payment time for each agency.

| <u>Agency:</u>            | <u>Payment Days</u> | <u>Agency</u>                | <u>Payment Days</u> |
|---------------------------|---------------------|------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic        |                     |
| Fiscal - Juneau           | 35                  | Development                  | 23                  |
| Fiscal - Anchorage        | 41                  | Military Affairs             | 33                  |
| Administration            |                     | Natural Resources            | 30                  |
| Fiscal - Juneau           | 30                  | Fish and Game                | 60                  |
| Fiscal - Anchorage        | 22                  | Public Safety                | 12                  |
| Employee Housing          | 49                  | Environmental Conservation   | 27                  |
| Public Defender           | 25                  | Community & Regional Affairs |                     |
| Public Broadcasting       | 24                  | Fiscal                       | 15                  |
| Law                       | 22                  | CETA Division                | 21                  |
| Revenue                   | 12                  | Municipal Grants             | 23                  |
| Fiscal                    | 12                  | Transportation and Public    |                     |
| Garnishments              |                     | Facilities                   |                     |
| Education                 |                     | Fiscal                       | 26                  |
| Fiscal                    | 42                  | Anchorage                    | 32                  |
| Vocational Rehabilitation | 37                  | Fairbanks                    | 32                  |
| District School Support   | 21                  | Anchorage Airport            | 19                  |
| Health & Social Services  |                     | Southeast                    | 30                  |
| Fiscal                    | 26                  | Ombudsman                    | 3                   |
| Public Assistance         | 1                   | Legislative Affairs          | 8                   |
| Social Services           | 17                  | Legislative Finance          | 2                   |
| Labor                     |                     | Legislative Audit            | 11                  |
| Fiscal                    | 22                  | Alaska Court System          | 25                  |
| Anchorage Support Service | 1                   |                              |                     |

MSA/kw  
4F1/0408-20/26

# MEMORANDUM

State of Alaska

Administrative Officers  
to: All Agencies

March 9, 1982

DATE:

FILE NO:  
465-2260

TELEPHONE NO:  
Payment Time

SUBJECT:

*M. Sue Alexander*  
FROM: M. Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

After reviewing the Vendor Analysis for the month of February, it has been determined that it took the State an average of 30 days to pay its bills during this month. This is a 2 day decrease over February of last year. The schedule below shows the payment time for each agency.

| <u>Agency:</u>            | <u>Payment Days</u> | <u>Agency</u>                        | <u>Payment Days</u> |
|---------------------------|---------------------|--------------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic Development    | 26                  |
| Fiscal - Juneau           | 29                  | Military Affairs                     | 36                  |
| Fiscal - Anchorage        | 35                  | Natural Resources                    | 41                  |
| Administration            |                     | Fish and Game                        | 78                  |
| Fiscal - Juneau           | 40                  | Public Safety                        | 27                  |
| Fiscal - Anchorage        | 34                  | Environmental Conservation           | 28                  |
| Employee Housing          | 37                  | Community & Regional Affairs         |                     |
| Public Defender           | 26                  | Fiscal                               | 20                  |
| Public Broadcasting       | 7                   | CETA Division                        | 31                  |
| Law                       | 25                  | Municipal Grants                     | 26                  |
| Revenue                   |                     | Transportation and Public Facilities |                     |
| Fiscal                    | 15                  | Fiscal                               | 27                  |
| Garnishments              | 8                   | Anchorage                            | 33                  |
| Education                 |                     | Fairbanks                            | 39                  |
| Fiscal                    | 36                  | Anchorage Airport                    | 30                  |
| Vocational Rehabilitation | 41                  | Southeast                            | 41                  |
| District School Support   | 33                  | Ombudsman                            | 7                   |
| Health & Social Services  |                     | Legislative Affairs                  | 12                  |
| Fiscal                    | 36                  | Legislative Finance                  | 3                   |
| Public Assistance         | 3                   | Legislative Audit                    | 7                   |
| Social Services           | 8                   | Alaska Court System                  | 25                  |
| Labor                     |                     |                                      |                     |
| Fiscal                    | 31                  |                                      |                     |
| Anchorage Support Service | 15                  |                                      |                     |

MSA/kw  
4Fi/0308-4-1/26

# MEMORANDUM

# State of Alaska

TO: Administrative Officers  
All Agencies

DATE: February 8, 1982

FILE NO:

TELEPHONE NO: 465-2260

FROM: *[Signature]*  
Diane Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

SUBJECT: Payment Time

After reviewing the Vendor Analysis for the month of January, it has been determined that it took the State an average of 31 days to pay its bills during this month. The schedule below shows the payment time for each agency.

| <u>Agency</u>             | <u>Payment Days</u> | <u>Agency</u>                | <u>Payment Days</u> |
|---------------------------|---------------------|------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic        |                     |
| Fiscal - Juneau           | 36                  | Development                  | 23                  |
| Fiscal - Anchorage        | 80                  | Military Affairs             | 40                  |
| Administration            |                     | Natural Resources            | 34                  |
| Fiscal - Juneau           | 34                  | Fish and Game                | 62                  |
| Fiscal - Anchorage        | 47                  | Public Safety                | 17                  |
| Employee Housing          | 49                  | Environmental Conservation   | 30                  |
| Public Defender           | 33                  | Community & Regional Affairs |                     |
| Public Broadcasting       | 6                   | Fiscal                       | 16                  |
| Law                       | 29                  | CETA Division                | 24                  |
| Revenue                   |                     | Municipal Grants             | 17                  |
| Fiscal                    | 17                  | Transportation and Public    |                     |
| Garnishments              | 8                   | Facilities                   | 26                  |
| Education                 |                     | Fiscal                       | 37                  |
| Fiscal                    | 37                  | Anchorage                    | 44                  |
| Vocational Rehabilitation | 39                  | Fairbanks                    | 27                  |
| District School Support   | 36                  | Anchorage Airport            | 42                  |
| Health & Social Services  |                     | Southeast                    | 25                  |
| Fiscal                    | 36                  | Ombudsman                    | 25                  |
| Public Assistance         | 10                  | Legislative Affairs          | 7                   |
| Social Services           | 8                   | Legislative Finance          | 10                  |
| Labor                     |                     | Legislative Audit            | 7                   |
| Fiscal                    | 26                  | Alaska Court System          | 40                  |
| Anchorage Support Service | 16                  |                              |                     |

FINFRM/020082-6/32

# MEMORANDUM

State of Alaska

TO: Administrative Officers  
All Agencies

DATE: December 2, 1981

FILE NO.

TELEPHONE NO: 465-2260

SUBJECT: Payment Time

FROM: *MSA*  
Sue Alexander  
Pre-Audit Supervisor  
Division of Finance  
Department of Administration

After reviewing the Vendor Analysis for the month of November, it has been determined that it took the State an average of 26 days to pay its bills during this month. This is a four day decrease over November of last year. The schedule below shows the payment time for each agency.

| <u>Agency</u>             | <u>Payment Days</u> | <u>Agency</u>                | <u>Payment Days</u> |
|---------------------------|---------------------|------------------------------|---------------------|
| Office of the Governor    |                     | Commerce and Economic        |                     |
| Fiscal - Juneau           | 26                  | Development                  | 29                  |
| Administration            |                     | Military Affairs             | 40                  |
| Fiscal - Juneau           | 26                  | Natural Resources            | 33                  |
| Fiscal - Anchorage        | 34                  | Fish and Game                | 55                  |
| Employee Housing          | 29                  | Public Safety                | 21                  |
| Public Defender           | 35                  | Environmental Conservation   | 29                  |
| Public Broadcasting       | 79                  | Community & Regional Affairs |                     |
| Law                       | 26                  | Fiscal                       | 21                  |
| Revenue                   |                     | CETA Division                | 25                  |
| Fiscal                    | 27                  | Municipal Grants             | 4                   |
| Garnishments              | 7                   | Transportation and Public    |                     |
| Education                 |                     | Facilities                   | 34                  |
| Fiscal                    | 28                  | Fiscal                       | 36                  |
| Vocational Rehabilitation | 38                  | Anchorage                    | 38                  |
| District School Support   | 17                  | Fairbanks                    | 29                  |
| Health & Social Services  |                     | Anchorage Airport            | 47                  |
| Fiscal                    | 30                  | Southeast                    |                     |
| Public Assistance         | 7                   | Ombudsman                    | 8                   |
| Social Services           | 7                   | Legislative Affairs          | 6                   |
| Labor                     |                     | Legislative Finance          | 2                   |
| Fiscal                    | 20                  | Legislative Audit            | 7                   |
| Anchorage Support Service | 25                  | Alaska Court System          | 21                  |

FIMFRI/120781-5/32

STATE OF ALASKA  
PRELIMINARY STATEMENT OF FISCAL IMPACT

Bill No: HB 205 Date on Bill: 2/16/83  
 Title: "An Act providing for payment of interest by state agencies..."  
 Sponsor: Duncan  
 Requestor: \_\_\_\_\_

1. Estimated fiscal impacts on:

a. Expenditures:

(Thousands of Dollars)

|           | FY 83 | FY 84 | FY 85 | FY 86 |
|-----------|-------|-------|-------|-------|
| Capital   |       |       |       |       |
| Operating |       |       |       |       |
| Total     |       | -0-   | -0-   | -0-   |

b. Revenues:

| Revenue |  |  |  |  |  |  |  |
|---------|--|--|--|--|--|--|--|
|         |  |  |  |  |  |  |  |

2. Source of funds to offset fiscal impact of bill:

No fiscal impact is anticipated.

3. Assumptions:

That administrative staffing will remain adequate to avoid delays in bill payment processing such that no interest expenses are incurred.

4. Disclaimer:

This statement has not been reviewed by the OMB in the Office of the Governor. It therefore does not represent the final estimate of fiscal impact.

Prepared By: Marcia Lynn McKenzie Phone: 465-4349  
 Division: Administrative Services Date: \_\_\_\_\_  
 Approved by Commissioner: [Signature] Date: 3/8/83  
 Department: Public Safety

5. Distribution:

- Original to Legislative Finance
- Copy to OMB
- Copy to Sponsor
- Copy to Requestor

2/15/83

STATE OF ALASKA  
PRELIMINARY STATEMENT OF FISCAL IMPACT

*File  
HB  
205*

Bill No: HB 205 Date on Bill: 2/16/83  
 Title: "An Act providing for payment of interest by state agencies..."  
 Sponsor: Duncan  
 Requestor: \_\_\_\_\_

1. Estimated fiscal impacts on:

a. Expenditures:

(Thousands of Dollars)

|           | FY 83 | FY 84 | FY 85 | FY 86 |
|-----------|-------|-------|-------|-------|
| Capital   |       |       |       |       |
| Operating |       |       |       |       |
| Total     |       | -0-   | -0-   | -0-   |

b. Revenues:

|         |  |  |  |  |
|---------|--|--|--|--|
| Revenue |  |  |  |  |
|---------|--|--|--|--|

2. Source of funds to offset fiscal impact of bill:

No fiscal impact is anticipated.

MAR 09 1983

3. Assumptions:

That administrative staffing will remain adequate to avoid delays in bill payment processing such that no interest expenses are incurred.

4. Disclaimer:

This statement has not been reviewed by the OMB in the Office of the Governor. It therefore does not represent the final estimate of fiscal impact.

Prepared By: Marcia Lynn McKenzie Phone: 465-4349  
 Division: Administrative Services Date: \_\_\_\_\_

Approved by Commissioner: [Signature] Date: 3/8/83  
 Department: Public Safety

5. Distribution:

- Original to Legislative Finance
- Copy to OMB
- Copy to Sponsor
- Copy to Requestor

2/15/83

# Chart of States with Prompt Payment Statutes or Regulations

| STATE          | STATUTE/<br>REGULATION | YEAR<br>ENACTED          | CONTRACTS<br>COVERED               | STANDARD OF<br>PAYMENT                         | INTEREST          | APPLICATION OF STATUTE/REGULATION  |
|----------------|------------------------|--------------------------|------------------------------------|--|-------------------|--|
| ALASKA         | STATUTE                | 1982                     | construction                       | 30-day   | 10.5%<br>annually | Any state or political subdivision of the state                                |
| ARIZONA        | STATUTE                | 1982                     | ALL                                | 30-day   | 10.0%<br>annually | Any state agency, school district, or office or agency established by a county |
| CALIFORNIA     | STATUTE                | 1982                     | ALL                                | 30-day   | .25%<br>per day   | All state agencies   |
| FLORIDA        | STATUTE                | 1974                     | ALL                                | 45-day   | 1% per<br>month   | All state agencies   |
| HAWAII         | STATUTE                | 1977                     | ALL                                | 60-day   | 1% per<br>month   | Any agency of the state or any county  |
| ILLINOIS       | STATUTE                | 1975                     | ALL                                | 60-day   | 1% per<br>month   | Any state official or agency authorized to provide payment from state funds    |
| INDIANA        | STATUTE                | 1933                     | highway                            | 180-day  | 1% per<br>month   | State Highway Department   |
| MARYLAND       | REGULATION             |                          | ALL                                | 35-day construction<br>45-day non-construction | NONE              | All state agencies   |
| MASSACHUSETTS  | STATUTE                | 1977 .....<br>1961 ..... | utility .....<br>construction .... | 55-day .....<br>65-day .....                   | NONE<br>**        | State, city, town or political subdivision                                     |
| NEBRASKA*      | STATUTE                | 1975                     | ALL                                | 30-day   | NONE              | All state agencies   |
| NORTH CAROLINA | STATUTE                | 1931                     | ALL                                | 30-day   | NONE              | All state agencies   |
| OREGON         | STATUTE                | 1979                     | ALL                                | 45-day   | .67% per<br>month | All state agencies   |
| SOUTH CAROLINA | STATUTE                | 1981                     | ALL                                | 30-day   | 15.0%<br>annually | All agencies and institutions of the state                                     |
| VIRGINIA       | REGULATION             | 1979                     | ALL                                | 60-day   | 1% per<br>month   | All state agencies   |
| WASHINGTON     | STATUTE                | 1981                     | ALL                                | 30-day   | 1% per<br>month   | Every state agency and unit of local government                                |
| WEST VIRGINIA  | REGULATION             |                          | ALL                                | 90-day   | 6.0%<br>annually  | All state agencies   |
| LOUISIANA      | STATUTE                | 1982                     | ALL                                | 30-day***                                      | .5%<br>per day    | All state agencies   |

\* Later found to be unconstitutional.

\*\* Construction statute provides for payment of interest penalties on late payments at a daily rate of three percentage points above the rediscount rate then charged by the Federal Bank of Boston.

\*\*\* Except, a 45-day standard of payment for Entitlement Programs

CSHB 210

BACKGROUND ON CSHB 210

This bill has been requested by numerous vendors that do business with the State of Alaska. The State has become notorious for late payment of invoices, forcing many private vendors to borrow money to supplement their cash flow. This reduces their profit, and in some cases even eliminates it as the profit on articles is very marginal.

The bill is patterned after a federal law entitled "The Prompt Payment Act - Public Law 97-177." The Prompt Payment Act became effective October 1, 1982 and when it was introduced in Congress, it carried 133 sponsors.

Mr. Leonard Lemon, Comptroller of the U.S. Army <sup>at Ft. Greely</sup> advised that the Prompt Payment Act has improved their payment scheduling and the payment of their accounts payable has become prompt and very routine. The U.S. Army has incorporated it in their Army Regulations.

The State has put an amount of more than \$1.2 million annual cost on its fiscal note, which should be a good indication of how much money is involved in overdue accounts. The agencies further claim that they will have to reorganize their payment system in order to fulfill the requirements of this bill. If this is so, then it should be done. This should be an indication that their method of paying accounts payable is presently inefficient and needs modifying.

The bill is needed in Alaska and will be a great help to the average small businessman that does business with state government.

## Analysis of SSHB 210

"An Act relating to payment for purchase by the State; and providing for an effective date."

Section 1 (a) requires the agency to pay on a required payment date as defined under terms of a contract or 30 days after receipt of proper invoice.

Subsection (b) provides for the State to take advantage of any discounts offered by a vendor and if invoice is paid in time, the State agency will deduct the amount of the discount offered from the total amount of the invoice.

Subsection (c) establishes the rate of interest at 1.5% per month that must be paid by the State for a past due balance - also provides for the exclusion of interest in the event that the seller and the State have a mutual agreement.

Subsection (d) 1. exempts purchases of more than \$500,000 from the provisions of the bill.

Subsection (d) 2. provides for an exception in the event the State notifies the vendor or seller of a dispute in the invoice.

Subsection (e) provides that any interest incurred by lack of prompt payment will be charged to the budget of the department involved.

Subsection (f) defines "dispute" as noncompliance, in performance or price, with the terms of the contract, as determined by administering State officier.

Section 2. Exempts any contracts entered into before the effective date from this Act's provisions.

Section 3. Provides an effective date of July 1, 1983.

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visions in the

37, as amended  
of the 90th day

d Transportation).

PROMPT PAYMENT ACT

For Legislative History of Act, see p. 111

An Act to require the Federal Government to pay interest on overdue payments, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

Prompt  
Payment Act.

SHORT TITLE

SECTION 1. This Act may be cited as the "Prompt Payment Act".

31 USC 1801  
note.

INTEREST PENALTIES ON LATE PAYMENTS

SEC. 2. (a)(1) In accordance with regulations prescribed by the Director of the Office of Management and Budget, each Federal agency which acquires property or services from a business concern but which does not make payment for each such complete delivered item of property or service by the required payment date shall pay an interest penalty to such business concern in accordance with this section on the amount of the payment which is due.

31 USC 1801.

(2) Such regulations—

(A) shall specify that the required payment date shall be—

(i) the date on which payment is due under the terms of the contract for the provision of such property or service; or

(ii) thirty days after receipt of a proper invoice for the amount of the payment due, if a specific date on which payment is due is not established by contract;

(B)(i) in the case of any acquisition of meat or of a meat food product, as defined in section 2(a)(3) of the Packers and Stockyards Act, 1921 (7 U.S.C. 182(3)), shall specify a required payment date which is not later than seven days after the date of delivery of such meat or meat food product; and

(ii) in the case of any acquisition of a perishable agricultural commodity, as defined in section 1(4) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499a(4)), shall specify a required payment date consistent with requirements imposed pursuant to such Act;

(C) shall specify separate required payment dates for contracts under which property or services are provided in a series of partial executions or deliveries; to the extent that such contract provides for separate payment for such partial execution or delivery; and

(D) shall require that, within fifteen days after the date on which any invoice is received, Federal agencies notify the business concern of any defect or impropriety in such invoice which would prevent the running of the time period specified in subparagraph (A)(ii).

(b)(1) Interest penalties on amounts due to a business concern under this Act shall be paid to the business concern for the period



SEC. 4. (a)(1) Claims for interest penalties which a Federal agency has failed to pay in accordance with the requirements of section 2 or 3 of this Act may be filed under section 6 of the Contract Disputes Act of 1978 (41 U.S.C. 605).

31 USC 1802.

(2) Interest penalties under this Act shall not continue to accrue (A) after the filing of a claim for such penalties under the Contract Disputes Act of 1978, or (B) for more than one year.

41 USC 601 note.

(3) Paragraph (2) shall not be construed to preclude the accrual of interest pursuant to section 12 of the Contract Disputes Act of 1978 (41 U.S.C. 611) after interest penalties have ceased accruing under this Act, and interest pursuant to such section may accrue on both any unpaid contract payment and on the unpaid interest penalty required by this Act.

(b) Except as provided in section 3 with respect to disputes concerning discounts, this Act shall not be construed to require interest penalties on payments which are not made by the required payment date by reason of a dispute between a Federal agency and a business concern over the amount of that payment or other allegations concerning compliance with a contract. Claims concerning any such dispute, and any interest which may be payable with respect to the period while the dispute is being resolved, shall be subject to the Contract Disputes Act of 1978.

CONGRESSIONAL OVERSIGHT

SEC. 5. (a) Each Federal agency shall file with the Director of the Office of Management and Budget a detailed report on any interest penalty payments made under this Act during the preceding fiscal year.

Report, filing with OMB. 31 USC 1804.

(b) Such report shall include the number, amounts, and frequency of interest penalty payments, and the reasons such payments were not avoided by prompt payment, and shall be delivered to the Director within sixty days after the conclusion of each fiscal year.

Comments.

(c) The Director shall submit to the Committee on Governmental Affairs, the Committee on Appropriations, and the Committee on Small Business of the Senate and to the Committee on Government Operations, the Committee on Appropriations, and the Committee on Small Business of the House of Representatives within one hundred and twenty days after the conclusion of each fiscal year a report on Federal agency compliance with the requirements of this Act. Such report shall include a summary of the report submitted by each Federal agency under subsection (b) and an analysis of the progress made in reducing interest penalty payments by that agency from previous years.

Federal agency compliance; submittal to congressional committees.

DEFINITIONS

SEC. 6. For the purposes of this Act—

31 USC 1805.

(1) the term "Federal agency" has the same meaning as the term "agency" in section 551(1) of title 5, United States Code, but also includes any entity (A) which is operated exclusively as an instrumentality of such an agency for the purpose of administering one or more programs of that agency, and (B)

which is so identified for this purpose by the head of such agency;

(2) the term "business concern" means any person engaged in a trade or business and nonprofit entities operating as contractors;

(3) an invoice shall be considered a "proper invoice" when it contains or is accompanied by such substantiating documentation (A) as the Director of the Office of Management and Budget may require by regulation; and (B) as the Federal agency involved may require by regulation or contract;

(4) an invoice shall be deemed to have been received by an agency on the later of—

(A) the date on which the agency's designated payment office or finance center actually receives a proper invoice;

or

(B) the date on which such agency accepts the property or service concerned;

(5) a payment shall be considered made on the date on which a check for such payment is dated; and

(6) a contract for the rental of real or personal property is a contract for the acquisition of that property.

#### EFFECTIVE DATE

31 USC 1801  
note.

SEC. 7. (a) This Act applies to the acquisition of property or services on or after the beginning of the first calendar quarter which begins more than ninety days after the date of enactment of this Act.

31 USC 1801  
note.

(b) The provisions of this Act requiring the promulgation of regulations shall be effective upon enactment, and such regulations shall be promulgated not later than ninety days after the date of enactment of this Act.

31 USC 1806.

(c) The provisions of this Act shall apply to the Tennessee Valley Authority, but any regulations promulgated under the authority of this Act shall not be applicable to the Tennessee Valley Authority, which shall be solely responsible for implementing the provisions of this Act with respect to its contracts.

Approved May 21, 1982.

#### LEGISLATIVE HISTORY—S. 1131 (H.R. 4709):

HOUSE REPORT No. 97-461 accompanying H.R. 4709 (Comm. on Government Operations).

SENATE REPORT No. 97-302 (Comm. on Governmental Affairs).

#### CONGRESSIONAL RECORD:

Vol. 127 (1981): Dec. 15, considered and passed Senate.

Vol. 128 (1982): Mar. 23, H.R. 4709 considered and passed House, proceedings vacated and S. 1131, amended, passed in lieu.

May 11, Senate concurred in House amendments.

#### PUBLIC LAW

#### AMELIA EARHART DAY

Joint Resolution to authorize and establish "Earhart Day".

Whereas Amelia Earhart crossed the Atlantic Ocean as a pilot;

Whereas Amelia Earhart was a pioneer in various airplanes and aircraft;

Whereas Amelia Earhart was an inspiring example to the people of the United States;

Whereas Amelia Earhart was a pioneer in aviation and was a strong advocate of aviation;

Whereas Amelia Earhart was a pioneer in aviation and was a strong advocate of aviation;

Whereas Amelia Earhart was a pioneer in aviation and was a strong advocate of aviation;

Whereas Amelia Earhart was a pioneer in aviation and was a strong advocate of aviation;

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, that

the President be and he is authorized and requested to proclaim "Earhart Day", as a tribute to Amelia Earhart;

and to call upon the heads of all Federal agencies and the people of the United States to observe such day with appropriate ceremonies;

Approved May 21, 1982.

#### LEGISLATIVE HISTORY—H. R. 4709

CONGRESSIONAL RECORD,

May 18, considered and

May 19, considered and

1 IN THE HOUSE

BY SHULTZ AND LISKA

2 SPONSOR SUBSTITUTE FOR BILL NO. 210  
3 IN THE LEGISLATURE OF THE STATE OF ALASKA  
4 THIRTEENTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to payment for purchases by the  
7 state; and providing for an effective date."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 \* Section 1. AS 37.05 is amended by adding a new section to read:

10 Sec. 37.05.275. PAYMENT FOR STATE PURCHASES. (a) Payment for  
11 purchases of goods or services provided a state agency must be made on  
12 a required payment date that is

13 (1) the date on which payment is due under the terms of a  
14 contract; or

15 (2) 30 days after receipt of a proper invoice for the  
16 amount of the payment due, if a specific date on which payment is due  
17 is not established by contract and if the invoice contains or is  
18 accompanied by documents required by regulations adopted by the Office  
19 of Budget and Management.

20 (b) If a seller offers a discount from the amount otherwise due  
21 for property or services in exchange for payment within a specified  
22 period of time, the state agency may make payment in an amount equal  
23 to the discounted price only if payment is made within the specified  
24 period of time.

25 (c) If payment for goods or services purchased by the state is  
26 not made within 30 days of a required payment date, the state shall  
27 pay interest on the unpaid balance at the rate of one and one-half  
28 percent a month, <sup>or portion of a month</sup> unless an agreement exists between the seller and the  
29 state that precludes the charging of interest.

(d) This section does not apply

(1) if the cost of the goods or services purchased exceeds \$500,000; or

(2) after a seller of goods or services receives notice from the state officer responsible for administering the contract that the amount of the invoice or quality of the goods or services is in dispute and stating the reasons for the dispute.

(e) Interest paid under (c) of this section shall be charged to the budget of the state agency incurring the interest.

(f) In this section "dispute" means a determination by the state officer responsible for administering a contract for the purchase of goods or services that the performance or price charged is not in compliance with the terms of the contract.

\* Sec. 2. This Act does not apply to contracts entered into before the effective date of this Act.

\* Sec. 3. This Act takes effect July 1, 1983.

STATE OF ALASKA  
FISCAL NOTE

Revision Date \_\_\_\_\_, 1983

I. REQUEST

Bill/Resolution No.: HB205/210  
 Title: Relating to Payment of Interest  
 Sponsor: Duncan/Shultz by State  
 Requestor: House State Affairs

II. FISCAL DETAIL

Agency Affected: A11  
 Program Category Affected: A11  
 BRU, Program of Subprogram(s) Affected: \_\_\_\_\_

EXPENDITURES/REVENUES: (Thousands of Dollars)

|                         | FY 83 | FY 84   | FY 85   | FY 86   | FY 87   | FY 88   |
|-------------------------|-------|---------|---------|---------|---------|---------|
| <b>OPERATING</b>        |       |         |         |         |         |         |
| 100 PERSONAL SERVICES   |       |         |         |         |         |         |
| 200 TRAVEL              |       |         |         |         |         |         |
| 300 CONTRACTUAL         |       |         |         |         |         |         |
| 400 COMMODITIES         |       |         |         |         |         |         |
| 500 EQUIPMENT           |       |         |         |         |         |         |
| 600 LAND & STRUCTURES   |       |         |         |         |         |         |
| 700 GRANTS, CLAIMS, ETC | 0     | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 |
| <b>TOTAL OPERATING</b>  | 0     | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 |
| <b>CAPITAL</b>          |       |         |         |         |         |         |
| <b>REVENUE</b>          |       |         |         |         |         |         |

FUNDING: (Thousands of Dollars)

|                        |   |         |         |         |         |         |
|------------------------|---|---------|---------|---------|---------|---------|
| GENERAL FUND           | 0 | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 | 1,125.0 |
| FEDERAL FUNDS          |   |         |         |         |         |         |
| OTHER (Specify Source) |   |         |         |         |         |         |

POSITIONS:

|           |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|
| FULL-TIME |  |  |  |  |  |  |
| PART-TIME |  |  |  |  |  |  |
| TEMPORARY |  |  |  |  |  |  |

III. SOURCE OF FUNDS TO OFFSET FISCAL IMPACT OF BILL:

No source identified by the Legislature.

IV. ANALYSIS: Attach a separate page for any Analysis

Prepared By: Tom Haas, Acting Director Phone: 465-2240  
 Division: Finance Date: 3/17/83

Approved by Commissioner: Lisa Rujd Date: 3/17/83  
 Department: Administration

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3/8/83