

**From:** Sheehan, Katherine E (DOA)

**Sent:** Tuesday, June 01, 2010 4:47 PM

**To:** Hill, Teri M (DOA); SOA All Correctional Officers

**Cc:** Houston, Leslie C (DOC); Wilkerson, April A (DOC); Armstrong, Garland H (DOC); Brandenburg, Bryan A (DOC); 'brad@acoa.us'; 'Jim Lecrone (ACOA)'; Neal, Nicki L (DOA); Sutch, Nancy A (DOA); Barber, Michael J (DOA); Walter, Darice F (DOA); Smith, Jennifer L (DOA-DOP); McCrummen, Dan (DOA); Gendron, Gregory J (DOA); Pound, Deborah A (DOA); Kuzakin, Teri A (DOA); Rader, Michael B (DOA); Brockman, Georgina M (DOA); Esbenshade, Hannah K (DOA); Sanneman, Mona (DOA); Berkeley, Dennis R (DOA); Skeek, Jaime K (DOA); Johnson, Linda S (DOA); Brogdon, Verdi L (DOA); Miller, Deborah L (DOC); Dunham, Michael A (DOC); Stevenson, Charles G (DOC); Marshall, Dean (DOC); Gregory, Diane C (DOC); Wellard, G Scott (DOC); Brunger, Steven J (DOC); Betts, Cindy L (DOC); Rabeau, Amy R (DOC); Turnbull, John C (DOC); Hibpshman, Robert D (DOC); Liu, Chris M (DOC); Phillips, Dana D (DOA); Minthorn, Mark B (DOA)

**Subject:** RE: ACOA Monetary Terms Implementation

As you are aware from the email below, the Department of Administration had set a goal to have pay adjustments and leave adjustments run with the pay period ending May 26 with settlement on June 11, 2010. Unfortunately, due to the complexity of the audits, we will be unable to meet that goal. We will make every effort to process these adjustments as soon as possible but no later than August 5, 2010 for the pay adjustment. However, we expect to run the leave adjustments for current employees on June 22 with settlement on June 24, 2010. Separated employees will be issued warrants no later than August 5 for the leave and pay adjustments as well as health insurance.

We are also continuing to process the education incentive pay and are working on crediting the step placement as quickly possible. Please remember that it does take some time to verify that the school attended is accredited and that we are processing these retro adjustments while continuing to work on the normal payroll.

We will certainly strive to complete the pay adjustments earlier than August 5 if possible. Thank you for your continued patience.

**From:** Hill, Teri M (DOA)

**Sent:** Friday, May 07, 2010 4:00 PM

**To:** SOA All Correctional Officers

**Cc:** Houston, Leslie C (DOC); Wilkerson, April A (DOC); Armstrong, Garland H (DOC); Brandenburg, Bryan A (DOC); brad@acoa.us; Jim Lecrone (ACOA); Neal, Nicki L (DOA); Sheehan, Katherine E (DOA); Sutch, Nancy A (DOA); Barber, Michael J (DOA); Walter, Darice F (DOA); Smith, Jennifer L (DOA-DOP); McCrummen, Dan (DOA); Gendron, Gregory J (DOA); Pound, Deborah A (DOA); Kuzakin, Teri A (DOA); Rader, Michael B (DOA); Brockman, Georgina M (DOA); Esbenshade, Hannah K (DOA); Sanneman, Mona (DOA); Berkeley, Dennis R (DOA); Skeek, Jaime K (DOA); Johnson, Linda S (DOA); Brogdon, Verdi L (DOA); Miller, Deborah L (DOC); Dunham, Michael A (DOC); Stevenson, Charles G (DOC); Marshall, Dean (DOC); Gregory, Diane C (DOC); Wellard, G Scott (DOC); Brunger, Steven J (DOC); Betts, Cindy L (DOC); Rabeau, Amy R (DOC); Turnbull, John C (DOC); Hibpshman, Robert D (DOC); Liu, Chris M (DOC); Phillips, Dana D (DOA)

**Subject:** ACOA Monetary Terms Implementation

The monetary terms of the July 1, 2009 through June 30, 2012 Collective Bargaining Agreement between the State of Alaska and the Alaska Correctional Officers Association representing the Correctional Officers Bargaining Unit was approved by the Alaska State Legislature. The monetary terms will be implemented retroactively to July 1, 2009. Those terms will be implemented in the manner described below

**Health Insurance:**

New employer charges for health insurance will be updated effective April 28, 2010 in the amount of \$913.00, however employee deductions will remain status quo until July 1, 2010. The State will process offset adjustments for each of the remaining months in this benefit year. Because of the effort required to change each member's withholding and the pending open enrollment for the next fiscal year, employees will continue to see the additional \$21.50 taken each pay period for May and June health insurance coverage, but will also see an offset in the 2<sup>nd</sup> payroll of May and June crediting them \$43.00 for each month.

Audits of health insurance contributions will be conducted to identify additional credits owed to employees from July 1, 2009 through April 28, 2010. Employees will receive a credit of \$43.00 for each month of eligibility in which the employee made their full contribution. Pay adjustments for the health insurance credits will run with the pay period ending May 12, 2010, and the payroll warrants/payroll advices will be available on May 27, 2010.

**Pay Increments:**

In order to move to the new salary schedules, a review of each employee at J step or higher will be done to determine the appropriate step placement and merit anniversary date in accordance with the new pay increment provisions. Changes to step placements and merit anniversary dates will be updated effective April 29, 2010.

**Merit Anniversary Dates:**

New language regarding establishing merit anniversary dates, LOA 10-CO-187, will be implemented retroactively to July 1, 2009. Changes to affected merit anniversary dates will be updated effective April 29, 2010.

**Wages:**

The July 1, 2009 salary schedules were loaded effective April 29, 2010. In addition those employees located in Fairbanks, Ketchikan, and Seward will change to new salary schedules based on the changes in geographical differentials. Employees will see the increase in pay beginning with the pay period ending May 12, 2010. The payroll warrants/payroll advices for this pay period will be available on May 27, 2010.

Pay audits will be conducted to identify additional pay due from July 1, 2009 through April 28, 2010. Every effort will be made to ensure that pay adjustments will run with the pay period ending May 26, 2010 (these payroll warrants/payroll advices will be available on June 11, 2010) or as soon as possible thereafter. Employees who separated after July 1, 2009 will receive a special warrant providing them the additional pay due based on the time worked during the period of July 1, 2009 through date of separation. These warrants will be available as soon as possible after the June 8, 2010, but no later than June 25, 2010.

**Leave Accruals:**

New leave accrual rates will be in place effective April 29, 2010. Employees will see the increase in leave accrual rates on their payroll advice on May 27, 2010.

Leave audits will be conducted to identify additional leave accruals earned from July 1, 2009 through April 28, 2010. Every effort will be made to ensure leave adjustments posting retroactive leave accruals to personal leave balances will run with the pay period ending May 26, 2010, or as soon as possible thereafter. Employees who separated after July 1, 2009 will receive a special warrant providing them the monetary value of the additional accruals earned prior to separation. These warrants will be available as soon as possible after June 8, 2010, but no later than June 25, 2010.

**Education Incentive:**

Correctional officers who obtained a bachelor's degree prior to the implementation of the monetary terms will have an opportunity to submit proof of the degree and receive the step increase retroactively to 7/1/09 or the date the degree was obtained, whichever is later. The proof of degree must be attached to a fax

cover sheet and faxed or scanned & e-mailed to the payroll supervisor, Debbie Pound, at 465-3381 or [deborah.pound@alaska.gov](mailto:deborah.pound@alaska.gov). Step increases for Bachelor degrees obtained after July 1, 2010 will be effective the date the fax or e-mail is received along with the proper proof of degree. A proper proof of degree is either a copy of the actual diploma or transcripts from the university or college reflecting that a degree has been obtained. Any other proof will be considered upon receipt.

If you have any questions or concerns, please feel free to contact the following

<u>PPSC Staff</u>	<u>Title</u>	<u>Phone</u>	<u>Fax</u>	<u>E-mail</u>
Mike Rader	Payroll Technician III	465-3324	465-3381	<a href="mailto:mike.rader@alaska.gov">mike.rader@alaska.gov</a>
Teri Kuzakin	Payroll Technician III	465-1334	465-3381	<a href="mailto:teri.kuzakin@alaska.gov">teri.kuzakin@alaska.gov</a>
Debbie Pound	Payroll Supervisor	465-3300	465-3381	<a href="mailto:deborah.pound@alaska.gov">deborah.pound@alaska.gov</a>

**Teri Hill**

Assistant Human Resources Manager  
Department of Administration  
Division of Personnel & Labor Relations  
Public Protection HR Service Center  
P.O. Box 110201 (MS 02P20)  
Juneau, AK 99811-0201  
Ph: (907) 465-2966  
Fx: (907) 465-5332  
[teri.hill@alaska.gov](mailto:teri.hill@alaska.gov)

***HR...Solutions for Success***

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

**From:** Sheehan, Katherine E (DOA) [mailto:kate.sheehan@alaska.gov]  
**Sent:** Wednesday, May 26, 2010 4:25 PM  
**To:** Brad Wilson (ACOA)  
**Cc:** Walter, Darice F (DOA); Hill, Teri M (DOA)  
**Subject:** ACOA retro audits

Brad,

This is a follow up to our phone conversation from earlier today. Nicki and I let you know that we would be unable to provide audits until after the retros were already paid. As you know, this is a very time consuming process and in order to complete the retros in a timely manner and at the earliest possible date, we don't have time to prepare individual audits. Since payroll has the information in large spreadsheets, each individual audit takes time to put together.

You agreed that you would encourage your members to not call payroll with questions or file NOPPs until after they received the audits. Any contractual timeframes for filing NOPPs shall not begin until after the audit is received by the employee. We can't give you an exact date on when the audits will be sent out but it will be at least one month after the retros are completed.

I understand you will be sending a letter to your members informing them of this as well as posting it on your website. I appreciate your assistance in this. Let me know if you have any questions or concerns.

Kate Sheehan  
Deputy Director of Labor Relations  
Division of Personnel and Labor Relations  
Department of Administration  
(907) 465-4403