

NASPE Communications Award

“Partial Government Shutdown”

State of Alaska

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**1. Provide a brief description of the submission.**

In May of 2015, the State of Alaska faced an unprecedented partial government shutdown. On June 1, 2015, approximately 10,000 state employees received layoff notices.

The team members (listed below), whose primary job is to provide customer service to State employees and State departments, quickly and compassionately responded to the situation. For 30 days, every hour of the workday – and often times many, many hours more, the team responded to State employees' concerns and fears. They followed up on every question and helped employees navigate complicated issues such as health care and unemployment benefits. The team responded to over 2000 questions – and made sure to share the responses with all employees. To do this, they developed a FAQ, which was posted on-line and provided to departments. This FAQ was updated daily/weekly between mid-May and mid-June.

The team communicated with Human Resources department staff on a daily basis and quickly responded to new and developing issues. They coordinated communication with the Department of Law, the Department of Labor and Workforce Development, Retirement and Benefits, and many more agencies. The team also was in weekly contact with Unions to ensure everyone had the most up-to-date information.

If I could say only one thing about the team it would be that they are the most caring, compassionate, hard-working group of individuals I know. They came in to work every day determined to make sure State employees (our colleagues and friends) had as much knowledge and information as possible. And while many days were hard and stressful – they were always willing to step up and take on the next project or task. They addressed the panic and fear in a calm and efficient manner, demonstrating excellence in (and dedication to) customer service. All while keeping a sense of humor (see Exhibit A)

**2. How long has the submission been in existence?**

The State of Alaska was expecting a partial government shutdown, effective July 1, 2015, unless or until the legislature passed the budget. It was considered a partial shutdown since essential staff (i.e. troopers, nurses, correctional officers, etc.) was required to continue to report for duty. The remaining employees (approximately 10,000) would not be allowed to report for duty.

Due to constraints within the collective bargaining agreements, most of these 10,000 employees would need to be laid off since there were no other options available. In order to comply with the agreements, 30 days' notice of layoff was required. Therefore, team members drafted a general letter to all 10,000 employees alerting them of a pending layoff (or furlough for those covered by the Personnel Rules) (see Exhibit B). Special envelopes were ordered, overtime was spent printing and mailing these letters. Within days, employees

received their layoff notices generating much publicity (see Exhibit C). Employees begin sending numerous emails to Human Resource staff.

In order to facilitate communication, the Division of Personnel and Labor Relations (DOPLR) website became shutdown central (see Exhibit D). We developed an email address specific to the partial shutdown where employees (including management) could email questions and receive a response within 24 hours. If appropriate, these questions were added to a working FAQ which was updated regularly (see Exhibit E). Email communications were sent out to all employees through the Commissioner of the Department of Administration (see Exhibit F).

While this external communication was happening, internally, DOPLR was working closely with agencies to calculate layoff points. This is a time consuming process which required all hands on deck (see Exhibit G). Additionally, the State had implemented a hiring freeze in May in order to fully comply with contractual layoff procedures.

While the process of sending out notices, setting up communications, and preparing layoff calculations is a chore in and of itself, there still needed to be a process for recalling employees or cancelling the layoff notice if the shutdown was averted. The State set up several methods for this: text and email sign up, website updates and emails. The goal was to reach all employees quickly, and without having to send out another massive mailing (see Exhibit H).

All of the above took place within a one and one-half month period (May, 2015, through mid-June, 2015). As a result, internal documents were developed in order to retain the process should a similar event occur (see Exhibit I).

**3. Why was the submission created?**

This entire process was created in order to handle a potential government shutdown. With Alaska's ongoing financial difficulties, this event could happen again.

**4. How does this submission support the goals and objectives of your agenda/department?**

The mission of the Division of Personnel and Labor Relations is as follows:

Personnel:

Provide policy, consultative guidance, and direct human resource services to State of Alaska Executive Branch agencies.

## Labor Relations:

Our mission is to achieve the purposes of the Public Employment Relations Act by acting as the executive branch representative in contract negotiations and contract administration matters.

All the steps that were taken- hiring freeze, layoff notices and calculations, communication, FAQs- were done to guide and support State of Alaska employees and agencies. We were able to comply with the collective bargaining agreements while still offering support in all our other HR functions. While I have only nominated the core team, all of the Division and agency HR stepped in and helped when necessary. Human Resource staff are in a unique position of sometimes having to put others first. This team was not worried about the impacts to them individually, but to all the other State employees and to the State itself. They were caring for potential liability, while coping with the feelings and concerns for their friends and co-workers. That's what HR does.

**5. Have you been able to measure the effectiveness of this submission? If so, how?**

Yes and No. Fortunately, the legislature passed a budget and we were not required to layoff or furlough 10,000 employees. I do believe employees, while not understanding the process, did understand what was happening. We were able to provide answers to their questions and quickly and efficiently address their concerns- and provide relief by timely notification once the budget was passed.

### Team Members

Leslie Ridle- Deputy Commissioner, Department of Administration

Kate Sheehan- Director, DOPLR

Nancy Sutch- Deputy Director, DOPLR

Emily Wright- Deputy Director, DOPLR

Pam Day- Classification Services Manager, DOPLR

Kim Garrett- Employee Planning and Information Center Manager, DOPLR

Erin Kelly- Recruitment Services Manager, DOPLR

Dana Phillips, Human Resource Consultant, DOPLR

Nicki Neal- Human Resource Consultant, DOPLR

**The Seven Stages of Government Shutdown**



EXHIBIT A



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

**Department of Administration**

SHELDON FISHER, COMMISSIONER

10<sup>th</sup> Fl. State Office Building  
PO Box 110200  
Juneau, AK 99811-0200  
Main: 907.465.2200  
Fax: 907.465.2135  
[www.doa.alaska.gov](http://www.doa.alaska.gov)

June 1, 2015

Dear Alaska State Employee,

It is with regret I must notify you of the potential of a partial-government shutdown. This will impact your employment status with the State of Alaska. On behalf of Governor Walker as well as all of Commissioners, I assure you this action is no reflection on your service and is being taken solely due to the status of the fiscal year 2016 budget.

- For permanent and probationary employees in the classified service (typically this means you are represented by a union), you will be placed on layoff from your current position effective July 2, 2015. You will receive notice by text or email should your layoff be rescinded prior to July 2, 2015, or should you be recalled from layoff after July 2, 2015.
- For partially exempt and exempt employees (statutorily appointed employees), you will not need to report to work as of July 2, 2015. You will receive notice by text or email prior to July 2, 2015, should there be any changes to this direction, or after July 2, 2015, should your employment return to regular status.
- For non-permanent employees whose positions will continue beyond June 30, you will not need to report to work as of July 2, 2015, until further notice by text or email.
- For student, college, and graduate interns, you will not need to report to work as of July 2, 2015, until further notice by text or email.

This letter constitutes notice under your respective bargaining agreements or applicable statutes. No additional notice will be provided unless a budget becomes law prior to July 2, 2015, in which case this notice will be rescinded as outlined above.

We encourage you to monitor the State website for updates regarding the status of the fiscal year 2016 budget. To ensure timely receipt of a recall notice, all employees must subscribe to receive email or text updates by close of business July 2, 2015; please visit the Department of Administration website: <http://doa.alaska.gov/> to sign up (note: personal email address and cell phone should be used). In addition, we have set up a phone number to call to retrieve a recorded message regarding the partial-shutdown; call 907-465-4411 or 844-465-4688 (toll free in-state).

Information and a general FAQ are also available on the Division of Personnel & Labor Relations website at <http://doa.alaska.gov/dop/>. If you are a member of a collective bargaining unit, you may also want to contact your union for additional information; we are working closely with them. We are all here to assist you as much as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Fisher".

Sheldon Fisher, Commissioner

EXHIBIT B

# Alaska Dispatch News

Published on *Alaska Dispatch News* (<http://www.adn.com>)

[Home](#) > Anticipating state government shutdown, Alaska agencies order halt to hiring

Pat Forgey <sup>(1)</sup>  
May 28, 2015

JUNEAU -- The state of Alaska is instituting a hiring freeze Friday across much of state government as a result of the Legislature's inability to approve a fully funded budget for the fiscal year beginning July 1.

That means layoff notices will have to go out 30 days in advance if a government shutdown resulting in widespread layoffs appears likely.

The freeze will mean no new hiring beginning Friday, said Leslie Ridle, deputy commissioner of the state Department of Administration, which oversees personnel and labor relations for state government.

"We needed to have the cutoff by May 29 because when we start laying off people ... we need to calculate layoff rights, bumping, that sort of thing, and if the target keeps moving with new personnel. It was just undoable for us," she said.

Gov. Bill Walker has approved and signed into law the budgets for agencies focused on health and safety, like the Corrections, Public Safety and Health and Social Services departments. The hiring freeze does not apply to them, Ridle said.

The freeze also does not apply to the Legislature or the Alaska Court System.

State agencies for which managers need to hire in certain special cases can be done with her department's approval, Ridle said.

The intent of the freeze is that hiring "slows down almost to a stop, but there obviously are exceptions," she said.

"Divisions still have the ability to contact our Division of Personnel on an as-needed basis if there's someone who they really just have to hire," Ridle said.

Some workers whose jobs are related to health, life and safety can also be hired in other departments, she said, such as the Department of Forestry's wildland firefighters.

The 30-day basis for notifications was because some union contracts and state policies have that as a requirement for layoff notices.

Some departments, including those likely to face budget cuts when a final budget is approved, have already limited hiring, and others were operating on different timelines.

"In anticipation of a pending lay-off, DEC is holding off making job offers as of today," wrote Eric Hotchkiss, human resources manager for the Department of Environmental Conservation in an email to department employees Thursday.

EXHIBIT C

The hiring freeze was a step taken reluctantly, Ridle said, because there will be negative consequences if agencies can't hire people they'd like to hire.

"Some people might go off to another job because they don't have time to wait around for us," she said.

Most problematic are those specialized and skilled employees the state is competing for, which includes applicants from Outside, Ridle said.

State data shows Alaska typically hires 91 to 155 new permanent employees per month.

"Alaska has a great labor pool, but even with the slowdown in oil prices we have to be very competitive to get employees in a host of different job classifications," she said.

The Legislature has passed a budget with \$5.4 billion in spending, but which included an anticipated deficit of nearly \$3 billion. Walker vetoed spending to eliminate the deficit, saying he hoped legislators would work together to pass a funded budget for the remaining departments using savings.

Ridle said the budget deadlock and hiring freeze could have further negative impacts as well, and broadly hurt the state's ability to recruit qualified applicants.

"It could be they don't like the instability that seems to be happening in state government right now," she said.

**Source URL:** <http://www.adn.com/article/20150528/anticipating-state-government-shutdown-alaska-agencies-order-halt-hiring>

**Links:**

[1] <http://www.adn.com/author/pat-forgey>

# Alaska Dispatch News

Published on *Alaska Dispatch News* (<http://www.adn.com>)

[Home](#) > As clock ticks toward shutdown, Alaska Legislature can't resolve budget

Nathaniel Herz <sup>(1)</sup>

May 31, 2015

With a government shutdown looming July 1 and layoff notices to 10,000 state employees set to be mailed Monday, the Alaska Legislature remained locked in inaction Sunday.

The Alaska Senate refused to sign off on a bipartisan budget offer handed them the day before by the House, then failed to debate its own substitute version of the budget.

A dejected stream of lawmakers left the Legislature's Anchorage office building Sunday evening after the Senate adjourned its floor session about 7:30 p.m. On the floor was the substitute budget package moved by the Senate Finance Committee earlier in the day -- a version of the budget stripped of the House's compromise components.

Sen. Bill Wielechowski, D-Anchorage, called the situation a "mess." But that was even as he and other legislators said that there had been private discussions between the House Democratic minority and the Senate's Republican majority that could still lead to a budget deal Monday.

"The negotiation needs to happen right now, and actually, it is happening right now," Wielechowski said in an interview after the Senate adjourned. "They're pretty close."

Earlier Sunday, though, the Republican leaders of the Senate Finance Committee formally rejected the House's compromise offer, with the senators saying they wanted to set up a special House-Senate budget conference committee to negotiate over the roughly \$30 million in House Republican concessions to their Democratic counterparts.

That move would likely mean a more drawn-out negotiation process that House lawmakers had hoped to avoid, given that the Legislature has already dragged its scheduled 90-day session through 132 days. But the House Democratic leader and a key Republican senator both said Sunday evening that they thought the creation of the conference committee could be averted through an informal deal.

"I'm still optimistic. I know that sounds crazy," Rep. Chris Tuck, D-Anchorage, the minority leader, said in an interview after the Senate left for the night. "But the fact that the door is still open and that they did not push anything through tonight makes me more optimistic than I was at 9 o'clock this morning."

The deal passed by the Republican-led House early Saturday morning came with a bipartisan, 32-8 vote, along with a 38-2 vote to tap a state savings account holding billions of dollars, the Constitutional Budget Reserve.

The package totaled roughly \$5.2 billion with \$4 billion for state agencies and about \$30 million in previously proposed reductions -- less than 1 percent -- added back at the minority Democrats' request.

The deal included restoring a proposed cut of about \$16.5 million to Alaska's per-student education funding formula, plus \$15 million more for other Democratic priorities like the state's university and ferry systems.

The package also restored \$30 million in pay raises for state workers -- some of which were previously agreed to in contracts -- though the money for the raises would be balanced by an unspecified \$30 million reduction that would likely lead to layoffs.

The Republican-led Senate Finance Committee on Sunday replaced that deal with their own budget that essentially eliminates all the concessions to Democrats, though they did replace the per-student education money with a one-time grant. That's a move that's opposed by education advocates, who say it creates uncertainty for school districts that rely on the annually recurring per-student funding as a baseline.

Committee co-chair Sen. Pete Kelly, R-Fairbanks, said at a hearing that he wanted to use the House-Senate budget conference committee to negotiate the concessions. He and other Republican senators on the committee said they would have a tough time supporting the concessions to House Democrats with the state facing a multibillion dollar budget deficit stemming from a crash in oil prices.

An agreement is needed between the Senate's Republican-led super-majority and the two different caucuses in the House for each chamber to clear a three-quarters voting threshold that's required to tap the billions of dollars in the Constitutional Budget Reserve.

"The budget that we received from the House -- we have at least read in the newspaper that it's a compromise that will get us a three-quarter vote. But it is a compromise that may jeopardize a three-quarter vote in the Senate," Sen. Anna MacKinnon, R-Eagle River, the other committee co-chair, said during the hearing. "What our chairman has proposed for us to do is to take us all to the bargaining table in the conference committee. So what you see us doing is establishing the goals."

House members, who took more than five weeks to come to their compromise, greeted the Senate's move with resignation. Presented with a copy of the Senate's substitute budget during the finance committee hearing, one Republican representative flipped through it and uttered a single, four-letter expletive.

"We're essentially back to where we were in day 89, day 90, day 91," said another representative, Anchorage Republican Charisse Millett, the majority leader. "I feel like the goalposts are constantly moving for the Senate majority and the House minority -- and the House majority is trying to referee."

But by the end of the day, leaders in the House Democratic and Senate Republican caucuses said they'd been making progress in private discussions.

Kelly said it was possible that if a compromise could be reached, the budget bill now on the Senate floor could be sent back to his committee for changes that would get the approval of his caucus, plus the House minority and majority.

"It would be a deal," he said. "It could be that you can pack something together really quickly in the morning."

It was not immediately clear late Sunday what the components of that compromise would be, however, with lawmakers declining to reveal the details of their discussions.

After adjourning Sunday evening, the Senate scheduled a floor session for Monday at 10 a.m. The House, meanwhile, planned to reconvene at 2 p.m. Monday.

Among the unhappy observers was Gov. Bill Walker, who issued his own statement Sunday. "I am very disappointed about the legislative impasse and gravely concerned about its impact on Alaskans."

And Jim Duncan, the executive director of the state's largest public employee union, said in an interview that the process was causing "a lot of unnecessary unrest and concern among state employees -- it just didn't have to happen."

**Source URL:** <http://www.adn.com/article/20150531/clock-ticks-toward-shutdown-alaska-legislature-cant-resolve-budget>

**Links:**

[1] <http://www.adn.com/author/nathaniel-herz>

# Alaska Dispatch News

Published on *Alaska Dispatch News* (<http://www.adn.com>)

[Home](#) > State's leave payouts in event of shutdown could exceed budget stalemate amount

Pat Forgey <sup>[1]</sup>

June 4, 2015

JUNEAU -- If Alaska takes the unprecedented step of partially shutting down state government in July, many of the 10,000 employees who would lose their jobs could also get a cash windfall -- whether they want it or not.

For years, state employees were able to save up annual or personal leave that they didn't use, and some have amassed substantial amounts, state personnel officials say. In the event an employee is laid off, for whatever reason, they have to receive the value of that leave as a cash payout.

"There's a fair amount of accrued leave built up over the years," said Sheldon Fisher, commissioner of the Department of Administration, which oversees state payroll and union contracts.

The state calculates the value of leave held by employees to be worth \$175 million, and those who are laid off will be paid the value they've each earned.

But that's not all state employees. There are about 16,000 workers in the executive branch facing possible layoffs, but only about 10,000 have received notices of possible layoffs because funding is available for some government functions. Certain departments key to the safety of the public, such as Corrections and Public Safety, are fully funded, meaning that prison guards and troopers would stay on the job, as would a selection of others.

The state's largest department, Health and Social Services, is partially funded and won't face immediate layoffs. The Legislature and Alaska Court System won't be affected at all.

That makes it difficult to get a precise estimate of the immediate cost to the state of a shutdown.

Some employees have "bumping rights," meaning that if their job is slated for layoff, their seniority may allow them to move into a remaining job.

"It's virtually impossible at this stage to know who is going to be laid off," Fisher said.

He estimated the immediate cost to the state as being in the tens of millions of dollars.

That additional expense likely exceeds the amounts that have legislative budget negotiations deadlocked and have extended the legislative session for weeks.

The state will also have to directly pay unemployment costs for laid-off state employees who file for unemployment compensation.

In normal times, all that accrued leave would still be paid, but it would likely be done so over many years as it was used, or cashed out upon departure. It would be paid out of each department's regular operating budget.

Fisher said he didn't know how this year's amount would be paid, but it might be dealt with in a supplemental budget next year, adding to that year's deficit or resulting in additional cuts.

Some laid-off employees may want or need the cash-out money, for example, for living expenses in the event of a long-term shutdown.

But others might prefer to keep the leave on the books for the flexibility it gives them, or because they don't want to pay income tax on it immediately.

But Fisher said it has to be paid.

"Unfortunately, it cannot be declined," he said.

Employees who are furloughed, rather than laid off, won't have to cash out their leave. Only exempt employees can be furloughed, Fisher said. Those covered by collective bargaining agreements will have to be paid.

Exempt employees include political appointees such as commissioners, their deputies and other top managers, along with some specialized positions.

Union officials have been dealing constantly with state officials and their own members in recent weeks to address the shutdown, if one does occur.

Gov. Bill Walker said the state is charting new ground as it develops new shutdown procedures, in contrast to Washington, D.C., where congressional dysfunction has made shutdowns a standard part of budget negotiations.

Alaska State Employees Association executive director Jim Duncan said he's been in constant contact with state officials regarding the prospect of layoffs, but they haven't raised the possibility of not doing the contractually required leave payouts.

Doing so would require renegotiating the contracts, he said.

"That's a contract provision, as part of our collective bargaining agreement," Duncan said, and any change would require a letter of agreement from the union, which represents 9,000 state workers, 7,400 of them full-time.

Duncan said he's more interested now in seeing that existing contracts are honored. A segment of the Legislature has said it wants to stop payment of a 2.5 percent cost-of-living raise, the third year of a three-year contract, following two years of 1 percent cost-of-living raises.

"We want all of our contract provisions honored," Duncan said.

Legislators have estimated the cost of providing the raises to both union and nonunion employees at \$30 million, and that's been a key sticking point in budget negotiations.

Many private companies have been moving aggressively to limit the amount of leave that can be accrued. State government has already imposed some limits, and Fisher said that when new contracts are negotiated he'll seek to continue that effort.

**Source URL:** <http://www.adn.com/article/20150604/states-leave-payouts-event-shutdown-could-exceed-budget-stalemate-amount>

**Links:**

[1] <http://www.adn.com/author/pat-forgey>

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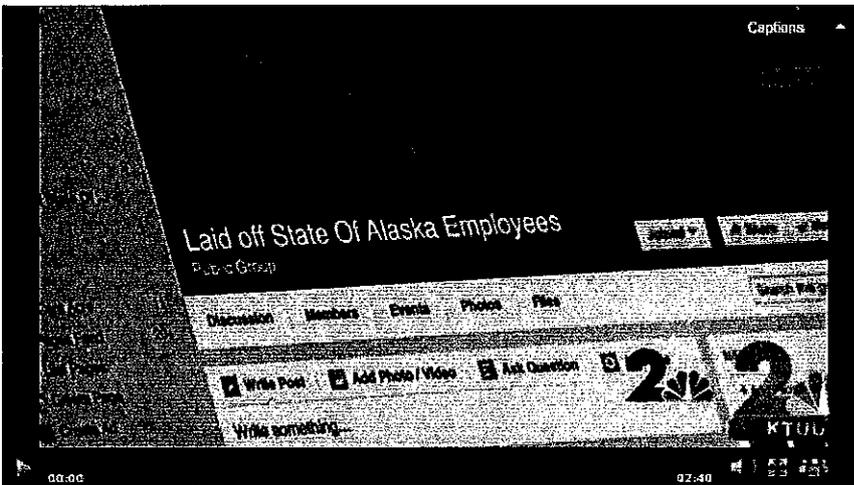
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# State workers voice frustration as layoffs loom

POSTED: 08:58 PM AKDT Jun 05, 2015 | UPDATED: 08:59 PM AKDT Jun 05, 2015

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State workers voice frustration as layoffs loom

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**ANCHORAGE** -- Social media is connecting thousands of State of Alaska employees who are facing a potential layoff.

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If the Legislature remains gridlocked over the final details of a budget agreement beyond July 1, approximately 16,000 state workers will receive layoff notices.

Even somewhat preemptive, the Facebook group "Laid Off State of Alaska Employees" created Wednesday by state worker Ira Edwards almost immediately took off

"Hopefully [lawmakers] will see that it's not just a number on a piece of paper. It's a bunch of real people they're affecting," said Edwards.

One member who posted a selfie with his potential layoff notice said his plans to buy a house are on hold now.

"I'm just not going to be comfortable signing anything until I know I've got a stable employment," said Jedediah Smith. "That's frustrating because we were excited about starting that home buying process."

Legislators are a month and a half beyond the intended end of the 90-day lawmaking session and continue to work on the budget.



## 2015 PARTIAL SHUTDOWN LAYOFF FAQ

### NOTICE TO EMPLOYEES

On May 18, 2015 Governor Walker sent a letter to State employees regarding the fiscal year 2016 budget transmitted to his Office by the Legislature and his subsequent decision to veto unfunded items. If the Legislature not pass a budget, which becomes law prior to July 1, 2015, funding will solely be available for critical positions of life, health, and safety.

In early June, State employees will receive notice of the partial-government shutdown and layoff.

To ensure timely receipt of a recall notice, all employees must subscribe to receive email and/or text updates (please use a personal email address, not your state email, as state email may be suspended during your layoff).

Click [here](#) to subscribe.

In addition, we have set up a phone number to call to retrieve a recorded message regarding the partial-shutdown. Please call 907-465-4411 or 844-465-4688 (toll free in-state).

In order to address questions employees may have as we move forward, the Division of Personnel and Labor Relations has created a [FAQ](#). We want this document to give you accurate, up-to-date information.

We will make every attempt to answer your questions. Please start with the FAQ and if you do not see the answer to your question, contact your department Human Resource staff or email [Dana Phillips](mailto:dana.phillips@alaska.gov) at [dana.phillips@alaska.gov](mailto:dana.phillips@alaska.gov).

Thank-you for your patience as we work through this unprecedented event.

- [Partial Shutdown Layoff Notice](#) (pdf)

### PARTIAL SHUTDOWN LAYOFF FAQs

- [June 5 - Layoff FAQ](#) (pdf)
- [May 29 - Layoff FAQ](#) (pdf)
- [May 28 - Layoff FAQ](#) (pdf)
- [May 22 - Layoff FAQ](#) (pdf)
- [May 20 - Layoff FAQ](#) (pdf)

### GOVERNOR'S PRESS RELEASE

[Legislature Passes Budget](#)

#### Quick Links

- [Alaska Residency](#)
- [Exit Survey](#)
- [New Employee Orientation](#)
- [Nepotism FAQ \(PDF\)](#)
- [State of Alaska Internship Program](#)
- [Workplace Alaska](#)
- [2015 Partial Shutdown FAQ](#)
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EXHIBIT D

# 2015 Partial Government Shutdown Layoff FAQ

On May 18, 2015 Governor Walker sent a letter to State employees regarding the Fiscal Year 2016 budget transmitted to his Office by the Legislature and his subsequent decision to veto unfunded items. Going forward, should the Legislature not pass a fully funded budget prior to July 1, 2015, funding will solely be available for critical positions of life, health, and safety. In early June a majority of State employees will receive a layoff notice.

The following is a general summary of questions to address the potential partial government shutdown; as we continue to get more answers, we will update the FAQ, please check back for additional information. Your department Human Resource staff or your Union reps are also available to answer specific questions.

New or updated answers are indicated by



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Please note, at this time it is not anticipated that the partial shutdown will impact employees of DPS, DOC, and HSS. Please contact your department Human Resource department staff for questions about your individual position.

## Who can help answer specific or individual questions?

Your department Human Resource staff is available to help answer individual questions and discuss your individual circumstances. Below is a link to other resources which may be helpful leading up to the partial-shutdown.

- Department Human Resource Staff <http://doa.alaska.gov/dop/serviceCenters/contact/>
- Your Union <http://doa.alaska.gov/dop/LaborRelations/unionContactList/>
- Retirement and Benefits <http://doa.alaska.gov/drb/>  
R&B has a partial shutdown FAQ on its website  
<http://doa.alaska.gov/drb/headlines/2015/05/28/layoff-faq-pension-plans/index.html#.VWiaakZrOAh>
- Workers Compensation <http://labor.alaska.gov/wc/home.htm>  
\*WC has partial shutdown FAQ on its website under the "What's New" section

ELW E

- Unemployment [http://labor.alaska.gov/esd\\_unemployment\\_insurance/home.htm](http://labor.alaska.gov/esd_unemployment_insurance/home.htm)  
\*UI has a partial shutdown FAQ on its website. The direct link is:  
[http://labor.alaska.gov/esd\\_unemployment\\_insurance/Partial Shutdown Layoff UI FAQ.pdf](http://labor.alaska.gov/esd_unemployment_insurance/Partial_Shutdown_Layoff_UI_FAQ.pdf)
- Employee Assistance Program  
<http://doa.alaska.gov/drb/alaskaCare/employee/information/eap.html>

If you are a classified employee, please make sure to read the provisions of your collective bargaining agreement (your union is also available for questions). Partially Exempt employees should review the Personnel Rules. Exempt employees should review department policies.

## **BIG QUESTIONS**

### **Who will receive layoff/furlough notices?**

Most State employees will receive a layoff notice. This includes but is not limited to: classified, partially exempt, exempt, excluded employees, non-permanent employees, interns, and Alaska Marine Highway System vessel employees. However, certain employees will be retained to protect the life, health, and safety needs of Alaskans during the partial-shutdown (DPS, DOC, and HSS, for example). Note: these notices will be sent to the address on file with the State.



### **I have heard that my Department, Division, or position will remain open and working during the partial-shutdown, can I ignore my layoff/furlough notice?**

No. You will receive a letter or email officially rescinding the layoff/furlough notice. Until you receive such notice, the layoff/furlough stands.

### **How will I be notified when to return to work after the partial-shutdown?**

To ensure timely receipt of a recall notice, all employees must subscribe to receive email or text updates by close of business July 2, 2015; please visit the Department of Administration website: <http://doa.alaska.gov/> to sign up (note: personal email address and cell phone should be used). In addition, we have set up a phone number to call to retrieve a recorded message regarding the partial-shutdown; call 907-465-4411 (in Juneau) or 844-465-4688 (toll free in-state).

## Classified Employees

### General Information

**1. How much advance notice of layoff must be given?**

Permanent employees: Every effort will be made to give thirty (30) calendar days' written notice before the effective date of layoff. At the very least, ten (10) working days' notice will be given.

Probationary employees: Every effort will be made to give ten (10) working days' written notice before the date of layoff.

**2. When are layoff rights effective?**

Layoff rights are effective on the day after the employee's last day of work. For example, if the employee's last day of work is July 1, the employee is placed in layoff status with all associated layoff rights effective July 2.

**3. What day will I be laid off?**

The effective date will be July 2, 2015.

**4. How long will I be laid off?**

Until the Legislature passes a budget, which become law (Governor's signature or legal timeframes met).

**5. When will I know for sure whether I'm going to be laid off?**

You will receive the layoff notice in early June 2015. The fiscal year ends, as well as funding, at 11:59pm, June 30, 2015. Unless funding is restored, your layoff will be effective July 2, 2015.

**6. Will State Employees have to reapply for their jobs when it's time to come back?**

No. Employees will be recalled back to work.

**7. If I'm laid off, will I have recall rights? What are those rights?**

Individual collective bargaining agreements should be reviewed. Under most collective bargaining agreements, employees are placed on the layoff list for their current department, job class, location, position status (full-time, part-time, or seasonal), and bargaining unit.

**8. How long do layoff rights last?**

Layoff rights will last for up to two (2) or three (3) years (varies by agreement).



**9. People are talking about “bumping rights,” what are these?**

Laid off employees have certain rights under their collective bargaining agreement. This may include the ability to “bump” a less senior employee and move in to their position/job. There are very specific rules about bumping, please read your collective bargaining agreement to see what rules apply to you. Your Union and Human Resources staff can also answer specific questions.

**10. Who should I notify with my change of address and information?**

It is important that we have your correct contact information. To update your information, please complete the Address Change Form on the Division of Personnel & Labor Relations Website.

<http://doa.alaska.gov/dop/docpool/pdf/stdforms/AddressAuthorization.pdf>

**11. Once notified of recall, how much time do I have to report back to work?**

In general, the State will expect employees to return to work as soon as possible after receiving the recall notice. Specific information related to this will be included in the recall notice. Employees are also encouraged to refer to the layoff provisions of their collective bargaining agreement or contact their union representatives.

**12. Will employees be able to apply for unemployment?**

Yes. While laid off, you may be eligible for Unemployment Insurance (UI) benefits. For information about UI benefits, consult the Department of Labor and Workforce Development, Unemployment Insurance Program resources at [http://www.labor.state.ak.us/esd\\_unemployment\\_insurance/home.htm](http://www.labor.state.ak.us/esd_unemployment_insurance/home.htm)

To file a UI claim, log on to myAlaska.com and click on “Unemployment Insurance Benefits”. For employment assistance or to register and look for work, please visit [jobs.alaska.gov](http://jobs.alaska.gov) or call 877-724-2539.

**13. Why don’t you just furlough staff instead of laying them off?**

The current collective bargaining agreements do not allow the State to automatically place employees on furlough.

**14. If I’m laid off while I’m in the middle of a task that needs to be completed (such as a field survey), can I complete that work despite my layoff?**

No. All work will need to cease on the effective date of the layoff.

**15. If I'm traveling for the state, can I complete that travel despite my layoff?**

No. All travel will need to be completed by 11:59pm on June 30, 2015.

**16. I am a new employee in probationary status. How will this affect my probationary period?**

Your probationary period will be moved 1 month for every 23 days of leave without pay you have in a leave year (December 16 – December 15). Time in layoff status is considered leave without pay for this purpose.

**17. I recently accepted a position and I am currently in probationary status, however, I have permanent status in another job. How will this affect me? Can I go back to my old job?**

No. Layoff is applicable to your current job classification. Generally speaking, employees do not have rights to other job classifications (bumping, etc.) unless specified in their current collective bargaining agreement.

*Benefits, Pay & Leave*

**18. If I'm laid off, when will I receive my last paycheck? Will workers be around to process that paycheck?**

The Department of Administration will retain staff to ensure that employees will receive their last paycheck, which will be received by mid-July.

**19. Will those who have to work continue to receive pay?**

Yes. They will continue to be paid in accordance with applicable collective bargaining agreement or pay plan.

**20. Will state employees who are laid off due to the partial-shutdown get paid eventually? Even if they were not working?**

No. Employees on layoff will not get paid for time during the partial-shutdown.

**21. What happens to my health coverage when laid off??**

Layoffs will commence July 2, therefore, employees who are in pay status July 1 will have health insurance coverage through the month of July. If a budget is not passed and layoffs continue beyond July 31, the following provisions apply:

GGU and LTC: Coverage ends on the last day of the month in which you last worked. Contact the following plan or Trust Administrator for information on continuing health insurance while on layoff.

- ASEA Union Benefits Trust Administrator 1-866-553-8206
- LTC Trust Administrator 907-276-7611

SU and CEA Employees: Coverage ends thirty (30) calendar days from the effective date of layoff. Contact Retirement and Benefits at 907-465-4460 or 1-800-821-2251 for more information on continuing your health and life insurance while on layoff.

**COBRA:** For questions related to COBRA, please visit the Retirement & Benefits website, or your union's health trust. <http://doa.alaska.gov/drb/cobra/cobraInfo.html>.

**22. I have previously scheduled vacation on July 1, do I need to change that and come in to work in order to get health insurance? What if I am on my RDO?**

You do not have to make any changes, leave and RDO are considered pay status.

**23. I am currently on Family Medical Leave (FMLA/AFLA). Will my FMLA/AFLA continue while in layoff? Will my Family Medical Leave entitlements start over upon recall?**

A layoff terminates FMLA/AFLA entitlements. Whether family leave entitlements will start over upon recall will depend in part on how long the layoff lasts. The length of the layoff could also affect whether any family leave entitlements are available after recall. **For more information or to discuss your individual situation please contact your department HR staff.**

**24. What happens to my leave accounts when laid off?**

Annual/Personal Leave

You will receive a lump sum payment for your accrued annual/personal leave balance.

Sick/Excess Sick Leave

If you have a sick or medical leave bank, your balance will remain intact while you are laid off and will be available for use if you return to employment within the period of your layoff rights. If you do not return to work within the period of your layoff rights, you will be separated and your sick leave balance will be canceled.

**25. Can I cash in my leave?**

Yes. You can cash in your leave prior to the first day of the partial-shutdown.

**26. If I cash out my leave now and a partial shutdown does not occur, can I have the leave put back into my account (buying back leave)?**

No.



**27. If I cash out my leave now and change my mind or get notice that the partial shutdown will not occur or my layoff is rescinded, can I cancel my request.**

No, once submitted, a request cannot be cancelled.

**28. What happens to my Flex Time?**

Flex time will be lost and cannot be re-credited to you once the partial-shutdown ends.

**29. What happens to my Compensatory Time (Comp Time)?**

You will receive a lump sum payment for your compensatory time.

**30. I am currently scheduled for a vacation during the layoff dates. Will I still receive pay? Can I still take my vacation?**

No, personal/annual and sick leave will not be processed or paid out during the partial shutdown. Note: if you have vacation scheduled, we encourage you to discuss this with your supervisor prior to July 2, in case you receive a recall notice while on vacation.

**31. If my leave is cashed out, what happens when I return to work and need to take leave or have a vacation scheduled?**

Decisions about granting leave requests have been (if already scheduled) or will be made by your supervisor. If you do not have leave, you will be placed in Leave Without Pay (LWOP) Status. It is important to discuss leave and LWOP status with your supervisor and/or department Human Resource staff.

**32. I was already planning on retiring, what should I do now? How will the layoff affect my retirement?**

Please consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit <http://doa.alaska.gov/drb/>.

**33. Will Retirees continue to receive their benefits?**

Yes.



**34. If I'm laid off, what will happen to my retirement, SBS, and deferred compensation accounts?**

You are strongly encouraged to consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit <http://doa.alaska.gov/drbc/>. For specific questions on Deferred Compensation please email [doa.drbc.dcp@alaska.gov](mailto:doa.drbc.dcp@alaska.gov). Note: it is possible to roll leave into your deferred compensation account; however, this must be done prior to **June 30**. Please contact Deferred Compensation for assistance.



**35. I currently reside in state housing, what will happen during the partial-shutdown?**

Please contact your Union and your department Human Resource staff to discuss your individual situation.

*Other*

**36. What will happen to my Pay Increment and Merit Anniversary Date?**

Your date will be moved 1-month for every 23 days of leave without pay in a leave year (December 16 – December 15), including layoff.

**37. If I'm laid off, will I need to return all building keys, identification cards, and other state property?**

Yes. You will need to return **all** state property, such as, building keys, identification cards, computers, cellular phones, and travel/purchase/credit cards, etc.

**38. Will I need to remove all of my personal property from my office?**

No. You do not need to remove your personal items from your work space. Please take home any personal items of value or secure them in a locked portion of your desk while you are gone.

**39. What happens to my state email?**

Your state email will be put in suspended status and you will not be able to access it during the partial-shutdown.



**40. I am a notary, what happens to my notary commission if I am laid off?**

Please contact the state notary office for questions about your individual notary status. <http://ltgov.alaska.gov/treadwell/notaries.html>.

**41. Can I volunteer to come back and work during the lay off period?**

No, under federal law, employees may not work during layoff. Note: State emails will be suspended during layoff and will be reactivated upon return.

**42. If I accept a non-state job while laid off, am I required to complete an Ethics Disclosure: Outside Employment/Services form?**

No.

**43. Will the Legislative staff be laid off?**

The Legislature operates under a different set of rules. Questions related to legislative staffing will need to be forwarded to the appropriate legislative contact.

**44. Will the Court staff be laid off?**

The Court operates under a different set of rules. Questions related to court staffing will need to be forwarded to the appropriate court contact.

**45. Will you layoff University employees?**

Although the budget for Alaska's universities has been reduced, personnel matters are handled by the university system. These employees need to refer their questions to their union and/or respective University.

**Additional Provisions for AMHS Employees**

\*Note: Because AMHS employees are considered exempt but also have a Collective Bargaining agreement, many of the provisions above will apply. Please read your Collective Bargaining Agreement and contact your Union or Human Resource staff if you have questions.

**46. I am an AMHS employee. Will I be laid off?**

AMHS vessel employees are exempt employees that are unionized. AMHS vessel employees have limited layoff provisions in your collective bargaining agreements. All AMHS vessel employees will be laid off. Only employees needed to maintain the safety of the vessel will be recalled. Please contact your Human Resource staff or Union for further information.

**47. What happens to my health coverage when laid off??**

Layoffs will commence July 2, therefore, employees who are in pay status July 1 will have

health insurance coverage through the month of July. If a budget is not passed and layoffs continue beyond July 31, COBRA is available. For questions related to COBRA, please visit the Retirement & Benefits website: <http://doa.alaska.gov/drb/cobra/cobraInfo.html>.

For Master Mates and Pilots, if you have further questions please contact your trust, at 1-877-667-5522

### **Non-Permanent Employees**

**48. What will happen to me during the partial shutdown?**

Non-Permanent employees do not have layoff rights. Non-permanent employees will not work until otherwise directed during the partial-shutdown.

**49. I am a long-term non-permanent (LTNP) employee. Will I have health insurance?**

Layoffs will commence July 2, therefore, employees who are in pay status July 1 will have health insurance coverage through the month of July. If a budget is not passed and layoffs continue beyond July 31, COBRA is available. For questions related to COBRA, please visit the Retirement & Benefits website: <http://doa.alaska.gov/drb/cobra/cobraInfo.html>.

**50. I am a long-term non-permanent (LTNP) employee. What will happen to my leave?**

Leave cash-in requests will need to be submitted to the Payroll Office no later than June 30<sup>th</sup>. Any leave not cashed out by June 30 will remain in your leave bank for use once the partial shutdown ends. However, you will not be able to use or cash in any leave during the partial-shutdown. Note: Please speak to your department Human Resources staff if you have questions about the status of your non-perm position.

### **Student, College, Graduate Interns, and Volunteers**

**51. What will happen to me during the partial shutdown?**

Interns (Student, College, Graduate) and volunteers do not have layoff rights. These employees will not work until otherwise directed during the partial-shutdown.

## Partially Exempt Employees

### **52. I am a Partially Exempt employee. Will I be laid off?**

Partially Exempt employees do not have a collective bargaining agreement, and the personnel regulations regarding layoff do not apply to Partially Exempt employees. However, most partially exempt employees will not report to work during the partial shutdown, nor will you be paid during the partial shutdown. Partially exempt employees will be in furlough status for 10 working days (per the Personnel Rules). After that time, partially exempt employees will not return to work until called back.

### **53. What day will furlough begin?**

The effective date will be July 2, 2015.

### **54. How long will the shutdown last?**

Until the Legislature passes a budget, which become law (Governor's signature or legal timeframes met).

### **55. When will I know for sure whether I am affected by the shutdown?**

You will receive the notice in early June 2015.

### **56. Can I volunteer to come back and work during the shutdown?**

No.

### **57. If I'm traveling for the state, can I complete that travel despite the partial-shutdown?**

No. All travel will need to be completed by 11:59pm on June 30, 2015.

### **58. When will I receive my last paycheck? Will workers be around to process that paycheck?**

The Department of Administration will retain staff to ensure that employees will receive their last paycheck, which will be received by mid-July.

### **59. Will those who have to work continue to receive pay?**

Yes. They will continue to be paid in accordance with applicable collective bargaining agreement or pay plan.

**60. Will state employees who do not work during the partial-shutdown get paid any or all of their lost salary eventually?**

No.

**61. How will I be notified when to return to work?**

To ensure timely receipt of a recall notice, all employees must subscribe to receive email or text updates by close of business July 2, 2015; please visit the Department of Administration website: <http://doa.alaska.gov/> to sign up (note: personal email address and cell phone should be used). In addition, we have set up a phone number to call to retrieve a recorded message regarding the partial-shutdown; call 907-465-4411 or 844-465-4688 (toll free in-state). We encourage employees who do not have email or text capability to call the listed phone numbers frequently.

**62. Who should I notify with my change of address and information?**

It is important that we have your correct contact information. To update your information, please complete the Address Change Form on the Division of Personnel & Labor Relations Website.

<http://doa.alaska.gov/dop/docpool/pdf/stdforms/AddressAuthorization.pdf>

**63. Once notified of recall, how much time do I have to report back to work?**

In general, the State will expect employees to return to work as soon as possible after receiving the recall notice. Specific information related to this will be included in the recall notice. Please work with your Human Resource staff if you anticipate any issues.

**64. Will employees be able to apply for unemployment?**

Yes. During the partial shutdown, you may be eligible for Unemployment Insurance (UI) benefits. For information about UI benefits, consult the Department of Labor and Workforce Development, Unemployment Insurance Program resources at [http://www.labor.state.ak.us/esd\\_unemployment\\_insurance/home.htm](http://www.labor.state.ak.us/esd_unemployment_insurance/home.htm)

To file a UI claim, log on to myAlaska.com and click on “Unemployment Insurance Benefits”. For employment assistance or to register and look for work, please visit [jobs.alaska.gov](http://jobs.alaska.gov) or call 877-724-2539.

**65. Will I have health insurance while on during the partial-shutdown?**

Employees who are in pay status July 1 will have health insurance coverage through the month of July. If a budget is not passed and the partial shutdown continues beyond July 31, COBRA is available. For questions related to COBRA, please visit the Retirement & Benefits website: <http://doa.alaska.gov/drb/cobra/cobraInfo.html>.

66. I have previously scheduled vacation on July 1, do I need to change that and come in to work in order to get health insurance? What if I am on my RDO?

You do not have to make any changes, leave and RDO are considered pay status.



67. I am currently on Family Medical Leave (FMLA/AFLA). Will my FMLA/AFLA continue during the partial shutdown? Will my Family Medical Leave entitlements start over upon recall?

FMLA/AFLA entitlements for partially exempt and exempt employees may continue during the partial shutdown. The length of the partial shutdown may affect entitlements. For more information or to discuss your individual situation please contact your department HR staff.

68. What will happen to my Pay Increment and Merit Anniversary Date?

Your date will be moved 1-month for every 23 days of leave without pay in a leave year (December 16 – December 15).

69. Can I cash in my leave?

Yes. You can cash in your leave prior to the first day of the partial-shutdown.

70. If I cash out my leave now and a partial shutdown does not occur, can I have the leave put back into my account (buying back leave)?

No.



71. If I cash out my leave now and change my mind or get notice that the partial shutdown will not occur or my furlough notice is rescinded, can I cancel my request.

No, once submitted, a request cannot be cancelled.

72. Will my leave bank remain intact during the partial-shutdown?

Yes. Any leave not cashed in by June 30, 2015 will remain in your personal leave bank. However, you will not be able to use or cash in any leave during the partial-shutdown.

73. I am currently scheduled for a vacation after July 1. Will I still receive pay? Can I still take my vacation?

No, personal/annual and sick leave will not be processed or paid out during the partial shutdown. Note: if you have vacation scheduled, we encourage you to discuss this with your supervisor prior to July 2, in case you receive a recall notice while on vacation.

**74. I was already planning on retiring, what should I do now? How will the partial-shutdown affect my retirement?**

Please consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit <http://doa.alaska.gov/drb/>.



**75. If I'm laid off, what will happen to my retirement, SBS, and deferred compensation accounts?**

You are strongly encouraged to consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit <http://doa.alaska.gov/drb/>. For specific questions on Deferred Compensation please email [doa.drb.dcp@alaska.gov](mailto:doa.drb.dcp@alaska.gov). Note: it is possible to roll leave into your deferred compensation account; however, this must be done prior to **June 30**. Please contact Deferred Compensation for assistance.

**76. Do I have to turn in my state equipment during the partial-shutdown?**

Yes. You will need to return **all** state property, such as, building keys, identification cards, computers, cellular phones, and travel/purchase/credit cards, etc.

**77. Can I work for another employer during the partial-shutdown?**

It depends; any requests to engage in outside employment must be submitted on the Outside Employment Ethics Form for consideration and approval. **Please discuss your individual situation or plans with your department Human Resources staff.** Note: attorneys and certain other employees may have internal policies on when outside employment may occur and disclosure forms may be required, please contact your department Human Resource staff to discuss you particular situation.

**Exempt Employees**

**78. I am an Exempt employee. Will I be laid off?**

Exempt employees do not have a collective bargaining agreement, and the personnel regulations regarding layoff do not apply to Exempt employees. Please check with your agency regarding your status during the partial shutdown. Most Exempt employees will not report to work during the partial shutdown unless directed to do so, nor will you be paid during the partial shutdown. Exempt employees will be notified when they may return to work.

**79. What will be my last day of work?**

The effective date will be July 2, 2015.

**80. How long will the shutdown last?**

Until the Legislature passes a budget, which become law (Governor's signature or legal timeframes met).

**81. When will I know for sure whether I am affected by the shutdown?**

You will receive the notice in early June 2015.

**82. Can I volunteer to come back and work during the lay off period?**

No.

**83. How will I be notified when to return to work?**

To ensure timely receipt of a recall notice, all employees must subscribe to receive email or text updates by close of business July 2, 2015; please visit the Department of Administration website: <http://doa.alaska.gov/> to sign up (note: personal email address and cell phone should be used). In addition, we have set up a phone number to call to retrieve a recorded message regarding the partial-shutdown; call 907-465-4411 or 844-465-4688 (toll free in-state). We encourage employees who do not have email or text capability to call the listed phone numbers frequently.

**84. Who should I notify with my change of address and information?**

It is important that we have your correct contact information. To update your information, please complete the Address Change Form on the Division of Personnel & Labor Relations Website.

<http://doa.alaska.gov/dop/docpool/pdf/stdforms/AddressAuthorization.pdf>

**85. Once notified of recall, how much time do I have to report back to work?**

In general, the State will expect employees to return to work as soon as possible after receiving the recall notice. Specific information related to this will be included in the recall notice. Please work with your Human Resource staff if you anticipate any issues.

**If I'm traveling for the state, can I complete that travel despite the partial-shutdown?**

No. All travel will need to be completed by 11:59pm on June 30, 2015.

**86. When will I receive my last paycheck? Will workers be around to process that paycheck?**

The Department of Administration will retain staff to ensure that employees will receive their last paycheck, which will be received by mid-July.

**87. Will those who have to work continue to receive pay?**

Yes. They will continue to be paid in accordance with applicable collective bargaining agreement or pay plan.

**88. Will state employees who do not work during the partial-shutdown get paid any or all of their lost salary eventually?**

No.

**89. Will I have health insurance during the partial-shutdown?**

Employees who are in pay status July 1 will have health insurance coverage through the month of July. If a budget is not passed and the partial shutdown continues beyond July 31, COBRA is available. For questions related to COBRA, please visit the Retirement & Benefits website: <http://doa.alaska.gov/drb/cobra/cobraInfo.html>.

**90. I have previously scheduled vacation on July 1, do I need to change that and come in to work in order to get health insurance? What if I am on my RDO?**

You do not have to make any changes, leave and RDO are considered pay status.



**91. I am currently on Family Medical Leave (FMLA/AFLA). Will my FMLA/AFLA continue during the partial shutdown? Will my Family Medical Leave entitlements start over upon recall?**

FMLA/AFLA entitlements for partially exempt and exempt employees may continue during the partial shutdown. The length of the partial shutdown may affect entitlements. **For more information or to discuss your individual situation please contact your department HR staff.**

**92. What will happen to my Pay Increment and Merit Anniversary Date?**

Your date will be moved 1-month for every 23 days of leave without pay in a leave year (December 16 – December 15).

**93. Can I cash in my leave?**

Yes. You can cash in your leave prior to the first day of the partial-shutdown.

94. If I cash out my leave now and a partial shutdown does not occur, can I have the leave put back into my account (buying back leave)?

No.



95. If I cash out my leave now and change my mind or get notice that the partial shutdown will not occur or my furlough notice is rescinded, can I cancel my request.

No, once submitted, a request cannot be cancelled.

96. Will my leave bank remain intact during the partial-shutdown?

Yes. Any leave not cashed in by June 30, 2015 will remain in your personal leave bank. However, you will not be able to use or cash in any leave after June 30, 2015.

97. I am currently scheduled for a vacation after July 1. Will I still receive pay? Can I still take my vacation?

No, personal/annual and sick leave will not be processed or paid out during the partial shutdown. Note: if you have vacation scheduled, we encourage you to discuss this with your supervisor prior to July 2, in case you receive a recall notice while on vacation.

98. I was already planning on retiring, what should I do now? How will the partial-shutdown affect my retirement?

Please consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit <http://doa.alaska.gov/drb/>.



99. If I'm laid off, what will happen to my retirement, SBS, and deferred compensation accounts?

You are strongly encouraged to consult with a Retirement & Benefits Counselor. You may schedule an appointment with a Retirement & Benefits Counselor by calling (907) 465-4460 or visit <http://doa.alaska.gov/drb/>. For specific questions on Deferred Compensation please email [doa.drb.dcp@alaska.gov](mailto:doa.drb.dcp@alaska.gov). Note: it is possible to roll leave into your deferred compensation account; however, this must be done prior to **June 30**. Please contact Deferred Compensation for assistance.

100. Do I have to turn in my state equipment during the partial-shutdown?

Not necessarily, however, you will want to discuss with your supervisor any specific requirements.

**101. Can I work for another employer during the partial-shutdown?**

It depends; any requests to engage in outside employment must be submitted on the Outside Employment Ethics Form for consideration and approval. **Please discuss your individual situation or plans with your department Human Resources staff.** Note: attorneys and certain other employees may have internal policies on when outside employment may occur and disclosure forms may be required, please contact your department Human Resource staff to discuss you particular situation.

**Sheehan, Kate E (DOA)**

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**From:** Commissioners Office, DOA (DOA sponsored)  
**Sent:** Friday, May 22, 2015 9:36 AM  
**To:** Commissioners Office, DOA (DOA sponsored)  
**Subject:** FAQ for Personnel Issues Regarding the Partial Shutdown  
**Attachments:** From the Desk of the Governor



### A MESSAGE FROM THE COMMISSIONER'S OFFICE

Dear State Employees:

I want to update you on personnel issues regarding the partial shutdown of state government. As you know, from the Governor's letter on Monday (example attached), the Governor vetoed the unfunded items for fiscal year 2016 in HB 72—the budget bill, prioritizing life, health, and safety. The Governor also noted that if we do not have a fully funded budget by the end of May, we have the contractual and moral obligation to send out layoff notices to employees in early June.

I know there are many questions each of you have about how this will affect you and your family. The Department of Administration-Division of Personnel and Labor Relations has put a Frequently Asked Questions (FAQ) on their website. You can access the FAQ at the following link:

[http://doa.alaska.gov/dop/fileadmin/Human\\_Resource\\_Services/pdf/LayoffShutdownFAQ-20150519.pdf](http://doa.alaska.gov/dop/fileadmin/Human_Resource_Services/pdf/LayoffShutdownFAQ-20150519.pdf)

We will make every effort to update the FAQ as questions come up, so you might want to keep checking back. If we haven't answered your specific question on the FAQ, please check with your Human Resources Manager and if you still have a question, please email Dana Phillips at [dana.phillips@alaska.gov](mailto:dana.phillips@alaska.gov). Until we have a resolution to the budget, I will send you an update each Friday with information.

Thank you for all you do every day. We are committed to working with you to work through all the issues of a partial government shutdown.

Sincerely,

Sheldon Fisher

WYB0017     F

Commissioner  
Department of Administration

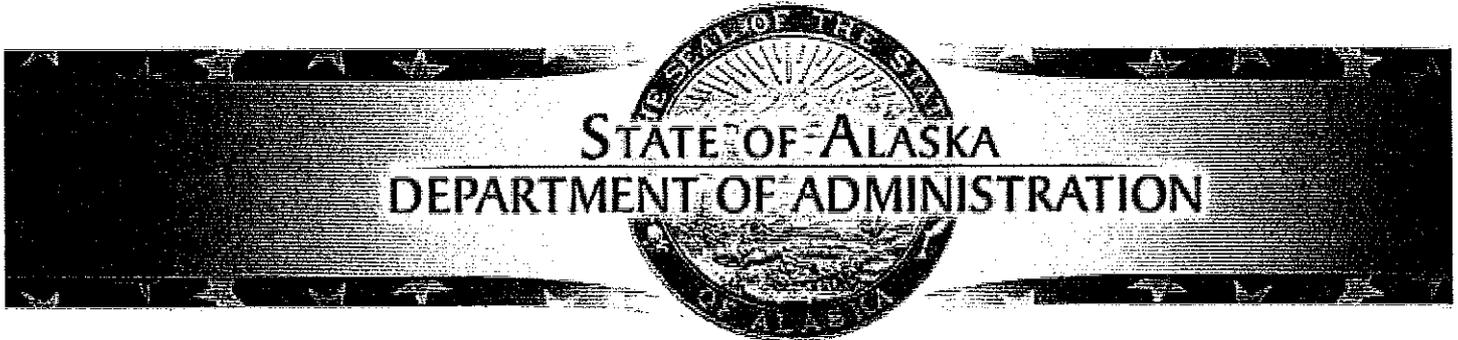
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**Sheehan, Kate E (DOA)**

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**From:** Commissioners Office, DOA (DOA sponsored)  
**Sent:** Friday, May 29, 2015 3:46 PM  
**To:** SOA All employees  
**Subject:** Update on Possible Partial Shut Down

**Follow Up Flag:** Follow up  
**Flag Status:** Completed



## A MESSAGE FROM THE COMMISSIONER'S OFFICE

Dear State Employee:

I want to update you on the partial government shut down. I will continue to send updates on Fridays until there is a resolution to this issue.

On Monday, June 1, we'll be sending letters to most state employees about possible layoffs. Again, the layoffs are not a reflection of the work you do every day to make Alaska the great state it is. This action is being taken with an abundance of caution and solely due to the status of the Fiscal Year 2016 budget.

We have updated the [FAQ](#) on the Division of Personnel website since last week—thanks to all of you who sent in great questions. If you have more questions after reading the [FAQ](#), please send an email to Dana Phillips at [dana.phillips@alaska.gov](mailto:dana.phillips@alaska.gov).

We have set up a phone line for updates: 465-4411 or 844-465-4688. In addition, we need you to sign up for text/email updates [HERE](#). We will alert you to changes in employment status by email and text after July 2.

If you have questions about whether you'll be called back into service before the July 1 deadline, please see your division director. They will have the most up-to-date information for your department.

Thanks for your patience as we work through all the steps to partially shut down the government. I know this has been a stressful time for many of you. We are here to answer any questions you may have.

Sincerely,

Sheldon Fisher  
Commissioner  
Department of Administration

You can find additional information here:

How Workers Compensation will be affected in a partial shut down

How Unemployment Insurance will be affected in a partial shut down

How Retirement and Benefits will be affected in a partial shut down

**Sheehan, Kate E (DOA)**

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**From:** Commissioners Office, DOA (DOA sponsored)  
**Sent:** Monday, June 01, 2015 2:01 PM  
**To:** Commissioners Office, DOA (DOA sponsored)  
**Subject:** Department of Administration Impacts From a Partial Government Shutdown



**FOR IMMEDIATE RELEASE**

**No. 15-03**

## **Department of Administration Impacts From a Partial Government Shutdown**

June 1, 2015, Juneau, AK - In anticipation of a partial government shutdown the Department of Administration (DOA) has worked to provide planning and communication tools to agencies and employees so that critical state services needed for life, health, and safety of Alaskans are not compromised. The department has the unique role of providing services to other state agencies and state employees as well as to the public.

"No one wants a shutdown. In the perspective of the larger budget, the remaining issues are relatively modest. It is helpful to recognize that as the threat of a shutdown approaches, we have reached the point where the time spent by employees preparing for the shutdown, distracted by the shutdown or talking about the shutdown will consume any savings the legislature might hope to extract in the remaining negotiations," stated DOA Commissioner Sheldon Fisher. "I share Governor Walker's hope that the legislature will reach a compromise on the budget bill soon so that state agencies can return to focusing on right-sizing government. "

Specifically within DOA the following services would be diminished or discontinued throughout the duration of a partial government shutdown:

- Delay or cancel vendor purchasing and payments on supplies - across the entire state this will impact many small businesses that rely on an estimated \$1.7 million daily in state contracts
- Hundreds of state leases will not be paid in full for the duration of the closure, potentially creating hardship for private lessors and taking several million dollars out of the economy for each month the shutdown persists
- Critical state I/T and communications equipment would go unmaintained and reliability of those services would decrease
- The Office of Public Advocacy would limit advancing appeals and their caseload backlogs will grow with the elimination of support staff during the shutdown
- The Public Defender Agency would see their caseload backlogs grow
- Reaction time for emergency support services delivered by DOA would be impaired
- Progress on the state's new financial and payroll administrative system , the Integrated Resource Information System or IRIS, replacing 30+ year old legacy systems will be halted right at the critical juncture of implementation after years hard work, imposing additional costs and delays to a \$80+ million dollar investment
- Skeleton crews will be established in divisions such as Personnel, Finance, General Services, Risk Management, and Enterprise Technology Services to support only those state functions related to life, health, and safety
- Alaska Public Offices Commission (APOC), tasked with oversight on elected officials and lobbyist, would not have staff to process cases and would therefore close for the duration of the shutdown
- Administrative appeals would largely go unscheduled if not funded through federal programs
- Bargaining of labor contracts would cease until government reopens this function
- Employee grievances and (grievances and) letters of agreement will not have agency staff to respond
- Grant to supply "blind-friendly" accessibility to news and information services would no longer be available
- Access to state surplus goods would not be available
- Alaska Public Broadcasting Commission would not receive any grant funds for local TV or radio
- State employee recruitment resources will be slowed to a near standstill for current and future job seekers

DOA agencies that rely on program receipts of those who use the service will not be affected by the partial shutdown including the Alaska Division of Motor Vehicles (DMV), Alaska Oil and Gas Conservation Commission (AOGCC), and Violent Crimes Compensation Board. Additionally the Division of Retirement and Benefits will continue to process remaining state employee and all retiree benefits with health trust dollars that are unaffected by the legislative inaction.

As it is essential for life, health, and safety, all security services for state agencies would be continued to ensure the safety and well-being of state staff and property during the shutdown.

In the event of a partial shutdown the remaining staff at the Department of Administration will continue providing personnel updates and layoff information to state employees separated from service through their primary website, [www.DOA.alaska.gov](http://www.DOA.alaska.gov) and the toll-free hotline 844-465-4688.

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## Sheehan, Kate E (DOA)

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**From:** Alaska Governor Bill Walker (GOV sponsored)  
**Sent:** Tuesday, June 02, 2015 10:32 AM  
**Subject:** Potential Shutdown

Dear State of Alaska Employee:

This week many of you will receive a letter in the mail notifying you of a possible layoff if the Legislature does not pass a fully funded budget by July 1. I regret that we had to take this action.

As your Governor, I am proud of the important work that you do every day, and I have the utmost respect for you. We worked hard to get a resolution to the budget before June 1, but as of Monday, June 1, the Legislature remains deadlocked. We are contractually and morally obligated to send the letters alerting you to a possible partial shutdown.

I know this is a very stressful time for you and your families. I understand the shutdown will cause real problems, not just for our state, but for you personally. I am committed to working with the Legislature to find an acceptable resolution to our budget before the July 1 deadline so none of you have to miss any work. It is not in the best interest of our state to shut down partially or even for a few days.

On Monday, I engaged the services of one of the best mediators in Alaska to facilitate the budget negotiations. I will continue to work overtime to come up with any creative solutions to bring the sides together to get a compromise that fully funds our budget.

My Department of Administration will continue to update you about the logistics of a shutdown. I encourage you to also speak with your departments for any information or help you need.

Thank you for your service to Alaska.

Sincerely,

**Governor Bill Walker**  
**State of Alaska**

Capitol Building, Third Floor  
Juneau, AK 99811  
[www.gov.alaska.gov](http://www.gov.alaska.gov)

## Sheehan, Kate E (DOA)

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**From:** Rybkowski, Erin N (DOA)  
**Sent:** Tuesday, June 02, 2015 3:58 PM  
**To:** SOA HR Leads  
**Cc:** Sheehan, Kate E (DOA); Sutch, Nancy A (DOA); Neal, Nicki L (DOA); Day, Pamela C (DOA)  
**Subject:** Layoff "All Hand On Deck"

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good afternoon,

We are prepping to have all hands on deck for layoff point calculations (LPC). To best prepare for this situation we are going to be doing LPC training tomorrow (6/3/15) and on Thursday (6/4/15) for classification staff and a few others. Recruitment staff participated in a similar training at the Recruitment Meeting on February 20<sup>th</sup> but we will open it up for a refresher for those who feel they need it and for those staff who were not able to attend that meeting. Please let me know if you plan on having someone attend and which day either 6/3 or 6/4. I need this information by **4:30 TODAY** so I can prepare the final schedule given limited space and because it will be in different rooms and starting at different times on both days.

6/3/15 10:30 SOB 9<sup>th</sup> Floor Conf. Room C West  
6/4/15 1:00 SOB 9<sup>th</sup> Floor Conf. Room A South

Our hope is this training will go over everything and then participants will be doing at least one file by themselves if not more depending on information received to DOP. I cannot full guarantee how long they will be gone at this point but I will do my best to communicate this information with the appropriate staff as I know more.

I'm also taking this opportunity to do a preliminary reminder as we have SEVERAL layoffs going on and layoffs are already going into effect. RS needs you and/or your staff helping us ensure that people get on the layoff list when appropriate. To do this we need to 1) receive a copy of layoff notices so we know the effective date if it wasn't on the Plan, 2) updated LPCs (this is our indication that they actually will be going into layoff), and 3) conditions of layoff forms if you receive them.

Please help us keep track. Our plan is to implement in the next few days a revised and updated layoff list that will be slightly different than the current log. Assuming we have time for our RS meeting next week we will review it for questions I would also ask that you please have your RS staff read the Layoff SOP if possible as they may not have to do a lot of the decision making but they should know where information is and what is available.

Thank you!!!

**Erin Kelly, Recruitment Services Manager**

Division of Personnel & Labor Relations  
Department of Administration  
(907) 465-2498

*I Choose Respect*

EXHIBIT 

Subject: Layoff and Furlough Notices Related to Partial Government Shutdown Rescinded  
 Sent: 06/12/2015 10:10 AM AKDT  
 Sent By: andy.mills@alaska.gov  
 Sent To: Subscribers of State of Alaska Partial Shutdown - Employee Updates

**4,590**

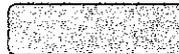
Recipients

- ✓ Email
- ✓ SMS
- ✗ Facebook
- ✗ Twitter
- ✓ RSS

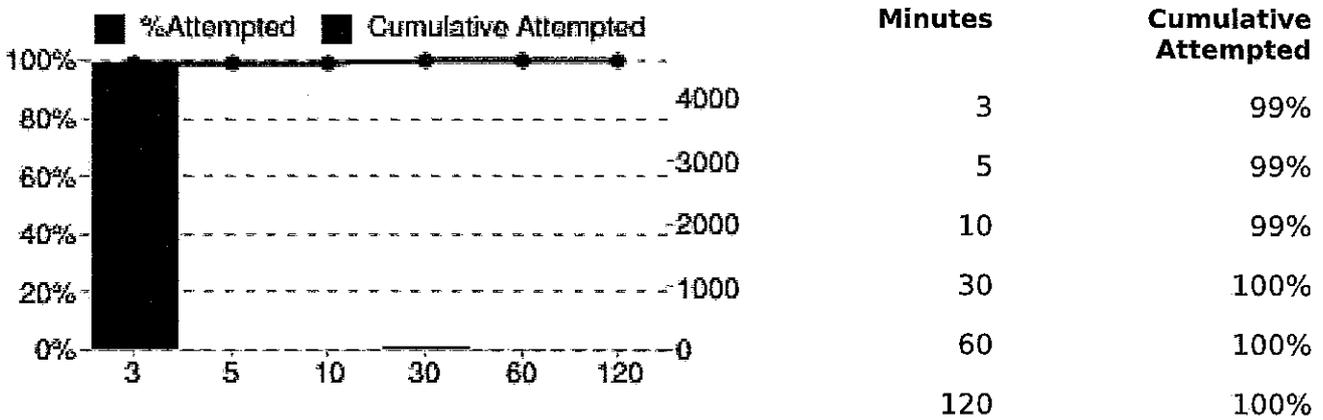
**100**

%  
Delivered

- 0% Pending
- 0% Bounced
- 34% Open Rate
- 1% Click Rate



Email Delivery Stats



Delivery Metrics - Details

**4,590** Total Sent  
**4,580 (100%)** Delivered  
**0 (0%)** Pending  
**10 (0%)** Bounced  
**0 (0%)** Unsubscribed

Bulletin Analytics

**1,122** Total Opens  
**834 (34%)** Unique Opens  
**24** Total Clicks  
**16 (1%)** Unique Clicks  
**7** # of Links

EXHIBIT H

## Delivery and performance

*These figures represent all data since the bulletin was first sent to present time.*

	Progress	% Delivered	Recipients	# Delivered	Opened Unique	Bounced/Failed	Unsubscribes
<b>Email Bulletin</b>	Delivered	99.6%	2,447	2,437	834 / 34.2%	10	0
<b>Digest</b>	n/a	n/a	0	0	0 / 0.0%	0	0
<b>SMS Message</b>	Delivered	100.0%	2,143	2,143	n/a	0	n/a

## Link URL

	Unique Clicks	Total Clicks
<a href="http://doa.alaska.gov">http://doa.alaska.gov</a>	14	22
<a href="http://doa.alaska.gov/contactUs.html">http://doa.alaska.gov/contactUs.html</a>	1	1
<a href="http://doa.alaska.gov/">http://doa.alaska.gov/</a>	1	1
<a href="https://public.govdelivery.com/accounts/AKDOA/subscriber/n...">https://public.govdelivery.com/accounts/AKDOA/subscriber/n...</a>	0	0
<a href="http://www.govdelivery.com/portals/powered-by">http://www.govdelivery.com/portals/powered-by</a>	0	0
<a href="https://subscriberhelp.govdelivery.com/">https://subscriberhelp.govdelivery.com/</a>	0	0

## ISSUES RELATING TO TEMPORARY LAYOFF

**Issue 1:** For those departments in which some employees are deemed essential, Orders of Layoff must be prepared to ensure the most senior employees within the organizational unit are retained. This can be a very time consuming process. If a large number of points must be calculated the ability to timely determine which employees are to be retained will be impacted. This may result in a contract violation of which the outcome would likely be to compensate the employee(s) who was wrongly laid off for time lost.

**Solution 1:** Departments immediately provide the DOPLR with the Division, location, job class, position status and PCN of the positions that are deemed essential. It is very likely even with early submittal that we will be at risk of missing the July 1<sup>st</sup> layoff date.

**Issue 2:** The employees who are currently performing the work deemed essential may not be the most senior and may not be the employees retained.

**Solution 2:** Obtaining furlough LOAs without a seniority provision would allow flexibility to retain the most experienced employees.

**Issue 3:** Ensuring each employee receives timely written notice of layoff and recall.

**Solution 3:** Generate a mass mailing through employees' address of record in AKPAY with the assistance of DOF.

**Issue 4:** A Personnel Action must be processed to place each employee on layoff in AKPAY and a return from layoff Personnel Action must be processed as well. Leave without pay adjustments will need to be processed for each.

**Solution 4:** DOF will explore a mass update to process the Personnel Actions. Research will be conducted and Law will be consulted regarding waiving the reporting of the LWOP.

**Issue 5:** For a leave cash-in to be processed while an employee is on layoff the employee must be returned from layoff, the cash-in processed, and then the employee must be returned to layoff. Staff will not be available to process these actions. (This assumes LOAs will be obtained to waive the requirement to cash-out personal/annual leave upon layoff.)

**Solution 5:** Do not allow leave cash-ins during layoff. Cash-ins will be processed with the pay period ending 6/15 and the pay period following return from layoff. We are aware that a deadline this early may result in the processing of leave cash-ins prior to certainty of layoff. However, DOPLR will not have the staff available to process with the 6/30 payroll.

**Issue 6:** Leave cash-ins processed with the 6/15 payroll will charge to FY15 increasing the deficit in the reserve account.

**Solution 6:** A sweep is planned in an attempt to cover the current deficit. It is unlikely enough will be available to cover the cash-in as a result of this layoff.

**Issue 7:** Most contracts require payment of wages upon separation within 3 to 5 days. The Personnel Regulations includes layoff in the definition of separation. State law also addresses timelines. Failure to comply with contractual timelines may result in penalty pay. There is also likely a potential penalty for noncompliance with State law.

**Solution 7:** Research is currently being conducted to determine if an issue exists and possible solutions.

**Issue 8:** Employees have 10 working days to respond to a notice of recall. Some may take the time allowed instead of reporting to work immediately which will impact operations.

**Solution 8:** None Identified

**Issue 9:** With recruitments underway and job offers being made with varying effective dates it will be difficult to accurately prepare Orders of Layoff and ensure all employees facing layoff receive timely written notice.

**Solution 9:** Place a hold on all job offers effective close of business May 29<sup>th</sup> with the exception of positions in the Departments of Public Safety and Corrections (and H&SS if the entire department is deemed essential). ***If this solution is acceptable immediate notification to departments will be necessary.***

**Issue 10:** Vacancies in job classes that exist across departments (e.g. IT classes, administrative classes) cannot be filled even if deemed "essential" during this period of layoff as we will not have layoff points calculated to properly recall employees.

**Solution 10:** None Identified

**Issue 11:** DOPLR will not have staff available to process the June 30<sup>th</sup> semi-monthly payroll with the exception of the staff that support DPS, DOC and H&SS. Although payroll batches can be generated and processed through the assistance of the DOF, they will not account for leave usage, overtime, etc. As a result, audits will need to be conducted upon return from layoff. Timely completion will be at risk given that these audits must be completed by August 31 (end of reapprop period) and DOPLR struggles to meet payroll deadlines without this additional work.

**Solution 11:** Require the submittal of timesheets for the semi-monthly pay period ending June 30<sup>th</sup> by June 23<sup>rd</sup> with direction that timesheets are to be completed based on employees' projected schedule,

leave, etc. DOPLR will make every effort to process all necessary personnel actions and time and attendance entry by June 30<sup>th</sup>. Following the period of layoff, revised timesheets, as appropriate will be submitted and corrections made. Overtime will likely be necessary for timely completion.

**Issue 12:** If layoffs are not effective until July 2<sup>nd</sup> to provide for health insurance coverage for the month of July, and the period of layoff extends beyond July 15<sup>th</sup>, DOF will generate batches to pay employees for July 1<sup>st</sup>. Again, audits will need to be conducted to reconcile what was paid against what actually occurred.

**Solution 12:** Audits will be conducted upon return from layoff and necessary adjustments will be made.

NOTE Issue #11 and #12: If an employee was shorted pay due to unexpected overtime, shift differential, etc., and properly files a Notice of Pay Problem, penalty pay may be due.

**Issue 13:** If the final budget is different than that of conference committee, and additional layoffs are necessary, it may not be possible to issue written notices of layoff to meet contractual timelines for a July 1 effective date.

**Solution 13:** DOPLR will allocate all possible resources in an effort to meet contractual deadlines. Department's will be asked to allocate their human resources staff as well. If timelines still cannot be met, the layoff effective date will need to be advanced.

All referenced documents have been saved in the *2015 Partial Shutdown* folder on the shared drive.

### Preparation

- Identify departments, agencies and/or branches of government that will be exempted from the shutdown. If the calculation of layoff seniority points are necessary, notice should be sent to all employees of the department/agency and rescinded as appropriate prior to the effective date. (see *Notice/Timing of Notices.msg*)
- Consider seeking furlough LOAs from applicable unions (see *LOA folder*)
- Determine the effective date and if it will be set to ensure health insurance coverage.
- Draft notice (see *Notice/FINAL Partial Shutdown Layoff Notice (5 28 15)*)
- Designate DOPLR contact for questions from employees
- Draft FAQ for posting (see *FAQ folder*)

### Initial Notice of Shutdown

- Identify departments, agencies and/or branches of government that will be exempted from the shutdown. Provide the list of exempted departments, agencies and/or branches of government to DOF for production of a data file (see *Notice/Layoff Selection.msg*, *Layoff Notification List DOA 2015-05-28.csv*) of all remaining employees. The file should include:
  - Employee Name (first, MI, last)
  - Home Address
  - State email address
  - Duty station or location
  - Department Number
  - Seasonal Indicator
  - Status Indicator
- Ensure payroll enters all pending new appointments and movement between departments/branches of government, and address changes prior to the generation of the data file (see *Notice/AKPAY Entry.msg*).
- Arrange for ETS to print letters from data file and deliver to DGS mailroom (24# paper). If possible when printing, include department number next to employee name or below address as this will save time re-routing returned notices.
- Arrange for DGS to fold/stuff/mail letters.
- Order #10 envelopes as necessary.
- Notify agencies such as F&G, DNR, DOT/PF who have employees that work away from home for extended periods to post at the workplace (ships, field camps, etc.)

### Job Offer Hold/Pre-Hire Entry

To stabilize the employee population for the issuance of notices and determining orders of layoff:

- Place a hold on job offers as soon as possible (see *Job Offer Hold/Job Offer Hold.docx*).

- Notify department HR staff that a pre-hire action must be immediately entered upon hire approval. If the appointment effective date is unknown, the date of hire approval should be used.
- Once the departments/agencies that are excluded from the shutdown are identified, exceptions to the hold should be determined (see *Job Offer Hold/Job Offer Hold Exceptions.docx*).

#### Second Notice of Shutdown

To ensure notice is sent to all new appointments, pre-hires, and transfers from an exempted agency:

- Request a second data file from DOF which includes the same data elements listed above. An electronic comparison can be done against the first data file to identify additions which will isolate the new appointments, pre-hires and transfers. Unfortunately it will also include changes in any of the data fields and may result in an employee receiving a second notice. (see *Notice/Layoff Notification List 2015-06-05.xlsx*)
- Provide this data file to department HR staff along with the template notice for distribution (see *Notice/Second Notification.msg*).
- Remind department HR staff of the need for delivery within the required notice period.

#### Returned Mail

Route returned notices to the appropriate department HR office for distribution allowing sufficient time for receipt within the required notice period.

#### Appointments Effective following Partial Shutdown

Remind department HR staff that they will need to contact individuals with an appointment effective on or after the effective date of the partial shutdown to postpone effective date.

#### Preparation of Layoff Orders

- Request that departments identify the positions they will retain during the partial shutdown including the following information (see *Recall Process/Position to be Retained during Partial Shutdown.msg*):
  - Division
  - PCN
  - Job Class Title
  - Incumbent
  - Location
  - Position Status (fulltime, part-time or seasonal)
  - Bargaining Unit

If more positions will be retained than laid off consider asking for those that will NOT be retained. Or, ideally, departments will provide a current ALDER report of all positions with those that will not be retained noted.

- Request a list of pending appointments, including the data elements above, that will be effective prior to the effective date of the partial shutdown from department HR staff. (See *Recall Process/Appointment effective on or after May 16th.msg*)
- Request from Classification, a list of classification actions, excluding updates, that will be effective between the first day of the current pay period and the effective date of the partial shutdown. (see *Recall Process/Reclasses 5-16 – 6-16.xlsx*)
- Request from Classification a report of flexed positions including:
  - Department
  - Division
  - PCN
  - Current Job Class Title
  - Levels within the Flex Plan
  - Location
  - Position Status

This report is currently under development.

- Request EPIC produce a report by department that includes PERS Service Time (See *Recall Process/Monthly\_Dept\_Report\_-\_for\_Partial\_Shutdown 6-1-15.xlsx*)
- To identify the employees in which layoff points must be calculated for, and the Orders of Layoff that must be prepared, compare the list of positions departments plan to retain to the *Monthly\_Dept\_Report\_-\_for\_Partial\_Shutdown 6-1-15.xlsx* provided by EPIC. Refer to *Recall Process/DOA/DOA Monthly\_Dept\_Report\_-\_for\_Partial\_Shutdown 6-1-15.xlsx* and *DOA Retained Positions Excl. DOP Payroll Techs Working Copy.xlsx* for an example. Green indicates employee may be recalled, orange indicates employee will be laid off, and yellow indicates layoff points must be calculated and an Order of Layoff must be prepared.
- Assemble a team to calculate layoff points and provide training as necessary (see *LPC Process folder*).
- If time does not allow for the normal layoff point verification process, consider performing the calculations using AKPAY and researching/verifying only those that have an unexplainable difference between the original point calculation and PERS Service Time.

#### Recall

- Avoid a mass mailing of a rescission or recall notice if possible.
- Repeatedly remind employees to sign up for text and/or email messages, to check the website and provide a phone line on which recorded messages are placed.

#### Issues to be addressed:

- Ensure DOPLR and DOF retain enough staff to process the final payroll in addition to term leave payments and/or leave cash-ins.
- Determine how to timely place a large number of employees on layoff and/or furlough.
- Determine how to timely process recall actions.
-