

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL**

STANDARD OPERATING PROCEDURE

I. ALL HUMAN RESOURCES MANAGER MEMORANDUM DISTRIBUTION

A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide the Division of Personnel/OEEO staff responsible for the distribution of all human resources managers (HRM) and numbered personnel memorandums a list of each office and/or staff member to which the memorandum must be sent and guidelines for updating the numbered personnel memorandum index.

B. Scope

This distribution applies to all HRM memoranda, numbered personnel memoranda, or Human Resources Manager meeting memoranda addressed and distributed from the Division of Personnel/OEEO.

Personnel numbered memorandums establish and communicate personnel policy or changes to policy. These memorandums are of a more permanent nature than unnumbered All Human Resources Managers memorandums. The personnel numbered memorandums will be reviewed each year for possible inclusion of the material in the Administrative Manual.

Unnumbered All Human Resources Managers memorandums are written to communicate information, make announcements, explain bargaining agreement changes and interpret regulations.

C. Procedure

1. Distribution

It is essential that each person/position responsible for any part of a personnel function or action be supplied with the directions and guidelines communicated by All Human Resources Managers memoranda, personnel numbered memoranda and personnel council memoranda.

For this reason, distribution of these memorandums will be as follows:

<u>Mail Stop</u>	<u>Department or Office</u>	<u>Number of Copies</u>	<u>Address to</u>	
0101 Manager	Office of the Governor	1	Human	Resources
0208 Manager	Administration	1	Human	Resources

All Human Resources Manager Memoranda

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0300 Manager	Law	1	Human	Resources
0400 Manager	Revenue	1	Human	Resources
0500 Manager	Education	1	Human	Resources

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<u>Mail Stop</u>	<u>Department or Office</u>	<u>Number of Copies</u>	<u>Address to</u>
0600 Manager	Health and Social Services	1	Human Resources
0700 Manager	Labor	1	Human Resources
0800 Manager	Commerce and Economic Development	1	Human Resources
0900 Manager	Military and Veterans Affairs	1	Human Resources
1000 Manager	Natural Resources	1	Human Resources
1100 Manager	Fish and Game	1	Human Resources
1200 Manager	Public Safety	1	Human Resources
1800 Manager	Environmental Conservation	1	Human Resources
2000 Manager	Corrections	1	Human Resources
2100 Manager	Community and Regional Affairs	1	Human Resources
2500 Manager	Transportation and Public Facilities	1	Human Resources
2505	Transportation and Public Facilities/Marine Highways	1	Personnel Officer
3000	Office of the Ombudsman	1	Personnel Officer
3101	Legislative Affairs	1	Personnel Officer
0200	Commissioner, Department of Administration	1	Commissioner
	Deputy Commissioner, Department of Administration	1	Deputy Commissioner
0203	Division of Retirement and Benefits	1	Director
0204	Payroll Section, Division of Finance	1	Payroll Supervisor
	Personnel Director Alaska Court System	1	Personnel Director

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STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL

STANDARD OPERATING PROCEDURE

303 K Street
Anchorage, AK 99501

Personnel Office 1
Department of Natural Resources
P.O. Box 7005
Anchorage, AK 99510

Personnel Office 1
Anchorage Pioneers' Home
923 West 11th Avenue
Anchorage, AK 99501

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<u>Mail Stop</u>	<u>Department or Office</u>	<u>Number of Copies</u>	<u>Address to</u>
Personnel	Personnel Office	1	Regional
	Department of Transportation and Public Facilities 2301 Peger Road Fairbanks, AK 99709		Officer
	Personnel Office Department of Fish and Game 333 Raspberry Road Anchorage, AK 99502	1	
	Alaska State Building Authority P.O. Box 230329 Anchorage, AK 99523	1	
	Alaska State Employees Association AFSCME Local 52, AFL-CIO 250 Cushman Street, Suite 500 Fairbanks, AK 99701	1	
<u>Division of Personnel/OEEO</u>			
	Classification and Examining	3	Manager, Lead Classifier, Senior Examiner
	Audit Unit	2	Personnel Specialist, Personnel Assistant
	System Services Section	2	Manager, Certification Supervisor
	Recruitment	1	Recruitment Supervisor
	Productivity Improvement Center	1	Chief
	Director's Office	1	Director
	Manager, Anchorage Personnel Office	1	Office Manager
2.	Index for numbered memorandums		

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Each time a numbered personnel memorandum is issued, the index must be revised and reissued along with the memorandum. Care must be taken to delete any numbered memoranda which have been rescinded or replaced with other memoranda. See Addendum A for an example of the numbered memorandum index.

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Index

Numbered Personnel Memoranda

<u>Memorandum Number</u>	<u>Issue Date</u>	<u>Subject</u>
86-1	04-15-86	Cancellation of earlier personnel memoranda.
86-7	04-15-86	Holiday pay for nonpermanent employees.
86-11	Superseded by 90-6	Military leave. 12/15/90
86-12	Superseded by 93-2	Administration of leave. 11/93
86-14	Superseded by 90-2	Affirmative action appointment. 12/15/90
87-1	Superseded by 90-3	Immigration Reform and Control Act. 12/15/90
88-2	Superseded by 90-7	Interpretation of 2 AAC 08.095(c). 12/15/90
90-1	12-15-90	Cancellation of earlier personnel memoranda.
90-5	12-15-90	Reemployment Rights for Reservists and Members of the National Guard.
90-8	12-15-90	Nonpermanent Employees Salary Step.
91-1	05-28-91	Layoffs and Hires.
92-1	10-05-92	Interpretation of 2 AAC 07.340.
93-1	03-02-93	Acceptance of Applications.
93-2	Superseded by 93-2	Administration of Leave
93-3	Superseded by 96-1	Family and Medical Leave Act.
93-4	12-21-93	Drug-Free Workplace Policy.
94-1	10-26-94	Administration of Leave.
96-1	02-16-96	Family and Medical Leave Act.

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