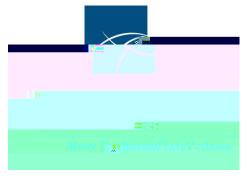
Statewide Labor Relations Geoffrey Bacon, Director Phone: 907-786-0815 Email: gmbacon@alaska.edu



212 Butrovich Building 2025 Yukon Drive P.O. Box 755140 Fairbanks, AK 99775-5140

Memorandum

To: Michelle Pope (for wide distribution)

From: Geoffrey Bacon

Date: November 1, 2018

Re: 2017-2018 Local 6070 CBA Pay Administration Clarification

The intent of this memo is to clarify the documents¹ and actions needed by Local 6070 employees and Personnel/Payroll Assistants (PPA) and Cost Center Clerks (CCC) to administer the Leadperson and Acting Supervisor pay practices of the 2017-2018 Local 6070 Collective Bargaining Agreement (CBA).

Article 9.4 Leadperson Pay

Employee	PPA/CCC
Document hours worked on Web Time Entry	No action needed. Supervisor approval on timesheet
using Leadperson Earning Codes	serves approval documentation
118 L6070 Leadperson Pay 8%	Departments may use memorandums for internal
(additional to regular hours worked)	tracking purposes but do not need to send to HR
119 L6070 Leadperson Pay O/T 163%	

Article 9.5.A Temporary Upgrade (Higher Classification)

Employee	PPA/CCC
Document hours worked on Web Time Entry	Send appointment letter to regional HR initiating
using regular Earnings Code	Temporary Upgrade to include assignment end date
	Send job form to regional HR to being job change (new
	hourly rate)
	Send second job form to regional HR to end job change
	(old hourly rate)

Article 9.5.B Temporary Upgrade (Acting Supervisor)

Employee	PPA/CCC
Document hours worked on Web Time Entry	No action needed. Supervisor approval on timesheet
using Acting Supervisor Earning Code	serves approval documentation
120 L6070 Supervisory Pay 10%	Departments may use memorandums for internal tracking
(additional to regular hours worked)	purposes but do not need to send to HR

Notes:

- 1) Article 9.5.B language changed from 3 consecutive work days to 24 consecutive working hours to address concerns of employees who did not work an 8 hour shift. The intent was to apply lead pay equitably to all Local 6070 employees.
- 2) Local 6070 employees **CANNOT** receive both Lead pay and Acting Supervisor pay for the same hours worked.

¹ Templates available at www.alaska.edu/labor/local-6070/