

IN THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 1224

Amending the Personnel Rules.

IT IS ORDERED:

1. Personnel Rule PX1.04 is amended to read as follows:

. . . .

Exempt employees are subject to Personnel Rules PX1.08, PX5 and PX9 except that Rule PX9.08 does not apply to justices and judges. The following exempt employees are subject to Personnel Rule PX7 except that Rule PX7.02.03 does not apply to district court judges or magistrates:

Administrative Director  
District Court Judges  
Clerk of the Appellate Courts  
Magistrates  
Law Clerks

Magistrates are also subject to PX2, PX4.09 and PX6.

2. Personnel Rule PX2.02 is amended to read as follows:

. . . .

The personnel director shall provide for a systematic and periodic review of each position covered by this provision to assure positions are correctly classified.

3. Personnel Rule PX2.05.01 is amended to read as follows:

The personnel director will recommend to the administrative director the appropriate classification for all positions covered by this provision. . . .

4. Personnel Rule PX2.05.02 is amended to read as follows:

Each hiring supervisor shall report on the prescribed form to the personnel director the proposed duties of new positions covered by this provision. . . .

5. Personnel Rule PX2.06.02 is amended to read as follows:

. . . .

- b. If the employee's current salary exceeds the maximum salary at the lower range, the employee's salary will be frozen at the current level for twenty-four (24) months from the effective date of the action. The employee will be assigned to the lower range at the step which is closest to, but does not exceed the employee's current salary. However, an employee will not be assigned to a longevity increment (step) at the lower range unless the employee previously earned that increment at the higher range.

The employee's anniversary date will remain unchanged. If during the twenty-four month period, the employee earns a

step increase or there is an adjustment to the salary schedule which causes the employee's salary at the lower range to exceed the frozen salary, the freeze will end and the employee will receive the higher salary. Time served at Step F or a longevity increment at the higher range will be counted as time served at Step F or a longevity increment at the lower range.

Salaries which are frozen are not subject to contractually negotiated adjustments to the salary schedule or to cost-of-living adjustments to the schedule.

6. Personnel Rule PX4.09 is amended to read as follows:

Employees covered by this provision must have their work evaluated in writing at least once during every 12 month period. Written evaluations will be completed in a manner prescribed by the personnel director. Evaluations will be discussed with and signed by the employees prior to submission to the personnel director. Employees have the right to make written responses to their supervisors' evaluations. Evaluations and employees' responses, if any, will be made a permanent part of the employees' personnel files.

7. Personnel Rule PX6.01 is amended to read as follows:

Employees covered by this provision will be employed and compensated in accordance with job classification and wage and salary plans adapted to the special needs of the judiciary. The administrative director shall conduct, or cause to be conducted an annual salary survey to insure that employees of the Alaska Court System receive salaries consistent with those paid to employees in comparable state service.

8. Personnel Rule PX6.03 is amended to read as follows:

At the discretion of the supervisor, an employee covered by this provision may be given the equivalent of a one step salary increase once a year. . . .

9. Personnel Rule PX7.01 is amended to read as follows:

. . . .

An employee is not eligible to take personal leave until completion of thirty (30) calendar days of full-time continuous state service after appointment. Upon completion of thirty (30) days, the employee will be credited with accrual as provided in this rule, retroactive to the date of appointment.

Employees filing permanent part-time or permanent positions shall accrue leave credit on a pro-rated basis.

. . . .

10. Personnel Rule C2.06.02 is amended to read as follows:

. . . .

- b. If the employee's current salary exceeds the maximum salary at the lower range, the employee's salary will be frozen at the current level for twenty-four (24) months from the effective date of the action. The employee will be assigned to the lower range at the step which is closest to, but does not exceed the employee's current salary. However, an employee will not be assigned to a longevity increment (step) at the lower range unless the employee previously earned that increment at the higher range.

The employee's anniversary date will remain unchanged. If during the twenty-four month period, the employee earns a step increase or there is an adjustment to the salary schedule which causes the employee's salary at the lower range to exceed the frozen salary, the freeze will end and the employee will receive the higher salary. Time served at Step F or a longevity increment at the higher range will be counted as time served at Step F or a longevity increment at the lower range.

Salaries which are frozen are not subject to contractually negotiated adjustments

Supreme Court Order No. 1224  
Effective Date: nunc pro tunc to September 1, 1995  
Page 6

to the salary schedule or to cost-of-living adjustments to the schedule.

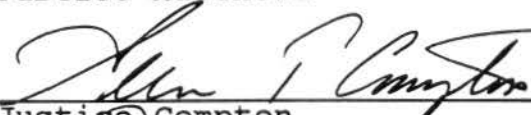
DATED: September 7, 1995

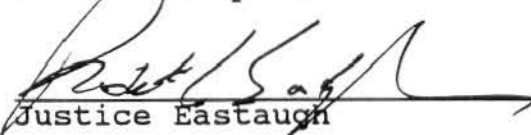
EFFECTIVE DATE: nunc pro tunc to  
September 1, 1995

  
\_\_\_\_\_  
Chief Justice Moore

  
\_\_\_\_\_  
Justice Rabinowitz

  
\_\_\_\_\_  
Justice Matthews

  
\_\_\_\_\_  
Justice Compton

  
\_\_\_\_\_  
Justice Eastaugh