

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  
~~Full-time~~ 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 ~~in the partially exempt service~~ 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 ~~in the partially exempt service~~ 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 ~~in the partially exempt service~~ 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 will be assigned to the F step in the lower range. However, the employee's salary will be frozen at the former salary until earned step advancements or adjustments to the compensation plan cause the salary for the step to exceed the frozen salary~~ 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 only if unless the employee previously earned such a step in that lower range prior to the reclassification action that increment at the higher range.

The effective date of the reclassification action will be considered as the starting date for placement in the step for purposes of eligibility for longevity increases as provided for in AS 39.27.022.

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:

~~A partially exempt employee's work must be~~  
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. ~~The~~  
Evaluations will be discussed with and signed  
by the employees prior to submission to the  
personnel director. ~~The Employees has~~ have a  
the right to make a written responses to their  
supervisor's' evaluations. ~~The~~ Evaluations  
and ~~the~~ employee's' responses, if any, will be  
made a permanent part of the employee's'  
personnel files.

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

~~Partially exempt~~ Employees of the Alaska  
Court System 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 ~~the classified and~~  
~~partially exempt~~ comparable state service.

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

At the discretion of the supervisor, a  
~~partially exempt~~ 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 will be assigned to the F step in the lower range. However, the employee's salary will be frozen at the former salary until earned step advancements or adjustments to the compensation plan cause the salary for the step to exceed the frozen salary~~ 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 only if unless the employee previously earned such a step in that lower range prior to the reclassification action that increment at the higher range.

The effective date of the reclassification action will be considered as the starting date for placement in the step for purposes of eligibility for longevity increases as provided for in AS 39.27.022.

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.

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Effective Date: nunc pro tunc to September 1, 1995

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DATED: September 7, 1995

EFFECTIVE DATE: nunc pro tunc to September 1, 1995

/s/  
Chief Justice Moore

/s/  
Justice Rabinowitz

/s/  
Justice Matthews

/s/  
Justice Compton

/s/  
Justice Eastaugh