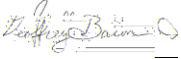


Memorandum

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

Article 9.5.A Temporary Upgrade (Higher Classification)

Employee	PPA/CCC
Document hours worked on Web Time Entry using regular Earnings Code	Send appointment letter to regional HR initiating 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 using Acting Supervisor Earning Code 120 L6070 Supervisory Pay 10% (additional to regular hours worked)	No action needed. Supervisor approval on timesheet serves approval documentation Departments may use memorandums for internal tracking 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/