

## **SENATE/HOUSE EMPLOYMENT POLICY**

Effective Date: July 1, 2005

Amends Employment Policy adopted by  
Senate-House Joint Journal Supplement, 3/22/88, No. 17  
House Journal 5/8/2005 page 1819  
Senate Journal 5/9/2005 page 1505

This Policy governs the employment of those legislative employees under the authority of the Senate or House Rules Committees during the legislative session and under the authority of the Senate President or Speaker of the House during the interim. These employees include staff to individual Legislators, staff to standing and special committees, the staffs of the Senate Secretary's and Chief Clerk's Offices and those employees under the direct supervision of the Rules Committees, i.e. employees in the Legislative Lounge and the staffs of the Sergeant at Arms.

This policy does not apply to employees hired under AS 24.10.210.

These Senate/House legislative employees are to be hired under the following provisions: Within the budget constraints, the Rules Committee Chairmen during session and the President and Speaker during interim will determine the number of employees and at what pay ranges each of the individual Legislators and Committee Chairmen will be authorized to hire and for what period of time.

Within the budget constraints, the House and Senate Finance Committee Co-Chairmen will determine the number of pay ranges each of the individual Legislator on the Finance Committee will be authorized to hire from the Finance Committee budget, and for what period of time.

Employees will be selected by and serve at the pleasure of the individual Legislator.

No employees will be put on the payroll above a range 24.

Each chamber is allowed a maximum of nine (9) leadership staff, which includes the leadership staff of the Finance Co-Chairs.

The individual Legislator will submit a request for the authorization to hire to their respective Rules Chairman during session and to the Senate President or Speaker of the House as appropriate during interim or the Finance Committee Co-Chairmen as appropriate. The authorization to hire will be forwarded to the LAA Personnel Office. At that time, the employee will be able to complete the necessary paperwork and be put on the payroll.

## SALARY SCHEDULE

Position	Range
Professional Assistant	24, 23, 22
Finance Assistant	
Senate Secretary/Chief Clerk	
Legislative Assistant	21, 20
Administrative Assistant	19, 18
Assistant Senate Secretary	
Assistant Chief Clerk	
Sergeant-at-Arms	
Legislative Chef	19, 18, 17
Assistant Sergeant-at-Arms	17, 16
Researcher	
Lounge Assistant	16, 15, 14
Legislative Secretary	15, 14, 13
Lounge Attendant	14, 13, 12
Clerk	12, 11, 10
Page	
Messenger	10, 9

### **Benefits**

Except as provided for hourly employees, all employees will be paid on a monthly basis on the salary schedule in effect for classified and partially exempt State employees. (See AS 39.27.011(a).)

NOTE: No commitment for the continuation of employment is to be assumed. Employees serve at the pleasure of their respective supervisor and upon the authorization of the appropriate authority.

Employees do not receive a geographic pay differential, either during session or interim.

All monthly paid employees receive full medical, retirement and leave benefits. Monthly paid employees do not receive compensatory time or overtime and are on call 7 days per week.

Hourly pay based on the current salary schedule will also be available for short-term employment. Hourly employees may receive retirement benefits.

## **LONGEVITY**

Longevity is awarded on the 16th of the month following an employee's eligibility. Longevity increases are determined according to the following:

- Step A - no prior legislative experience
- Step B - Two legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- Step C - Four legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- Step D - Six legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- Step E - Eight legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- Step F - Ten legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher.
- Step J - Fourteen legislative sessions of at least 100 days each, or two full years with the legislature at a comparable or higher level.
- Step K - Eighteen legislative sessions of at least 100 days each, or two full years with the legislature at a comparable or higher level.
- Step L - Twenty-eight legislative sessions of at least 100 days each, or five full years with the legislature at a comparable or higher level.
- Step M - Thirty-six legislative sessions of at least 100 days each, or four full years with the legislature at a comparable or higher level.

A comparable level of service is defined as work performed in a position with similar duties and responsibilities under the following guideline:

- Range 24, 23, 22
- Ranges 21, 20
- Ranges 19, 18
- Ranges 17, 16
- Ranges 15, 14, 13
- Ranges 12, 11, 10, 9

When promoted to a position with a higher range that is not comparable, step placement above Step A may be granted in order that the employee receive, in effect, a one-step

increase. Subsequent longevity steps may be granted upon completion of additional qualifying experience.

Those employees who would not be eligible under the revised Policy for the step, which they are currently being paid, will retain that step until they would be eligible for the next step under the revised Policy.

## **LEAVE**

Legislative employees are subject to the statutes regarding the accrual and use of personal leave. All employees who receive leave benefits accrue leave at a rate based on their prior service in the positions with leave benefits. The Legislative Affairs Agency Personnel Office should be notified by the supervisor when an employee is absent either in a memorandum or with submission of a leave slip. Leave slips should be completed by the employee, signed by the employee's supervisor and submitted to LAA Personnel immediately upon the employee's return to work.

Employees accrue leave time on the following basis;

2 days (15 hours)	for each full monthly pay period for employees with 0-2 years of service in a leave accruing position.
2.25 days (16.875 hours)	for each full monthly pay period for employees with 2-5 years of service in a leave accruing position.
2.5 days (18.75 hours)	for each full monthly pay period for employees with 5-10 years of service in a leave accruing positions.
3 days (22.5 hours)	for each full monthly pay period for employees with 10 or more years of service in a leave accruing position.

This Policy is effective July 1, 2005.

In order for an employee to qualify for the below one-time exception they must:

- (a) be active on the payroll on Thursday, June 30, 2005, AND
- (b) be moved to the new position on Friday, July 1, 2005.

**ONE TIME EXCEPTION:** Employees active on the payroll on June 30, 2005, if placed at a higher range by this policy, will retain their step in the higher range as if the step were earned. (Example: Employee at a range 19 step E promoted by this policy on July 1, 2005 to a range 21 will be granted E step as if it were earned. They would only need two more legislative sessions of at least 100 days each, or one full year with the Legislator at a comparable level or higher to advance to F step). On July 1, 2005, it is the intention of the Rules Chairmen and the Presiding Officers to allow two additional ranges to existing staffing allotment to all legislators. In addition, legislators in leadership positions will be allowed an additional one range for a total of three ranges to their existing staffing allotment. The additional ranges will be authorized by either the Presiding Officer or the appropriate Finance Co-Chairmen. (Example: A legislator has a staffing allotment on June 30, 2005 of one range 15 and one range 19 for a total of 34 ranges staffing allotment, on July 1, 2005 that legislator will have a total staffing allotment of 36 ranges). If at any other time after July 1,

2005 an employee is hired or promoted their step placement will follow the normal step placement procedures. They will be given at least a one step increase and, if that places the employee above A step, they will be at that step until they earn it.