



33RD ALASKA STATE LEGISLATURE
REPRESENTATIVE CRAIG JOHNSON
HOUSE DISTRICT 28
CHAIR, HOUSE RULES COMMITTEE

MEMORANDUM

TO: Representative David Eastman
FROM: Representative Craig Johnson, Chair
House Rules Committee
DATE: January 19, 2023
RE: Hiring Authorizations

CJ

Hiring authorizations for the 2023 session began on January 9, 2023, for new staff hires. Employees who are approved under the "Sense of the House" will remain approved and if you are not planning a range change then no additional paperwork is needed. For staff already employed who will have a range change, your new ranges may be retroactive to January 9, 2023, or when you first came onto session payroll.

To facilitate the hiring process, please review this memo, the HANDBOOK FOR LEGISLATIVE EMPLOYEES (found online on the Personnel Office intranet site) and fill out a copy of the 2023 House Session Staff Authorization.

All employees currently on staff already have the necessary paperwork completed, so all we need is a new attached hiring authorization if you plan to have a range change. Nothing is needed for staff you plan to keep on payroll at their current range.

Please send your completed House Session Staff Authorization forms to the House Rules Committee staff, Tom Wright at tom.wright@akleg.gov or bring them to the House Rules Office, Room 216.

Please make it clear to all prospective legislative staff that employment with the Legislature requires a seven-days-a-week commitment and may include long hours and weekend work, depending on the demands of each individual legislator. Legislative salaries do not allow for overtime or compensatory time.

Session employment does not imply employment during the interim. These are two distinct budgets and require two separate authorizing procedures.

All full-time employees may choose to receive full medical, dental, eye care, and retirement, and benefits.

Your allocation for the session is a Range 18.

The longevity steps are calculated by the Personnel office. Please consult the handbook for definitions and additional details.

ROOM 216, STATE CAPITOL
907-465-3892

Questions on benefits and payroll matters should be directed to the Personnel Office at 465- 3854. If you have any questions on the guidelines in this memo, please contact the House Rules Committee staff, Tom Wright or call 465-5050.