STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES **Policy and Procedure**		POLICY AND PROCEDURE NUMBER **08.02.021**	PAGE 1 of 3
		EFFECTIVE DATE July 3, 2006	
SUBJECT **Nonpermanent Positions in the Classified and Partially Exempt Services**		SUPERSEDES DPOL 08.02.021 DPDR 08.02.021	DATED November 25, 1994 November 25, 1994
CHAPTER **Personnel Administration**	SECTION **Personnel**	APPROVED BY Mike Barton	

PURPOSE

This formalizes the policy and procedure of the department on establishing, extending, and filling nonpermanent positions in the classified and partially exempt services.

POLICY

Nonpermanent positions in the classified and partially exempt services will be established, extended, and filled according to the following procedure.

PROCEDURE

Establishing a nonpermanent position

Nonpermanent positions can be established to begin and end only within a single state fiscal year ending on June 30. Normally this is the current fiscal year, but a nonpermanent position beginning and ending in the subsequent fiscal year can be established when funding for that year is authorized.

The Department of Administration, Division of Personnel retains the authority to approve all nonpermanent positions and appointments, except emergency appointments.[1] Approval to establish a nonpermanent position is requested through the Division of Personnel's online position description (OPD) system accessed from the Division of Personnel's homepage. After the originator completes the electronic request, it is automatically submitted within OPD for electronic approval. The first approving official is determined by the organizational unit of the originator and the delegation decisions of the DOT&PF commissioner. The approving officials are typically the commissioner, regional or division directors, system directors or managers, the statewide M&O engineer, and the chief contracts officer, or their delegees.

[1] Emergency appointments must meet stringent definitional and reporting requirements established in statute and regulation.

Before approving a nonpermanent position, the approving official must determine that the request is consistent with the appropriate collective bargaining agreement, that adequate funding is available for the anticipated duration of the appointment, and that a bona fide need exists for the position in accordance with AS 39.25.195.

After the first approval, the request is submitted within OPD to the director of the DOT&PF Division of Administrative Services for final department approval. When the director of the DOT&PF Division of Administrative Services approves electronically, the request is submitted within OPD to the Division of Personnel for final electronic approval.

Extending a nonpermanent position

Nonpermanent positions can be extended into a subsequent fiscal year when funding for that year is authorized.

The Division of Personnel retains the authority to approve all extensions of nonpermanent positions and appointments, except emergency appointments. Approval to extend a nonpermanent position beyond its established end date is requested through the Division of Personnel's online position description (OPD) system accessed from the Division of Personnel's homepage. After the originator completes the electronic request, it is automatically submitted within OPD for electronic approval. The first approving official is determined by the organizational unit of the originator and the delegation decisions of the DOT&PF commissioner. The approving officials are typically the commissioner, regional or division directors, system directors or managers, the statewide M&O engineer, and the chief contracts officer, or their delegees.

After the first approval, the request is submitted within OPD to the director of the DOT&PF Division of Administrative Services for final department approval. When the director of the DOT&PF Division of Administrative Services approves electronically, the request is submitted within OPD to the Division of Personnel for final electronic approval.

Filling a nonpermanent position

A fully approved request for a nonpermanent position or fully approved request to extend a nonpermanent position constitutes approval to fill the position. The Division of Personnel establishes the procedures to be used to fill the position, and the hiring action (appointment) is subject to Division of Personnel approval.

A nonpermanent employee may not be retained beyond the established end date of the position. The organizational unit that hires a nonpermanent employee is responsible for initiating termination of the appointment before the established end date of the position.

AUTHORITY

AS 39.25.195 - 200
2 AAC 07, Article 5

IMPLEMENTATION RESPONSIBILITY

Deputy commissioners, directors, hiring managers, and supervisors

DISTRIBUTION

All department employees via the DOT&PF website