

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 08.02.022	PAGE 1 of 2
	Policy and Procedure		EFFECTIVE DATE March 9, 1994	
SUBJECT Appointment of More Than One Employee To The Same Position (PCN)		SUPERSEDES	DATED	
TITLE Personnel Administration	CHAPTER Personnel	APPROVED BY Signature on File		

PURPOSE

To establish the policy for the appointment of more than one employee to the same position (PCN).

POLICY

It is the policy of the department to limit the use of DUAL FILL, OVERLAP and/or SUBSTITUTE hiring. State personnel rules permit the employer to dual fill, overlap and substitute more than one employee to the same position. The allowable conditions and time frames defined below shall be closely monitored.

APPOINTMENT TYPES AND CONDITIONS:

* DUAL FILL (Job Sharing). A permanent full-time PCN may be filled by two part-time employees so long as their combined hours do not normally exceed 1950 hours (annual wage hours) in a one year period.

* OVERLAP. An overlap, or appointment of two incumbents to the same PCN for training purposes is permitted on a temporary basis as follows:

Range 13 & Below and LTC positions:

A two-week overlap for training purposes is normally adequate for Range 13 and below, and most LTC positions.

Exceptions will be documented on a case-by-case basis and approved by the appropriate division director.

Range 14 & Above:

A thirty day overlap for training purposes is normally adequate for positions Range 14 and above.

Exceptions will be documented on a case-by-case basis and approved by the appropriate division director.

* **SUBSTITUTE APPOINTMENTS:** Other circumstances may warrant temporarily filling a position with a substitute appointment, or in the case of an emergency, an emergency hire.

- **NON-PERMANENT SUBSTITUTE.** A non-permanent substitute employee may be appointed to perform the work of a position when the employee of record is on leave. Refer to Personnel Rule 2 AAC 07.180(a), and DPOL 08.02.021. The appointment is limited to the duration of the incumbent's period of leave. The non-permanent substitute must be approved by DOA prior to the hire.

- **SUBSTITUTE PERMANENT EMPLOYEE:** A substitute permanent employee may be appointed to perform the work of a position when the employee of record is on leave for a period longer than six months. The substitute employee will be laid off* when the incumbent of record returns, unless they are on leave from another position. Refer to Personnel Rule 2 AAC 07.180 (b). *(LTC: Layoff will occur by seniority unless other arrangements have been made by written agreement with the Union.)

* **EMERGENCY HIRE:** Certain situations may necessitate immediate hire of a non-permanent emergency hire. Appointment of an emergency employee may be made for a period not to exceed 30 calendar days under conditions necessitating immediate action to provide for work that must be continued in the public interest. (An emergency hire is not a job share, or dual fill, as described above, and must be strictly monitored.) Refer to Personnel Rule 2 AAC 07.190.

AUTHORITY

State Statutes: (State Personnel Act)

AS 39.25.150
AS 39.25.195-210

Alaska Administrative Code: (State Personnel Rules)

2 AAC 07.180
2 AAC 07.190
2 AAC 07.510

IMPLEMENTATION RESPONSIBILITY

Regional/System Directors
Headquarters Directors
Department Human Resources Manager
Regional/System Personnel Officers