

# **State of Alaska FY2014 Governor's Operating Budget**

## **Department of Administration Labor Relations Component Budget Summary**

**Component: Labor Relations****Contribution to Department's Mission**

To achieve the purposes of the Public Employment Relations Act by acting as the executive branch representative in contract negotiations and contract administration matters.

**Core Services**

- Contract Negotiation - Negotiations for the State's 11 bargaining unit contracts and subsequent amendments to the contracts. Staff act as chief spokesmen for the State's bargaining teams and handle all associated logistics. The section is responsible for issuing contract interpretive memoranda as needed.
- Contract Administration - Labor Relations staff investigate complaints and grievances that reach the Commissioner of Administration level and represent the State's interests in resolution or adjudication of these disputes. The Division is responsible for interpreting and applying labor agreements and ensuring consistency of application throughout State government.
- Training - Labor Relations staff provides training on all new contracts, facilitate training for human resource staff on employment law and on the arbitration process, and dispute/complaint handling training for State supervisors.
- Advice and Counsel - Staff provide expert advice and counsel to supervisors, managers, and policy makers on employee relations issues.

**Major Component Accomplishments in 2012**

- Completed negotiations of successor agreements with Labor, Trades and Crafts, Local 71 (LTC) and Teachers' Education Association of Mt. Edgecombe (TEAME) agreements. Labor Relations completed negotiations with the Alaska Correctional Officers Association (ACOA); however, the parties reached impasse and interest arbitration was held on June 26-29, 2012. An award is expected in November, 2012.
- Implemented and administered successor agreements.
- Arbitration Record: Seven (7) wins, four (4) losses; one case in which it was a split decision and one case continued. Two cases are still pending decision from an arbitrator and 13 additional cases will be presented prior to December 31, 2012.

**Key Component Challenges**

**Labor Contract Negotiations** - Achieve the Governor's objective of long term successor agreements that meet the economic and managerial objectives for remaining units. Initiate negotiation of successor Alaska State Employees Association (ASEA), Alaska Public Employees Association, Supervisory Unit (SU) and the Confidential Employees Association (CEA) agreements in time for submission to the 2013 Alaska State Legislature.

**Significant Changes in Results to be Delivered in FY2014**

**Negotiations** - The State expects to reach agreement with three bargaining units: Alaska State Employees Association (ASEA), Alaska Public Employees Association, Supervisory Unit (SU) and the Confidential Employees Association (CEA) in FY2013, which will be implemented in FY2014. The State will begin negotiations for successor agreements for five bargaining unit contracts [(Inlandboatmen's Union of the Pacific (IBU), Marine Engineers Beneficial Association (MEBA), Masters, Mates and Pilots (MM&P), Public Safety Employees Association (PSEA) and the Alaska Vocational Technical Center Teachers' Association (AVTECTA)] during FY2014 with implementation in FY2015.

**Software Updates** - Labor Relations is seeking an appropriation to update its grievance tracking system. The new system will allow for more detailed searches which will provide increased service to the agencies by way of timely, accurate and consistent advice as well as ease the research for arbitration preparation.

### Statutory and Regulatory Authority

AS 23.40.070-250      Public Employment Relations Act  
AS 39.25 et seq.      State Personnel Act

Contact Information
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<b>Labor Relations Component Financial Summary</b>			
		<i>All dollars shown in thousands</i>	
	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	893.5	1,180.5	1,181.5
72000 Travel	40.2	65.8	65.8
73000 Services	166.4	64.8	64.8
74000 Commodities	18.9	118.2	118.2
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>1,119.0</b>	<b>1,429.3</b>	<b>1,430.3</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	1,119.0	1,309.5	1,310.5
1061 Capital Improvement Project Receipts	0.0	119.8	119.8
<b>Funding Totals</b>	<b>1,119.0</b>	<b>1,429.3</b>	<b>1,430.3</b>

<b>Estimated Revenue Collections</b>				
Description	Master Revenue Account	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>Unrestricted Revenues</b>				
None.		0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Capital Improvement Project Receipts	51200	0.0	119.8	119.8
<b>Restricted Total</b>		<b>0.0</b>	<b>119.8</b>	<b>119.8</b>
<b>Total Estimated Revenues</b>		<b>0.0</b>	<b>119.8</b>	<b>119.8</b>

**Summary of Component Budget Changes  
From FY2013 Management Plan to FY2014 Governor**

*All dollars shown in thousands*

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
<b>FY2013 Management Plan</b>	<b>1,309.5</b>	<b>0.0</b>	<b>119.8</b>	<b>0.0</b>	<b>1,429.3</b>
<b>Adjustments which will continue current level of service:</b>					
-FY2014 Salary and Health Insurance Increases	1.0	0.0	0.0	0.0	1.0
<b>FY2014 Governor</b>	<b>1,310.5</b>	<b>0.0</b>	<b>119.8</b>	<b>0.0</b>	<b>1,430.3</b>

Labor Relations Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2013 Management Plan	FY2014 Governor		
Full-time	9	9	Annual Salaries	781,174
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	436,016
			<i>Less 2.93% Vacancy Factor</i>	(35,690)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>9</b>	<b>9</b>	<b>Total Personal Services</b>	<b>1,181,500</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Human Resource Technician I	0	0	1	0	1
Labor Relations Analyst I	0	0	1	0	1
Labor Relations Analyst II	0	0	4	0	4
Labor Relations Analyst III	0	0	2	0	2
Labor Relations Mgr	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>

**Component Detail All Funds**  
**Department of Administration**

**Component:** Labor Relations (AR11735) (58)  
**RDU:** Centralized Administrative Services (13)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Management Plan vs FY2014 Governor	
71000 Personal Services	893.5	1,177.9	1,177.9	1,180.5	1,181.5	1.0	0.1%
72000 Travel	40.2	65.8	65.8	65.8	65.8	0.0	0.0%
73000 Services	166.4	64.8	64.8	64.8	64.8	0.0	0.0%
74000 Commodities	18.9	120.8	120.8	118.2	118.2	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>1,119.0</b>	<b>1,429.3</b>	<b>1,429.3</b>	<b>1,429.3</b>	<b>1,430.3</b>	<b>1.0</b>	<b>0.1%</b>
<b>Fund Sources:</b>							
1004 Gen Fund (UGF)	1,119.0	1,309.5	1,309.5	1,309.5	1,310.5	1.0	0.1%
1061 CIP Rcpts (Other)	0.0	119.8	119.8	119.8	119.8	0.0	0.0%
<b>Unrestricted General (UGF)</b>	<b>1,119.0</b>	<b>1,309.5</b>	<b>1,309.5</b>	<b>1,309.5</b>	<b>1,310.5</b>	<b>1.0</b>	<b>0.1%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>119.8</b>	<b>119.8</b>	<b>119.8</b>	<b>119.8</b>	<b>0.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	9	9	9	9	9	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Labor Relations (58)  
**RDU:** Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2013 Conference Committee To FY2013 Authorized *****												
<b>FY2013 Conference Committee</b>												
ConfCom		1,429.3	1,177.9	65.8	64.8	120.8	0.0	0.0	0.0	9	0	0
1004 Gen Fund		1,309.5										
1061 CIP Rcpts		119.8										
<b>Subtotal</b>		<b>1,429.3</b>	<b>1,177.9</b>	<b>65.8</b>	<b>64.8</b>	<b>120.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>9</b>	<b>0</b>	<b>0</b>
***** Changes From FY2013 Authorized To FY2013 Management Plan *****												
<b>Align Authority to Comply with Vacancy Factor Guidelines</b>												
LIT		0.0	2.6	0.0	0.0	-2.6	0.0	0.0	0.0	0	0	0
Transfer is necessary to adhere to vacancy factor guidelines.												
<b>Subtotal</b>		<b>1,429.3</b>	<b>1,180.5</b>	<b>65.8</b>	<b>64.8</b>	<b>118.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>9</b>	<b>0</b>	<b>0</b>
***** Changes From FY2013 Management Plan To FY2014 Governor *****												
<b>FY2014 Salary and Health Insurance Increases</b>												
SalAdj		1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.0										
FY2014 Salary and Health Insurance increase : \$1.0												
FY2014 Health Insurance increase of \$59.00 per month per employee - from \$1,330 to \$1,389 per month Non-covered: \$1.0												
<b>Totals</b>		<b>1,430.3</b>	<b>1,181.5</b>	<b>65.8</b>	<b>64.8</b>	<b>118.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>9</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2014 Governor (10289)  
**Component:** Labor Relations (58)  
**RDU:** Centralized Administrative Services (13)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
02-1126	Human Resource Technician I	FT	A	KK	Juneau	205	12C / D	12.0		43,683	0	0	31,653	75,336	75,336
02-2001	Division Director	FT	A	XE	Juneau	NAA	27F	6.0	*	59,824	0	0	29,661	89,485	89,485
02-2002	Labor Relations Analyst II	FT	A	KK	Juneau	205	20A / B	12.0		70,149	0	0	41,088	111,237	111,237
02-2040	Labor Relations Mgr	FT	A	XE	Juneau	NAA	24E / F	12.0		101,808	0	0	52,963	154,771	154,771
02-2096	Labor Relations Analyst II	FT	A	KK	Juneau	205	20B / C	12.0		71,426	0	0	41,543	112,969	112,969
02-2098	Labor Relations Analyst III	FT	A	KK	Juneau	205	21N / O	12.0		108,348	0	0	54,706	163,054	163,054
02-2134	Labor Relations Analyst II	FT	A	KK	Juneau	205	20A / B	11.9		68,241	0	0	40,274	108,515	108,515
02-9008	Labor Relations Analyst III	FT	A	KK	Juneau	205	21J	12.0		90,132	0	0	48,212	138,344	138,344
02-9013	Labor Relations Analyst II	FT	A	KK	Juneau	205	20B / C	12.0		73,064	0	0	42,127	115,191	115,191
04-1018	Administrative Officer I	FT	A	KK	Juneau	205	17B / C	3.0	*	14,939	0	0	9,346	24,285	24,285
18-7331	Labor Relations Analyst I	FT	A	KK	Juneau	205	18L	12.0		79,560	0	0	44,443	124,003	124,003

	Total Positions	New	Deleted
Full Time Positions:	9	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	9	0	0

**Total Component Months:** 116.9

<b>Total Salary Costs:</b>	781,174
<b>Total COLA:</b>	0
<b>Total Premium Pay:</b>	0
<b>Total Benefits:</b>	436,016
<b>Total Pre-Vacancy:</b>	1,217,190
<b>Minus Vacancy Adjustment of 2.93%:</b>	(35,690)
<b>Total Post-Vacancy:</b>	1,181,500
<b>Plus Lump Sum Premium Pay:</b>	0
<b>Personal Services Line 100:</b>	1,181,500

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	1,217,190	1,181,500	100.00%
<b>Total PCN Funding:</b>	<b>1,217,190</b>	<b>1,181,500</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Line Item Detail**  
**Department of Administration**  
**Travel**

**Component:** Labor Relations (58)  
**RDU:** Centralized Administrative Services (13)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
72000	Travel		40.2	65.8	65.8
<b>Expenditure Account</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
<b>72000 Travel Detail Totals</b>			<b>40.2</b>	<b>65.8</b>	<b>65.8</b>
72110	Employee Travel (Instate)	Instate Employee Travel	33.3	54.4	54.4
72120	Nonemployee Travel (Instate Travel)	Instate Non-Employee travel	0.9	1.4	1.4
72410	Employee Travel (Out of state)	Out of State employee travel	6.0	10.0	10.0

**Line Item Detail**  
**Department of Administration**  
**Services**

**Component:** Labor Relations (58)  
**RDU:** Centralized Administrative Services (13)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000	Services		166.4	64.8	64.8
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>73000 Services Detail Totals</b>			<b>166.4</b>	<b>64.8</b>	<b>64.8</b>
73025	Education Services	Conference fees, professional memberships and employee tuition	2.3	1.7	1.7
73050	Financial Services	Financial Services for negotiations	26.4	0.5	0.5
73075	Legal & Judicial Svc	Legal and Judicial services for hearings and meetings	72.5	28.1	28.1
73150	Information Technlgy	Information technology services costs	2.1	0.8	0.8
73156	Telecommunication	Telecommunication services costs	1.0	0.4	0.4
73225	Delivery Services	Freight, courier and postage fees	0.1	0.1	0.1
73650	Struc/Infstruct/Land	Structure	1.1	0.5	0.5
73675	Equipment/Machinery	Service fees for equipment repair and maintenance	4.2	1.6	1.6
73805	IT-Non-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Computer Services	4.9	4.9	4.9
73806	IT-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	12.6	12.4	12.4
73808	Building Maintenance	Facilities Building maintenance service costs	0.0	0.1	0.1
73809	Mail	Central Mail Costs for central mail room services	3.6	3.0	3.0
73811	Building Leases	Leases	3.3	0.0	0.0
73812	Legal	Law	6.0	0.0	0.0
73814	Insurance	Risk Management Risk Management chargeback for services	0.3	0.3	0.3
73815	Financial	Finance Division of Finance chargeback for services	0.4	0.4	0.4
73816	ADA Compliance	Americans With Disabilities	0.1	0.0	0.0
73816	ADA Compliance	Personnel ADA Compliance charges from the Department of Admin, Division of Personnel	0.0	0.1	0.1

**Line Item Detail**  
**Department of Administration**  
**Services**

**Component:** Labor Relations (58)

**RDU:** Centralized Administrative Services (13)

Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor	
<b>73000 Services Detail Totals</b>			<b>166.4</b>	<b>64.8</b>	<b>64.8</b>	
73819	Commission Sales (IA Svcs)	E-Travel	US Travel service fees	0.9	0.9	0.9
73979	Mgmt/Consulting (IA Svcs)	Admin	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	24.6	9.0	9.0

**Line Item Detail**  
**Department of Administration**  
**Commodities**

**Component:** Labor Relations (58)  
**RDU:** Centralized Administrative Services (13)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities		18.9	118.2	118.2
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>74000 Commodities Detail Totals</b>			<b>18.9</b>	<b>118.2</b>	<b>118.2</b>
74200	Business	Business related suplies	18.9	40.5	118.2
74226	Equipment & Furniture		0.0	47.0	0.0
74229	Business Supplies		0.0	9.3	0.0
74233	Info Technology Equip		0.0	6.4	0.0
74236	Subscriptions		0.0	15.0	0.0

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Labor Relations (58)  
**RDU:** Centralized Administrative Services (13)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
51200	Capital Improvement Project Receipts				0.0	119.8	119.8
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
51200	Cap Improv Proj Rec		2200150	11100	0.0	119.8	119.8
	Capital improvement project receipts						

**Inter-Agency Services  
Department of Administration**

**Component:** Labor Relations (58)

**RDU:** Centralized Administrative Services (13)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2013			
				FY2012 Actuals	Management Plan	FY2014 Governor	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	4.9	4.9	4.9
				<b>73805 IT-Non-Telecommunication subtotal:</b>	<b>4.9</b>	<b>4.9</b>	<b>4.9</b>
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	12.6	12.4	12.4
				<b>73806 IT-Telecommunication subtotal:</b>	<b>12.6</b>	<b>12.4</b>	<b>12.4</b>
73808	Building Maintenance	Building maintenance service costs	Intra-dept	Facilities	0.0	0.1	0.1
				<b>73808 Building Maintenance subtotal:</b>	<b>0.0</b>	<b>0.1</b>	<b>0.1</b>
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	3.6	3.0	3.0
				<b>73809 Mail subtotal:</b>	<b>3.6</b>	<b>3.0</b>	<b>3.0</b>
73811	Building Leases		Intra-dept	Leases	3.3	0.0	0.0
				<b>73811 Building Leases subtotal:</b>	<b>3.3</b>	<b>0.0</b>	<b>0.0</b>
73812	Legal		Inter-dept	Law	6.0	0.0	0.0
				<b>73812 Legal subtotal:</b>	<b>6.0</b>	<b>0.0</b>	<b>0.0</b>
73814	Insurance	Risk Management chargeback for services	Intra-dept	Risk Management	0.3	0.3	0.3
				<b>73814 Insurance subtotal:</b>	<b>0.3</b>	<b>0.3</b>	<b>0.3</b>
73815	Financial	Division of Finance chargeback for services	Intra-dept	Finance	0.4	0.4	0.4
				<b>73815 Financial subtotal:</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>
73816	ADA Compliance		Inter-dept	Americans With Disabilities	0.1	0.0	0.0
73816	ADA Compliance	ADA Compliance charges from the Department of Admin, Division of Personnel	Intra-dept	Personnel	0.0	0.1	0.1
				<b>73816 ADA Compliance subtotal:</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.9	0.9	0.9
				<b>73819 Commission Sales (IA Svcs) subtotal:</b>	<b>0.9</b>	<b>0.9</b>	<b>0.9</b>
73979	Mgmt/Consulting (IA Svcs)	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	Intra-dept	Admin	24.6	9.0	9.0
				<b>73979 Mgmt/Consulting (IA Svcs) subtotal:</b>	<b>24.6</b>	<b>9.0</b>	<b>9.0</b>
				<b>Labor Relations total:</b>	<b>56.7</b>	<b>31.1</b>	<b>31.1</b>
				<b>Grand Total:</b>	<b>56.7</b>	<b>31.1</b>	<b>31.1</b>