

# MEMORANDUM

## State of Alaska

Department of Transportation & Public Facilities  
Office of the Commissioner

TO: All DOT&PF Staff

DATE: March 18, 2020

TELEPHONE NO: (907) 465-3900

FROM: John MacKinnon  
Commissioner



SUBJECT: Hiring Freeze and Procedure  
For Waivers

On March 9, 2020, we received a directive from the Chief of Staff implementing a hiring freeze. All full-time, part-time, nonpermanent, and seasonal positions in bargaining units and in the partially-exempt and exempt service paid for by general funds and other state funds are included in this freeze. In addition, this freeze also includes any requests to reclassify a position that is not within the same job family, requests to establish new nonpermanent positions and any requests to extend nonpermanent positions. Exceptions to the hiring freeze are outlined below.

### Exceptions to the Hiring Freeze

The following DOT&PF positions are exempt from the hiring freeze and may go through the normal recruitment process.

1. Positions that are fully (100%) funded by federal funds (**Attach the budget detail report in Workplace Alaska to your recruitment showing 100% federally funded.**)
2. Positions essential to protect Alaska citizens (Airport Police and Fire Officers)
3. Lateral transfers and promotions within DOT&PF
4. Range changes in flexibly ranged positions
5. Reclassifications within the same job family
6. Employees delegated the authority to perform the duties of a vacant position that are assigned a higher pay range if bargaining unit provisions or regulations provide for compensation
7. The use of on-call nonpermanent employees, if only used to perform work essential to protect the public's safety or meet other state responsibilities
8. Preference Placement as outlined by the State Personnel Act and Personnel Rules (Requires HR Manager Approval):
  - a. Job Reassignment under the American with Disabilities Act, as amended
  - b. Placement of an Injured Worker under 2 AAC 07.228
  - c. Placement of a pregnant employee under 2 AAC 07.226

DOT&PF has a request in to the Chief of Staff asking for blanket approval of specific mission critical positions. Once the Chief of Staff responds to that request, this memo may be updated. Until then, if filling a position is necessary to protect the safety of the public or meet other essential state responsibilities, a request for waiver from the hiring freeze is required.

## Chief of Staff Approval Procedures

### All positions other than the aforementioned exceptions:

1. Prepare Memorandum to Chief of Staff
  - a. Complete the attached template.
  - b. Send the Chief of Staff memorandum, with director approval, and budget detail to Shelly Saviers at: [shelly.saviers@alaska.gov](mailto:shelly.saviers@alaska.gov)
2. Chief of Staff Approvals
  - a. The Commissioner's Office and/or Shelly Saviers will notify the hiring manager of the Chief of Staff approval or denial
  - b. Approvals must be attached to the requisition

## Human Resource Recruitment Section

### Resources

Hiring Manager Toolkit located on the DOT&PF Human Resources *Intranet*

- Hiring Restriction guidance and FAQ's
- Recruitment processes for Workplace Alaska and LTC
- Job Posting templates, examples, checklists

Attachments: March 9, 2020 Chief of Staff Memo  
Chief of Staff Approval Template