

**ASSIGNMENT to ALTERNATE WORK SCHEDULE**  
**Pursuant to Appendix D**  
of the  
**BARGAINING AGREEMENT**  
between the  
**STATE OF ALASKA**  
and the  
**Alaska Public Employees Association/AFT**  
**representing the Supervisory Unit**

**Department/Division:** \_\_\_\_\_ **Duty Station:** \_\_\_\_\_

It is agreed between the parties that the provisions of Appendix D, the Alternate Workweek Master Agreement, Schedule 1, shall apply to the following bargaining unit member:

PCN	Employee Name	Employee ID#	Job Classification

The two-week work schedule shall consist of eight 9-hour days and one 8-hour day, split between workweeks, for an 80-hour work period. Each work week must have 40-hours designated. The workweek begins on

\_\_\_\_\_ at \_\_\_\_\_ and ends on \_\_\_\_\_ at \_\_\_\_\_ .  
(day) (24-hour time) (day) (24-hour time)

The regularly scheduled days and hours are as follows (day of week top row/hours worked bottom row/one day split):

								Total
								40
								Total
								40

Management reserves the right to alter this schedule, when necessary, to meet the business needs of the workplace with consideration of the employee’s needs, in accordance with the collective bargaining agreement.

This assignment shall be effective on Monday, \_\_\_\_\_ and shall remain in effect through \_\_\_\_\_ (no later than June 30, 2024). Either party may cancel upon fifteen calendar (15) days written notice, with concurrent notice to the Payroll Services Manager. In the event of cancellation, the affected employee shall return to a normal work schedule in the first week following the required notice period.

**APPROVALS:**

\_\_\_\_\_  
Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

cc: DOP&LR Payroll Services (via email scan or facsimile)  
APEA/AFT (via email scan or facsimile)