

LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
ALASKA STATE EMPLOYEES ASSOCIATION
representing the
GENERAL GOVERNMENT UNIT

RE: Alternate Workweek Master Agreement

LOA 01-GG-096

It is agreed between the parties that the following terms and conditions of employment apply to those bargaining unit members who obtain approval for assignment to an alternate work week schedule option on the attached form. No provision of the July 1, 2000 through June 30, 2003, master agreement not specifically referenced herein is modified by this agreement.

The following terms and conditions apply to either alternative workweek schedules described below:

1. In accordance with Articles 4 and 27, management reserves the right to make final determinations concerning scheduling.
2. Bargaining unit members will be assigned staggered work hours and days in order to ensure coverage of the Monday through Friday, 8:00 a.m. to 5:00 p.m. open office hours. No single work day may exceed 12.5 hours.
3. Overtime shall apply to overtime eligible bargaining unit members for hours worked in excess of thirty-seven and one-half (37.5) hours of work per established workweek.
4. Leave will be charged hour-for-hour based on the hours the member was scheduled to work. Bargaining unit members will accrue Annual/Sick or Personal Leave in accordance with Article 25 and Article 26.

The following terms and conditions describe the alternate work schedules agreed to under this agreement.

Alternate Workweek Schedule #1

- A. The "work period" shall normally consist of nine (9) work days over a fourteen (14) day period and will include one (1) hour or one-half (1/2) hour lunch break mid way through each working day. Specific schedules shall be established by the supervisor in writing for each individual on the assignment form.
- B. The established workweek will be specifically noted on the assignment form and will end after 37.5 hours of scheduled time.
- C. If a holiday falls on the member's scheduled day off, the day of observance shall be rescheduled to another day within the workweek. The day of observance shall be credited at seven and one-half (7.5) hours. The difference between the hours the bargaining unit member is scheduled to work and seven and one-half (7.5) hours shall, at the bargaining unit member's request and business permitting:
 1. be added to/subtracted from other days within the workweek; or
 2. be taken as Annual/Personal Leave in order to maintain the established schedule.

If a holiday falls on a bargaining unit member's scheduled day of work, the difference between the seven and one-half (7.5) hour holiday and the scheduled hours of work for that day shall, at the member's request and business permitting:

1. be added to/subtracted from other days within the workweek; or
2. be taken as Annual/Personal Leave in order to maintain the established schedule.

Alternate Workweek Schedule #2

A. The workweek shall normally consist of thirty-seven and one-half (37.5) hours over a 7 day period and include either a one (1) hour or one-half (1/2) hour lunch break mid way through each work day. Specific written schedules shall be established by the supervisor in writing on the assignment form for each individual.

B. If a holiday falls on the bargaining unit member's scheduled day off, the day of observance shall be rescheduled to another day within the pay period. The day of observance shall be credited at seven and one-half (7.5) hours. The difference between the hours the member is scheduled to work and seven and one-half (7.5) hours shall, at the member's request and business permitting:

1. be added to/subtracted from other days within the workweek; or
2. be taken as Annual/Personal Leave in order to maintain the established schedule.

If a holiday falls on a bargaining unit member's day of work, the difference between the seven and one-half (7.5) hour holiday and the scheduled hours of work for that day shall, at the member's request and business permitting:

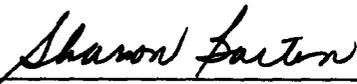
1. be added to/subtracted from other days within the workweek; or
2. be taken as Annual/Personal Leave in order to maintain the established schedule.

C. This agreement supersedes 00-GG-006. This agreement is effective July 1, 2000 and remains in effect through June 30, 2003, unless canceled by either party with fifteen (15) days written notice.

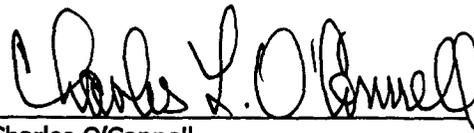
This agreement is entered into solely to address the specific circumstance of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, negotiation, or any other forum, except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA:

FOR ASEA/AFSCME Local 52:



Robert Poe Jr., Commissioner
Department of Administration



Charles O'Connell
Business Manager

8/8/00

Date

8-2-00

Date