

**ASSIGNMENT to 7-on/7-off WORK SCHEDULE
 MASTER ALTERNATE WORKWEEK AGREEMENT #3
 Pursuant to 13-LL-003
 between the
 STATE OF ALASKA
 and the
 PUBLIC EMPLOYEES LOCAL 71
 representing the
 LABOR, TRADES AND CRAFTS UNIT**

Department/Division: _____ **Duty Station:** _____

It is agreed between the parties that the provisions of the Master Alternate Workweek Agreement 13-LL-003 shall apply to the following bargaining unit member(s) – if more than one employee listed, all employees must work in same division/duty station. Additional names may be listed on a separate page:

PCN	Employee Name	Employee ID#	Job Classification

The two-week work schedule shall consist of six 11-hour days and one 9-hour day for a 75 hour work period. Each work week must have 37.5 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):

							Total
							37.5
							Total
							37.5

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, 2015). 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.

For the Department:

 Employee’s Supervisor

 Date

For the State of Alaska:

 DOP&LR Payroll Services Manager (or designee)

 Date

cc: Public Employees Local 71/LTC (via email scan or facsimile)