

**ASSIGNMENT to 7-on/7-off LTC ALTERNATE WORKWEEK SCHEDULE  
Pursuant to LOA 23-LL-268**

It is agreed between the parties that the provisions of the 7 days on/7 days off Alternate Workweek LOA (23-LL-268), shall apply to the following bargaining unit member:

Employee Name	Employee ID #	PCN	Duty Station
Employee Residence Address		Personal Phone # and Email Address	

Please check one option for each of the following items.

1. Will the employee occupy State-owned or State-controlled housing?     Yes     No
2. Will the employee work on a roving crew or be given a nomadic work assignment?     Yes     No
  - a. If "Yes," what will be the employee's duty station?     Juneau     Anchorage     Fairbanks
3. Will the Employer furnish transportation to the duty station?     Yes     No
4. Will the employer provide reimbursement for personal vehicle mileage?     Yes     No
5. Will the employer provide reimbursement for the use of personally owned aircraft?     Yes     No

Please fill in the blanks for each of the following items. For any items that are not applicable, please write "N/A" on the line provided.

Airport of origin if employee will receive Employer furnished transportation by aircraft: \_\_\_\_\_

Port of origin if employee will receive Employer furnished transportation by water: \_\_\_\_\_

The assigned seven (7) day work schedule will cover two successive workweeks, resulting in eighty (80) hours of work over two workweeks. Forty (40) hours are established in each workweek to ensure compliance with the Fair Labor Standards Act. The two-week schedule will consist of one of two options, either six 12-hour work days and one 8-hour work day, or six 11:30-hour work days and one 11-hour work day, resulting in a seven (7) days on/seven (7) days off work schedule and an eighty (80) hour work period. The defined workweek begins and ends on (day) \_\_\_\_\_ at (24-hour time) \_\_\_\_\_.\*. The shift on the split day begins at (24-hour time) \_\_\_\_\_.\*\*. The regularly scheduled days, shift start times, hours worked, and RDOs are as follows on the table on the following page (day of week top row, shift start time middle row, and hours worked bottom row)

\* On this line, write the beginning and end time of the workweek as defined by the Fair Labor Standards Act (FLSA). For normal workweeks with no LOA, this would be Sunday at midnight. For the purposes of this LOA, however, it is likely sometime partway through a shift (i.e., the "split day").

\*\* This is the time the shift begins on the split day. For instance, if the employee begins working at 06:00 on the split day, write 06:00 on this line, regardless of when the workweek begins and ends on that day.

**CONTINUED ON THE NEXT PAGE**

Employee Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Day									split day
Shift Start									
Hours									
Day		split day							
Shift Start									
Hours									

This assignment shall be effective on\*\*\* \_\_\_\_\_, and shall remain in effect through \_\_\_\_\_ (end date cannot be later than June 30, 2024).

**\*\*\*AWW must begin on the first day of the defined workweek.**

Management reserves the right to temporarily 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.

Employee: \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Supervisor: \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

For the Department: \_\_\_\_\_  
 HRBP Signature

\_\_\_\_\_  
 Date

For Payroll: \_\_\_\_\_  
 DOF Payroll Svcs. Mgr. (or designee) Signature

\_\_\_\_\_  
 Date

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