

**ASSIGNMENT to 9-DAY/2-WEEK WORK SCHEDULE  
 MASTER ALTERNATE WORKWEEK AGREEMENT #2  
 Pursuant to 17-LL-011  
 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 17-LL-011 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 eight 8.5-hour days and one 7-hour day for a 75-hour work period. Each work week must have 37.5-hours designated. The workweek begins on (split day) \_\_\_\_\_ (day) at \_\_\_\_\_ (24-hour time) and ends on \_\_\_\_\_ (day) at \_\_\_\_\_ (24-hour time).

The regularly scheduled days, shift start times, and hours worked are as follows (day of week top row, shift start time middle row, and hours worked bottom row):


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 \_\_\_\_\_, \_\_\_\_\_ (first day of schedule) and shall remain in effect through \_\_\_\_\_ (no later than June 30, 2018). 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)