

**ASSIGNMENT to 9-DAY/2-WEEK ALTERNATE WORKWEEK SCHEDULE
Pursuant to LOA 19-LL-056**

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

It is agreed between the parties that the provisions of the Master Alternate Workweek Agreement #2 (9-day/2-week Schedule), 19-LL-056, shall apply to the following bargaining unit members:

PCN	Employee Name	Employee ID#	Job Classification

The two-week work schedule shall consist of eight 9-hour days and one 8-hour day for an 80-hour work period. Each work week must have 40-hours designated. The workweek begins on (split day) _____ (day) at _____ (24-hour time) and ends on _____ (day) at _____ (24-hour time). The shift on the split day begins at _____. The regularly scheduled days, shift start times, hours worked, and RDOs are as follows (day of week top row, shift start time middle row, and hours worked bottom row):

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

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* _____, and shall remain in effect through _____ (no later than June 30, 2021). ***AWW must begin on the first day of the defined workweek.**

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: _____
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)