

ASSIGNMENT to 7-on/7-off ALTERNATE WORKWEEK SCHEDULE
Pursuant to LOA 17-LL-012

Duty Station: _____

The following bargaining unit member(s) are assigned to work an alternate workweek pursuant to LOA 17-LL-012. Additional names may be listed on a separate page:

PCN	Employee Name	Employee ID#	Job Classification

The defined workweek begins on (day) _____ at _____ (24-hour time) and ends on (day) _____ at _____ (24-hour time). The shift on the split day begins at _____ (24-hour time). The regularly scheduled days and hours of work are as follows:

							Total
							37.5
							Total
							37.5

This assignment shall be effective on* _____, _____, and shall remain in effect through June 30,

2018. ***AWW schedule 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. 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)