

**INDIVIDUAL LETTER OF AGREEMENT**  
between the  
**STATE OF ALASKA**  
and the  
**PUBLIC EMPLOYEES LOCAL 71**  
representing the  
**LABOR, TRADES and CRAFTS UNIT**

St. Mary's SEF Mechanic; Alternate Workweek

19-LL-054

It is mutually agreed between the parties that the following terms and conditions of employment will apply to the incumbent of PCN 25-0863, Mechanic, Automotive, Advanced Journey, with the State Equipment Fleet, Department of Transportation and Public Facilities. No provision of the July 1, 2018 through June 30, 2021 master agreement not specifically referenced is modified by this agreement.

The duty station of PCN 25-0863 is St. Mary's. The incumbent of PCN 25-0863 will be assigned a seven (7) day work schedule that 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. It is understood that the employee may be temporarily assigned to a normal workweek of five (5) consecutive eight (8) hour days, if necessary, to accommodate travel assignments, training or other reasons which would require such scheduling. When this temporary schedule change occurs, normal contractual provisions apply.

For purposes of this agreement the following articles with their stated terms and conditions have been modified:

**Article 13.06 – Premium Pay** the second, third and fifth paragraphs are amended as follows:

A. **Overtime.** An employee shall be paid overtime for all work in excess of twelve (12) hours of work in any one shift and forty (40) hours of work in any one (1) week, at one and one-half (1.5) times the basic rate of pay.

For purposes of clarification, it is agreed that the employee's scheduled days off follow the employee's seven (7) scheduled work days of their work schedule.

For all work performed on a shift starting on the employee's scheduled days off, one and one-half (1.5) times the employee's basic rate of pay shall be paid for that shift. However, for all work performed on a shift starting on the employee's fifth through seventh scheduled day off following the seven (7) regularly-scheduled day of work, two (2) times the employee's basic rate of pay shall be paid for that shift, provided the employee worked on each of the seven (7) regularly-scheduled days of work and the first through fourth scheduled days off.

**Article 14.01 – Workweek** - The first paragraph is amended as follows:

Each workweek shall consist of forty (40) hours in pay status and all permanent full-time employees shall be guaranteed a full workweek provided they are ready, willing and able to work, unless suspended, on layoff or leave without pay. The workweek, the seven (7) day work schedule, and the two-week period shall be specified on the assignment form.

**Article 15 – Travel and Moving**

The parties recognize that poor weather conditions may preclude aircraft from departing from Anchorage or Fairbanks or landing at the St. Mary's Airport. When employees receiving transport from Anchorage or Fairbanks are unable to report to their regularly scheduled shift at the St. Mary's duty station, they may be assigned to work in Anchorage or Fairbanks. The provisions of Article 15 will not apply in such circumstances.

**Article 18.01 – Meal Break** is amended as follows:

An unpaid meal period of not less than thirty (30) minutes or more than one (1) hour shall be allowed approximately midway of each shift. If the employee is scheduled to work more than twelve (12) hours in a day, the employee may request an additional unpaid meal period. The employee shall be relieved of all work-related duties and responsibilities during meal periods.

**Article 18.03 – Holidays** - All paragraphs following the listed holidays are amended as follows:

Designated holidays will be observed on the calendar day on which they fall. In order to maintain the established schedule, the employee will be expected to work their regular schedule, including designated holidays.

If a holiday falls on the employee's regularly scheduled day of work, the employee shall be paid in accordance with Article 13.06.B – Holiday Pay.

If a holiday falls on the employee's regularly scheduled day off, the employee shall be credited with eight (8) hours of personal leave in lieu of holiday pay.

**Article 19.02 – Use of Personal Leave** is amended to include the following in the respective paragraphs:

- A. Leave use will be charged hour-for-hour up to the maximum number of hours the employee is scheduled to work on a day that leave is taken.
- B. Medical appointments such as physical, dental, vision or hearing exams, except for emergency care, will be made on the employee's scheduled days off. Medical appointments on an employee's scheduled work day will require a doctor's certification that the employee was not fit for duty during the work time missed.

**Article 19.03 – Mandatory Leave Usage** the second paragraph is amended as follows:

Up to eighty (80) hours of personal leave cashed-in under Article 19.04 will be applied to the employee's mandatory leave usage requirement.

**Article 27 – State-Owned/Controlled Housing** is amended to include:

Employees occupying State-owned or controlled housing will not be considered as vacating the quarters while on their days off or on leave.

For purposes of this agreement the following terms and conditions regarding transportation apply:

**Transportation to/from St. Mary's**

Roundtrip transportation between Anchorage or Fairbanks and St. Mary's will be furnished by the employer; however, travel will be on the employee's own time. Should the employee fail to use the employer-provided transportation for any reason, the employee shall be responsible for getting to or from St. Mary's at their own expense.

If the employee resigns, is discharged, or is laid off by the Employer, the Employer will furnish return transportation to the point of origin, Anchorage or Fairbanks.

Employer provided transportation may be considered by the Internal Revenue Service to be a taxable benefit and reported as such. If that is the case, and the taxes become an overwhelming financial burden, the employee may voluntarily return to their former position, if vacant, with no loss in seniority.

This agreement supersedes LOA 18-LL-144. This agreement is effective October 1, 2018 and remains in effect through June 30, 2021, except that it may be canceled by either party with thirty (30) days written notice. This agreement is entered into solely to address the specific circumstance of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, or any other forum, except as may be necessary for the execution of its terms.

**FOR THE STATE OF ALASKA:**

/\*Signature on File\*/  


Kate Sheehan, Director  
Division of Personnel & Labor Relations  
Department of Administration

9/26/18  
Date

**FOR PUBLIC EMPLOYEES Local 71:**

/\*Signature on File\*/  


for Dennis Moen / Jordan Adams  
Business Manager

9-26-18  
Date