

LETTER OF AGREEMENT  
between the  
STATE OF ALASKA  
and the  
PUBLIC SAFETY EMPLOYEES ASSOCIATION  
representing the  
PUBLIC SAFETY OFFICERS UNIT

TSAIA APFO Vacation Scheduling Procedures

16-AA-019

It is agreed between the parties that the following terms and conditions of employment apply to the Airport Police and Fire Officers (APFO) at the Ted Stevens Anchorage International Airport (TSAIA), within the Department of Transportation & Public Facilities. No provision of the July 1, 2014 through June 30, 2017, master agreement not specifically referenced herein is modified by this agreement.

Notwithstanding the provisions of Articles 11.10(C) and 14.01, the APFOs located at the TSAIA shall conduct Shift and Vacation Scheduling bids together, twice per year. Bidding will be conducted based on overall classification series seniority within the department. The bid periods will run from the first Monday in October thru the first Monday in April (Bid Cycle I) and the first Monday in April thru the first Monday in October (Bid Cycle II). Article 11 07 is revised to read as follows:

1. Each member will have the opportunity to bid for vacation twice within a cycle year, once in Bid Cycle I and once in Bid Cycle II. Each member will be allotted an amount of vacation (counted by work weeks) that they can bid for based on their years of State service. A week will be defined as a three or four day work week.
2. Vacation usage amounts based on credible State service:
  - 0-10 years = 4 weeks
  - 10 1-15 years = 5 weeks
  - 15 1 years or greater = 6 weeks
3. The bidding process for Bid Cycle I will begin the first week of August and the bidding process for Bid Cycle II will begin the first week of February. Each member will bid for their shift and vacation concurrently based on their department seniority.
4. A bid schedule will be published no later than two weeks prior to the start of the bid process to allow each member to know what date and time they are expected to bid. Each member will be given a specified date and a twelve (12) hour window to complete their bid. If the member misses their scheduled bid, the process continues on. If the member later wishes to make their bid they may do so, but will not be afforded the opportunity to "bump" other members with less seniority on shift or vacation bid. The member will be allowed to pick his or her shift and vacation based on what remains available.
5. Bidding stipulations:

A member can choose to use all of their leave during one bid cycle or split it between the two cycles within a cycle year. Management will keep track of the number of weeks that each member bids in Bid Cycle I to know how many weeks each member will have available in Bid Cycle II.

*Example:* Officer Doe has been with the department 5.5 years and therefore has four weeks of leave available to bid. During the first bid cycle he chooses to use two weeks of vacation, which means he will have two weeks of vacation remaining that he can bid to use during the second bid cycle.

6. If a member bids three weeks of vacation during a six month period but only uses two weeks, the member does not get to carry over the unused vacation to the next bid. However, the member will not be charged for any leave scheduled, but not actually used.
7. If a member is moved from their shift due to circumstances out of their control and their previously scheduled vacation falls during that time, the member is still guaranteed that scheduled vacation, regardless of what shift they begin working
8. A member is not required to make their vacation bids consecutive for each bid cycle. However, vacation bids are required to be for a minimum period of one work week.
9. A member is not required to bid all the weeks available to them, but must meet the mandatory leave usage requirement of Article 14.01(F) that applies to them. There are no secondary bids. Members are not allowed to bid underneath other vacation bids.
10. If a member is projected to reach the 10 or 15 year State service milestone during a bid cycle, the member will be allowed to bid the extra week of vacation.
11. A member will not be permitted to be on vacation for more than six consecutive work weeks in a bid cycle. This stipulation applies only to their primary vacation schedule and does not include unplanned leave
12. Unplanned Leave  
Any requests for an unplanned absence (i.e. not primary vacation, but not including FMLA, emergency leave, administrative leave, funeral leave) will be submitted to the shift supervisor(s) no earlier than 30 days prior to the leave start date. The shift commander should attempt to approve or deny these requests as quickly as practicable and will consider all requests for leave based on seniority while factoring in shift manning levels or other circumstances as necessary. Leave cannot be granted if manning levels will be below shift minimums.

This agreement is effective upon signature and remains in effect through June 30, 2017, except that it may be canceled by either party with thirty (30) calendar days written notice.

This agreement is entered into solely to address the specific circumstances of this particular situation. It does not establish any practice or precedent between the parties. This agreement will 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

Date

8/21/15

FOR PSEA:

/\*Signature on File\*/

Jake Metcalfe  
Executive Director

Date

8/21/2015