

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

Biweekly Pay Periods

20-LL-019

It is agreed between the parties that the following terms and conditions of employment apply to all members of the Labor, Trades, and Crafts Unit. No provision of the July 1, 2018 through June 30, 2021 master agreement not specifically referenced herein is modified by this agreement.

1. The State intends to change from a semi-monthly pay schedule to a biweekly pay schedule for all employees. In implementing a biweekly pay schedule, several elements of the current Labor, Trades, and Crafts Unit's collective bargaining agreement require modification. During the initial transition to a biweekly pay schedule, the parties mutually agree to temporarily waive leave cash in rules in Article 19.04 for the months of May 2020 and June 2020 in regard to how low an employee may take their leave account and how many such leave cash in requests may be processed for an employee. Any leave cash ins taken during this period will not count towards the yearly limit. Other specific terms and conditions affected by the change are revised as follows:

13.04 – PAY INCREMENTS

Movement between Pay Increments shall be extended by one (1) month for every twenty-three (23) working days of leave without pay each year.

Pay increments will only be awarded through a performance evaluation in which the employee is considered to have a mid-acceptable or better commencing on the first day following the fulfillment of the service requirement. If a pay increment is delayed due to an untimely performance evaluation, upon receipt of the evaluation with an annual rating of mid-acceptable or better, the pay increment will be granted retroactive to the employee's anniversary date.

ARTICLE 17 – PAY PROCEDURES

17.01 –PAYDAY

A. Payday shall be on a biweekly basis every other Friday. If a payday falls on a holiday, then the last working day before the designated holiday shall be the payday.

ARTICLE 19 – LEAVE

19.01 – PERSONAL LEAVE ACCRUAL

A. Rate of Accrual.

Effective June 1, 2020 , through the term of this Agreement, an employee shall accrue personal leave as follows:

<u>Years of Service</u>	<u>Hours Per Year</u>	<u>Hours Per Pay Period</u>
0 - 2	192 hours	7 hours:23 minutes
2 - 5	216 hours	8 hours:19 minutes

5 - 10	240 hours	9 hours:14 minutes
10 +	288 hours	11 hours:05 minutes

C. Changes of Accrual Rate. Accrual rate changes will become effective on the first day after the employee completes the service requirement and becomes eligible for the higher accrual rate. The leave anniversary date must be moved one month later for each twenty-three (23) days of leave without pay in a leave year (January 1 through December 31).

This agreement is effective June 1, 2020. 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 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

2/4/2020
Date

FOR PUBLIC EMPLOYEES Local 71:

/*Signature on File*/


Jordan Adams
Business Manager

1-29-2020
Date