

**LETTER OF AGREEMENT**  
between the  
**STATE OF ALASKA**  
and the  
**ALASKA STATE EMPLOYEES ASSOCIATION**  
representing the  
**GENERAL GOVERNMENT UNIT**

**Alternate Workweek Master Agreement**

**20-GG-002**

It is agreed between the parties that the following terms and conditions of employment apply to those bargaining unit members who obtain approval for assignment to an alternate work schedule option on the attached form. No provision of the July 1, 2019 through June 30, 2022, master agreement not specifically referenced is modified by this agreement.

The following terms and conditions apply to either alternative workweek schedules described below:

1. In accordance with Article 4 and 27, Management reserves the right to make final determinations concerning scheduling.
2. Bargaining unit members will be assigned staggered work hours and days in order to ensure coverage of the Monday through Friday, 8:00 a.m. to 5:00 p.m. open office hours. No single work day may exceed 12:30 hours.
3. Overtime will apply to overtime eligible bargaining unit members for hours worked in excess of thirty-seven and one-half (37:30) hours of work per established workweek.
4. Leave will be charged hour-for-hour based on the hours the member was scheduled to work. Bargaining unit members will accrue Annual/Sick or Personal Leave in accordance with Article 25 and Article 26.

The following terms and conditions describe the alternate work schedules agreed to under this agreement.

**Alternate Workweek Schedule #1**

- A. The work period will normally consist of nine (9) work days over a fourteen (14) day period and will include either one (1) hour or one-half (0:30) hour lunch break mid way through each work day. Specific schedules will be established in writing by the supervisor for each individual on the assignment form.
- B. The established workweek will be specifically noted on the assignment form and will end after thirty-seven hours and one-half (37:30) hours of scheduled time.
- C. If a holiday falls on the member's scheduled day off, the day of observance will be rescheduled to another day within the defined workweek. If the holiday falls on the member's scheduled day off, and the day off is split between two workweeks, the day of observance can be re-scheduled to either workweek. The day of observance will be credited at seven and one-half (7:30) hours. The difference between the hours the bargaining unit member is scheduled to work and seven and one-half (7:30) hours will, at the bargaining unit member's request and business permitting:
  1. be added to/subtracted from other days within the workweek; or
  2. be taken as Annual/Personal Leave in order to maintain the established schedule.

D. If a holiday falls on the member's scheduled day of work, the difference between the seven and one-half (7:30) hours holiday and the scheduled hours of work for that day will, at the member's request and business permitting:

1. be added to/subtracted from other days within the workweek; or
2. be taken as Annual/Personal Leave in order to maintain the established schedule.

E. If a holiday falls on the member's scheduled day of work, and that day is also the designated "split day," the hours should be assigned between the two workweeks accordingly to ensure each workweek totals a minimum of thirty-seven and one-half (37:30) hours.

**Alternate Workweek Schedule #2**

A. The workweek will normally consist of thirty-seven and one-half (37:30) hours over a seven (7) day period and will include either one (1) hour or one-half (0:30) hour lunch break mid way through each work day. Specific schedules will be established in writing by the supervisor for each individual on the assignment form.

B. If a holiday falls on the member's scheduled day off, the day of observance will be rescheduled to another day within the workweek. The day of observance will be credited at seven and one-half (7:30) hours. The difference between the hours the bargaining unit member is scheduled to work and seven and one-half (7:30) hours will, at the bargaining unit member's request and business permitting:

1. be added to/subtracted from other days within the workweek; or
2. be taken as Annual/Personal Leave in order to maintain the established schedule.


C. If a holiday falls on the member's scheduled day of work, the difference between the seven and one-half (7:30) hour holiday and the scheduled hours of work for that day will, at the member's request and business permitting:

1. be added to/subtracted from other days within the workweek; or
2. be taken as Annual/Personal Leave in order to maintain the established schedule.

This agreement supersedes LOA 17-GG-066 (Amended). This agreement is effective July 1, 2019 and remains in effect through June 30, 2022, except that it may be canceled by either party with fifteen (15) 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 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:**

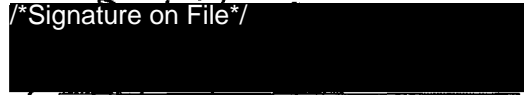
/\*Signature on File\*/

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

7/15/19  
Date

**FOR ASEA/AFSCME Local 52:**

/\*Signature on File\*/

  
Jack Metcalfe  
Executive Director

7-12-2019  
Date