

# MEMORANDUM

State of Alaska  
Department of Administration  
Division of Personnel & Labor Relations

**To:** All Administrative Services Directors  
All Supervisors

**Date:** January 19, 2007

**Thru:** Dianne Kieser  
Director

**From:** Maritt Miller  
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**Subject:** SU Flexible Time Plan Thresholds

The purpose of this memorandum is to provide guidance and clarification regarding flexible time plan thresholds for Supervisory (SU) employees outlined in Article 25.11 of the SU contract.

Article 25.11(A) of the SU contract states, "An employee who works in excess of 50 hours in a workweek will be eligible for flextime credits retroactive to 42.5 hours of work in the week". This means that the employee must work a minimum of 50.0 hours in the work week in order to earn flex time credits. When the employee has worked a work week of 50.0 hours, they will be provided with 7.5 hours flex time for the 12.5 hours worked over 37.5 hours.

While Article 25.11(L) of the SU contract states, "Once an employee has completed a Flexible Time Plan as provided in A through L in a calendar year by which they have earned a minimum of 30.0 hours of Flexible Time, the Employer may sign a new Flexible Time Plan for future periods in that year. This next (or new) Flexible Time Plan for that (calendar) year will use 45.0 hours as the threshold described in 25.11 (A)." This means that once an employee has completed one flex time assignment in a calendar year as provided in Article 25.11(A) and earned a minimum of 30.0 hours of flex time, additional hours of flex time may be earned during any week in which the employee has worked a minimum 45.0 hours. When the employee has worked a work week of 45.0 hours, they will be provided with 2.5 hours of flex time for the 7.5 hours worked over 37.5 hours.

In both cases when the employee has worked a workweek in excess of either threshold, they will be provided flex time in 0.5 hour increments for the time worked over the threshold. Under no circumstance may the employee earn more than 150 hours of flex time in one calendar year.

If you have any questions regarding the SU flexible time plan thresholds, please contact me or your Technical Services Supervisor.

cc: Technical Services Supervisors  
Division of Personnel & Labor Relations Web Page  
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