

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

**Department of Fish & Game, Division of Sport Fish**  
**Alternate Workweek**  
**11-GG-001**

It is agreed and understood between the parties that the following terms and conditions of employment apply to those bargaining unit members in the Department of Fish & Game, Division of Sport Fish, assigned to work on either the Mat-Su/Deshka Weir or the Gulkana Chinook Counting Tower projects, who obtain approval for assignment to an alternate workweek schedule option on the attached form. No provision of the July 1, 2010 through June 30, 2013, master agreement not specifically referenced is modified by this Agreement.

The following terms and conditions apply to the alternate workweek schedule described below:

1. In accordance with Article 4 and 27, Management reserves the right to make final determinations concerning scheduling.
2. Overtime will apply to overtime eligible bargaining unit members for hours worked in excess of thirty-seven and one-half (37.5) hours of work per established workweek.
3. 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 schedule agreed to under this agreement:

**Alternate Workweek Schedule**

1. The work period will consist of eight (8) consecutive work days and six (6) days off over a fourteen (14) day period and will include either one (1) hour or one-half (.5) hour unpaid lunch break mid way through each work day.
2. The established workweek will be specifically noted on the assignment form and will end after 37.5 hours of scheduled time.
3. 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 (7.5) hours. The difference between the hours the bargaining unit member is scheduled to work and seven and one-half (7.5) hours will, at the bargaining unit member's request and business permitting:

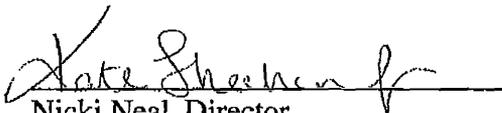
- a. be added to/subtracted from other days within the workweek; or
  - b. be taken as Annual/Personal Leave in order to maintain the established schedule.
4. If a holiday falls on the member's scheduled day of work, the difference between the seven and one-half (7.5) hour holiday and the scheduled hours of work for that day will, at the member's request and business permitting:
- a. be added to/subtracted from other days within the workweek; or
  - b. be taken as Annual/Personal Leave in order to maintain the established schedule.

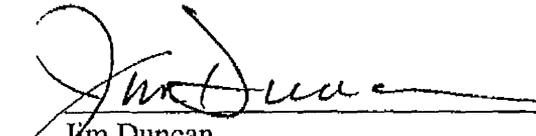
This agreement supersedes 09-GG-324 and remains in effect through June 30, 2013, except that it may be canceled by either party with fifteen (15) days written notice. In the event of cancellation, the employee shall return to a normal work schedule in the first week of the pay period following the required notice. Changes to any work schedule adopted under this agreement must be made by executing a new Alternate Workweek Schedule Assignment Form.

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 will not be referred to in any other dispute, grievance, arbitration, hearing, negotiation, or any other forum, except as may be necessary for the execution of its terms.

**FOR THE STATE OF ALASKA:**

**FOR ASEA/AFSCME Local 52:**

  
\_\_\_\_\_  
Nicki Neal, Director  
Division of Personnel & Labor Relations  
Department of Administration

  
\_\_\_\_\_  
Jim Duncan  
Business Manager

6/6/12  
\_\_\_\_\_  
Date

6/6/12  
\_\_\_\_\_  
Date

**ALTERNATE WORKWEEK SCHEDULE  
ASSIGNMENT FORM**  
pursuant to  
**Letter of Agreement**

**11-GG-001**

*As set out in the terms of the Alternate Workweek Master Letter of Agreement 11-GG-001, the following bargaining unit member is assigned to the alternate schedule designated below.*

PCN	Name	Job Classification

**Work Period Schedule:**

My workweek begins on \_\_\_\_\_ and ends on \_\_\_\_\_. My scheduled hours are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
							37.5

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
							37.5

This schedule is effective \_\_\_\_\_ and remains in effect through \_\_\_\_\_ (no later than June 30, 2013).

*This schedule agreement is entered into voluntarily by the parties whose signatures appear below. Cancellation of this agreement is reserved to the Human Resources Manager for the participating agency and a Union business representative. Either party may cancel this schedule arrangement with 15 calendar days notice in writing. Upon cancellation, the affected member(s) will return to a normal work schedule in the first week of the pay period following the required notice period.*

*Changes to any work schedule adopted under this Agreement must be made by executing a new Alternate Workweek Schedule Assignment form.*

**Bargaining Unit Member Approval:**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member's Supervisor's Signature

\_\_\_\_\_  
Date

**For the Department:**

\_\_\_\_\_  
Division of Personnel & Labor Relations

\_\_\_\_\_  
Date