

**LETTER OF AGREEMENT**  
between the  
**STATE OF ALASKA**  
and the  
**ALASKA CORRECTIONAL OFFICERS ASSOCIATION**  
representing the  
**CORRECTIONAL OFFICERS UNIT**

**42-Hour/4-Day Alternate Workweek and Overtime**

**13-CO-218**

It is agreed between the parties that the following terms and conditions of employment shall apply to correctional officers assigned to a forty-two (42) hour work schedule and a four (4) day workweek. No provisions of the July 1, 2012 to June 30, 2015 Master Agreement not specifically referenced herein are modified by this agreement.

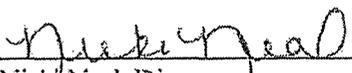
1. Employees working a forty-two (42) hour work schedule and a four (4) day workweek shall establish a specific schedule with supervisor approval using the attached assignment form.
2. The parties agree to add an exception to Article 13.1 (B) – Forty-two (42) Hour Schedule, as it pertains to the above referenced employees, as follows:

During a pay period containing a holiday, an employee who is scheduled for four (4) ten and one-half (10.5) hour shifts can either:

- a) Take two and one-half (2.5) hours of personal leave to make up the additional hours between the eight (8) hour holiday pay and the remaining two and one-half (2.5) hours the employee is not otherwise scheduled to work during the workweek, or;
- b) With supervisor approval, work an additional two and one-half (2.5) hours on non-holiday days during the same workweek in which the holiday falls. These additional hours will be considered as part of the employee's normal scheduled workday(s), and accordingly, the employee will not receive overtime for those additional hours.

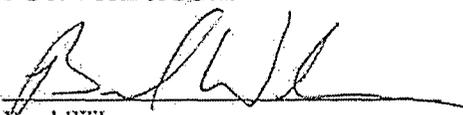
This agreement supersedes 11-CO-071 and is in effect from July 1, 2012 until June 30, 2015, except that it may be cancelled by either party with fifteen (15) days written notice. This agreement is entered into solely to address the specific circumstance of this particular situation. It does not establish any practice or precedent between the parties. This agreement 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:**

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

5/28/13  
\_\_\_\_\_  
Date

**FOR THE ACOA:**

  
\_\_\_\_\_  
Brad Wilson  
Business Manager

May 24, 2013  
\_\_\_\_\_  
Date

**ASSIGNMENT to 42-HOUR/4-DAY WORK SCHEDULE**  
 Pursuant to LOA 13-CO-218  
 between the  
**STATE OF ALASKA**  
 and the  
**ALASKA CORRECTIONAL OFFICERS ASSOCIATION**  
 representing the  
**CORRECTIONAL OFFICERS UNIT**

Department/Division: DOC/Institutions      Duty Station: \_\_\_\_\_

It is agreed between the parties that the provisions of the 42-hour/4-day Alternate Workweek Agreement 13-CO-218 shall apply to the following bargaining unit member(s) – if more than one employee listed, all employees must work the same schedule and be at the same duty station. Additional names may be listed on a separate page:

| PCN | Employee Name | Employee ID# | Job Classification |
|-----|---------------|--------------|--------------------|
|     |               |              |                    |
|     |               |              |                    |
|     |               |              |                    |
|     |               |              |                    |
|     |               |              |                    |
|     |               |              |                    |

The work schedule shall consist of four consecutive work days within the defined workweek which begins on Sunday at midnight and ends the following Sunday at midnight. The regularly scheduled days and hours are as follows:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--------|---------|-----------|----------|--------|----------|--------|-------|
|        |         |           |          |        |          |        | 42.0  |

Management reserves the right to alter this schedule, when necessary, to meet the business needs of the workplace with consideration of the employee's needs, in accordance with the collective bargaining agreement.

This assignment shall be effective on Monday, \_\_\_\_\_ and shall remain in effect through \_\_\_\_\_ (no later than June 30, 2015). Changes to any work schedule adopted under this agreement must be made by executing a new Assignment form. Either party may cancel this schedule arrangement with fifteen (15) calendar days written notice, with concurrent notice to the Payroll Services Manager. In the event of cancellation, the affected employee shall return to a normal work schedule in the first week of the pay period following the required notice period.

For the Bargaining Unit Member and the Department:

\_\_\_\_\_  
Bargaining Unit Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

For the State of Alaska:

\_\_\_\_\_  
DOP&LR Payroll Services Manager (or designee)

\_\_\_\_\_  
Date

cc: ACOA (via email scan or facsimile)