

LETTER OF AGREEMENT  
between the  
STATE OF ALASKA  
and the  
ALASKA STATE EMPLOYEES ASSOCIATION  
representing the  
GENERAL GOVERNMENT BARGAINING UNIT  
FAI Airport Operations Officers; Alternate Workweek

13-GG-103

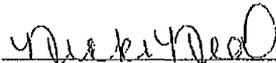
It is agreed between the parties that the following terms and conditions of employment apply to the full-time Airport Operations Officer positions at Fairbanks International Airport (FAI), with the Department of Transportation & Public Facilities who obtain approval for assignment to this agreement on the attached assignment worksheet. No provision of the July 1, 2010 through June 30, 2013, master agreement not specifically referenced is modified by this agreement.

1. As provided in Article 22.01 the following terms and conditions describe the alternate work schedule agreed to under this agreement. In accordance with Article 4 and 27, Management reserves the right to make final determinations concerning scheduling.
2. The assigned work schedule, as reflected on the attached assignment worksheet, will cover two successive workweeks, resulting in seventy-five (75) hours of work over two workweeks. Thirty-seven and one-half (37.5) hours are established in each workweek to ensure compliance with the Federal Fair Labor Standards Act.
3. The work period will consist of seven consecutive work days consisting of six 11-hour shifts and one 9-hour shift, followed by seven consecutive days off. The work period will include a one-half (.5) hour unpaid lunch break approximately half way through each work shift.
4. As provided in Article 23.02C, employees shall be allowed a paid 15-minute relief period approximately mid-way through each four-hour block of their work shift. If a shift is greater than ten hours, then each employee will be entitled to another 15-minute break. The parties understand that no more than three such relief periods may be taken during any shift greater than ten hours, but less than twelve hours. Relief breaks may not be combined, nor taken at the end of a shift.
5. Article 24.02 shall be amended as follows:  
Designated holidays will be observed on the calendar day on which they fall. In order to maintain the established schedule, each bargaining unit member will be expected to work their regular schedule, including designated holidays.

This agreement is effective November 26, 2012 and remains in effect through June 30, 2013, except that it may be canceled by either party with fifteen (15) days written notice.

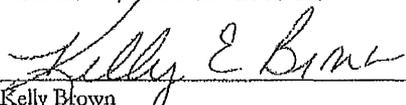
This agreement is entered into solely to address the specific circumstances of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, or any other forum, except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA:

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

12/30/2012  
\_\_\_\_\_  
Date

FOR ASEA/AFSCME Local 52:

  
\_\_\_\_\_  
Kelly Blown  
Business Agent

12-28-12  
\_\_\_\_\_  
Date

**ASSIGNMENT to 7-DAY/2-WEEK WORK SCHEDULE  
 FIA AIRPORT OPERATIONS OFFICERS ALTERNATE WORKWEEK AGREEMENT  
 Pursuant to 13-GG-103  
 between the  
 STATE OF ALASKA  
 and the  
 ALASKA STATE EMPLOYEES ASSOCIATION  
 representing the  
 GENERAL GOVERNMENT UNIT**

It is agreed between the parties that the provisions of the Airport Operations Officers Alternate Workweek Agreement, 13-GG-103, shall apply to the following bargaining unit member:

PCN	Employee Name	Employee ID#

The two-week work schedule shall consist of seven consecutive work days consisting of six 11-hour shifts and one 9-hour shift, followed by seven days off for a 75-hour work period. Each work week must have 37.5-hours designated. The workweek begins on:

\_\_\_\_\_ at \_\_\_\_\_ and ends on \_\_\_\_\_ at \_\_\_\_\_.  
 (day) (24-hour time) (day) (24-hour time)

The regularly scheduled days and hours are as follows (day of week top row/scheduled work hours bottom row):

									Total
									37.5
									Total
									37.5

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, 2013). Either party may cancel upon fifteen calendar (15) 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 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: ASEA/AFSCME Local 52 (via email scan or facsimile)

**ASSIGNMENT to 7-DAY/2-WEEK WORK SCHEDULE  
 FIA AIRPORT OPERATIONS OFFICERS ALTERNATE WORKWEEK AGREEMENT  
 Pursuant to 13-GG-103  
 between the  
 STATE OF ALASKA  
 and the  
 ALASKA STATE EMPLOYEES ASSOCIATION  
 representing the  
 GENERAL GOVERNMENT UNIT**

It is agreed between the parties that the provisions of the Airport Operations Officers Alternate Workweek Agreement, 13-GG-103, shall apply to the following bargaining unit member:

PCN	Employee Name	Employee ID#
25-9999	Smith, James D.	999999

The two-week work schedule shall consist of seven consecutive work days consisting of six 11-hour shifts and one 9-hour shift, followed by seven days off for a 75-hour work period. Each work week must have 37.5 hours designated. The workweek begins on:

Wednesday at 22:30 and ends on Wednesday at 22:30.  
 (day) (24-hour time) (day) (24-hour time)

The regularly scheduled days and hours are as follows (day of week top row/scheduled work hours bottom row):

	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	Total
	RDO	RDO	RDO	11	11	11	4.5	37.5
	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
	6.5	11	11	9	RDO	RDO	RDO	37.5

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, December 3, 2012 and shall remain in effect through June 30, 2013 (no later than June 30, 2013). Either party may cancel upon fifteen calendar (15) 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 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: ASEA/AFSCME Local 52 (via email scan or facsimile)