

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

DOR Criminal Investigations Unit; Alternate Workweek

14-GG-044

It is agreed between the parties that the following terms and conditions of employment apply to the full-time Investigator positions in the Criminal Investigations Unit (CIU) of the Department of Revenue who obtain approval for assignment to an alternate work schedule on the attached form. No provision of the July 1, 2013 through June 30, 2016, 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 will cover two successive workweeks, resulting in seventy-five (75) hours of work over the 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 schedule, as reflected on the attached assignment worksheet, will consist of four consecutive work days of three 10-hour shifts and one 7.5-hour shift, followed by four consecutive days off one week and two consecutive days off the following week. 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:  
A designated holiday will normally be observed on the calendar day on which it falls, except that if the holiday falls on a bargaining unit member's regularly scheduled day off (RDO), the day of observance of the holiday will be rescheduled to another day within the workweek.

If a designated holiday falls on a bargaining unit member's scheduled day of work (including when rescheduled) and the employee observes the holiday, 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;

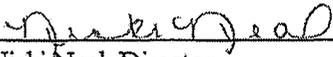
- a. be added to other days within the workweek; or
- b. be taken as Annual/Personal Leave in order to maintain the established schedule.

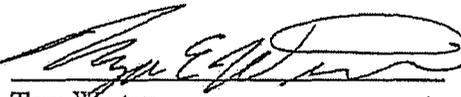
This agreement supersedes LOA 13-GG-117. This agreement is effective July 1, 2013, and remains in effect through June 30, 2016, except that it may be canceled by either party with fifteen (15) days written notice.

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:

FOR ASEA/AFSCME Local 52:

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

  
\_\_\_\_\_  
Toya Winton  
Business Agent

\_\_\_\_\_  
7/1/13  
Date

\_\_\_\_\_  
7/1/13  
Date

**ASSIGNMENT to 4-DAY/2-WEEK WORK SCHEDULE**  
**DOR CRIMINAL INVESTIGATIONS UNIT ALTERNATE WORKWEEK AGREEMENT**  
 Pursuant to 14-GG-044  
 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 DOR Criminal Investigations Unit Alternate Workweek Agreement, 14-GG-044, shall apply to the following bargaining unit member:

PCN	Employee Name	Employee ID#	Job Classification

The work schedule shall consist of four consecutive work days of three 10-hour shifts and one 7.5-hour shift 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
					RDO	RDO	37.5
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
					RDO	RDO	37.5

This schedule is effective Monday, \_\_\_\_\_ and remains in effect through \_\_\_\_\_ (no later than June 30, 2016.)

This schedule agreement is entered into voluntarily by the parties whose signatures appear below. Either party may cancel this schedule arrangement with fifteen (15) calendar days written notice, with concurrent notice to the Payroll Services Manager. Upon cancellation, the affected member 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.

**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 (via email scan or facsimile)