

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

Office of Children's Services; Alternate Workweek

14-GG-046

It is agreed between the parties that the following terms and conditions of employment apply to employees in the Office of Children's Services (OCS) in the Department of Health & Social Services who obtain approval for assignment to an alternate work schedule option 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.

The following terms and conditions apply to both alternate workweek schedules described below:

1. In accordance with Article 4 and 27, Management reserves the right to make final determinations concerning scheduling.
2. Bargaining unit members will be assigned staggered work hours and days in order to ensure coverage of the Monday through Friday, 8:00 a.m. to 5:00 p.m. open office hours. No single work day may exceed 12.5 hours.
3. Bargaining unit members may be temporarily reassigned to a traditional workweek of five (5) seven and one-half (7.5) hour work days when travel assignments, staff training sessions, or other business reasons require such scheduling. If the temporary schedule change results in a workweek greater than or less than 37.5 hours, at the member's request and business permitting, hours will be:
 - a. added to/subtracted from other days within the workweek; or
 - b. taken as Annual/Personal leave in order to maintain the established 37.5 hour workweek schedule.
4. 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.
5. 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 workweek schedules agreed to under this agreement.

Alternate Workweek Schedule #1

1. The work period will normally consist of nine (9) work days over a fourteen (14) day period and will include either one (1) hour or one-half (.5) hour lunch break mid way

through each work day. Specific schedules will be established in writing by the supervisor for each individual on the assignment form.

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

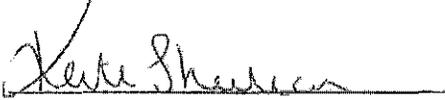
Alternate Workweek Schedule #2

1. The workweek will normally consist of thirty-seven and one-half (37.5) hours over a seven (7) day period and will include either one (1) hour or one-half (.5) hour lunch break mid way through each work day. Specific schedules will be established in writing by the supervisor for each individual on the assignment form.
2. 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, be:
 - a. added to/subtracted from other days within the workweek; or
 - b. taken as Annual/Personal Leave in order to maintain the established schedule.
3. 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, be:
 - a. added to/subtracted from other days within the workweek; or
 - b. taken as Annual/Personal Leave in order to maintain the established schedule.

This agreement supersedes LOA 10-GG-233. 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.

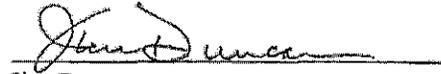
FOR THE STATE OF ALASKA:



Kate Sheehan, Director
Division of Personnel & Labor Relations
Department of Administration

5/15/14
Date

FOR ASEA/AFSCME Local 52:



Jim Duncan
Executive Director

5/15/14
Date

ASSIGNMENT to ALTERNATE WORK SCHEDULE #1
Pursuant to LOA 14-GG-046
between the
STATE OF ALASKA
and the
ALASKA STATE EMPLOYEES ASSOCIATION
representing the
GENERAL GOVERNMENT UNIT

As set out in the terms of the OCS Alternate Workweek Letter of Agreement 14-GG-046, the following bargaining unit member is appointed to the alternate workweek schedule #1 as designated below.

PCN	Employee Name	Employee ID#	Duty Station

Alternate Work Period Schedule:

My workweek begins on _____ at _____ and ends on _____ at _____.
My regularly scheduled days and hours are as follows (day of week top row/hours worked bottom row):

									Total
									37.5
									Total
									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.

APPROVALS:

Member's Signature

Date

Supervisor's Signature

Date

DOP&LR Payroll Services Manager (or designee)

Date

cc: ASEA/AFSCME Local 52 (via email scan or facsimile)

ASSIGNMENT to ALTERNATE WORK SCHEDULE #2
Pursuant to LOA 14-GG-046
 between the
STATE OF ALASKA
 and the
ALASKA STATE EMPLOYEES ASSOCIATION
 representing the
GENERAL GOVERNMENT UNIT

As set out in the terms of the OCS Alternate Workweek Letter of Agreement 14-GG-046, the following bargaining unit member is appointed to the alternate workweek schedule #2 as designated below:

PCN	Employee Name	Employee ID#	Duty Station

Alternate Workweek Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
							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.

APPROVALS:

 Member's Signature

 Date

 Member's Supervisor Signature

 Date

 DOP&LR Payroll Services Manager (or designee)

 Date

cc: ASEA/AFSCME Local 52 (via email scan or facsimile)