

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

Alternate Workweek Master Agreement

14-GG-063

It is agreed between the parties that the following terms and conditions of employment apply to those bargaining unit members 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 either alternative 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. 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.
4. 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 schedules agreed to under this agreement.

Alternate Workweek Schedule #1

- A. 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.
- B. The established workweek will be specifically noted on the assignment form and will end after 37.5 hours of scheduled time.
- C. 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:
  1. be added to/subtracted from other days within the workweek; or
  2. be taken as Annual/Personal Leave in order to maintain the established schedule.

D. 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:

1. be added to/subtracted from other days within the workweek; or
2. be taken as Annual/Personal Leave in order to maintain the established schedule.

**Alternate Workweek Schedule #2**

A. 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.

B. 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:

1. be added to/subtracted from other days within the workweek; or
2. be taken as Annual/Personal Leave in order to maintain the established schedule.

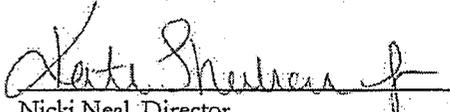
C. If a holiday falls on the member's scheduled day of work, the difference between the seven and one-half (7.5) hour holiday and the scheduled hours of work for that day will, at the member's request and business permitting:

1. be added to/subtracted from other days within the workweek; or
2. be taken as Annual/Personal Leave in order to maintain the established schedule.

This agreement supersedes LOAs 10-GG-211 and 14-GG-015. 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.

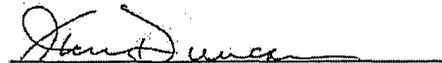
FOR THE STATE OF ALASKA:

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

Date

7/26/13

FOR ASEA/AFSCME Local 52:

  
Jim Duncan  
Executive Director

Date

7/25/13

**ASSIGNMENT to ALTERNATE WORK SCHEDULE #1**  
**Pursuant to LOA 14-GG-063**  
 between the  
**STATE OF ALASKA**  
 and the  
**ALASKA STATE EMPLOYEES ASSOCIATION**  
 representing the  
**GENERAL GOVERNMENT UNIT**

As set out in the terms of the Alternate Workweek Master Letter of Agreement 14-GG-063, the following bargaining unit member is appointed to the alternate schedule designated below.

PCN	Employee Name	Employee ID#	Job Classification

**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-063**  
 between the  
**STATE OF ALASKA**  
 and the  
**ALASKA STATE EMPLOYEES ASSOCIATION**  
 representing the  
**GENERAL GOVERNMENT UNIT**

As set out in the terms of the Alternate Workweek Master Letter of Agreement 14-GG-063, the following bargaining unit member is appointed to the alternate schedule designated below:

PCN	Employee Name	Employee ID#	Job Classification

**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)