

LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
ALASKA PUBLIC EMPLOYEES ASSOCIATION
representing the
SUPERVISORY UNIT

DOC Health Practitioner I; Alternate Workweek

14-SS-007

It is agreed and understood between the parties that the following terms and conditions of employment apply to all full-time employees in the Health Practitioner I job classifications, whose positions are located within the Department of Corrections, Inmate Health Section. No provision of the July 1, 2013 through June 30, 2016, master agreement not specifically referenced is modified by this agreement.

In accordance with Article 5 – Management Rights, Article 25 – Overtime, Recall and Standby, and Article 26 – Holidays, management reserves the right to make final determinations concerning scheduling. The work period for each individual shall be established in writing by the supervisor on the corresponding assignment form.

Alternate Workweek Schedule

1. The work period shall normally consist of seven (7) consecutive work days over a fourteen (14) day period. No single work day may exceed twelve and one-half (12.5) hours and will include either a one (1) hour or a one-half (.5) hour unpaid meal break approximately half way through each work shift.
2. Article 25.1-Workweek definition, first paragraph, shall be revised and replaced as follows:

The workweek shall consist of thirty-seven and one-half (37.5) hours in pay status within a maximum of five (5) days. Each bargaining unit member shall be entitled to a minimum of two (2) consecutive days off each week. All full-time employees shall be guaranteed a full workweek.

3. Article 26 (B)-Observance of Holidays, shall be revised and replaced as follows:

A designated holiday will be observed on the calendar day in which it falls:

- a. If a holiday falls on the member's regularly scheduled day off, or on the member's regularly scheduled work day and the employee works, the member's personal leave account shall be credited with seven and one-half (7.5) hours of personal leave.

- b. If a holiday falls on the member's regularly scheduled work day and the member observes the holiday, the difference between the seven and one-half (7.5) hours holiday and the scheduled hours of work for that day, at the member's request and business permitting, will:
- i. be added or subtracted from other days within the workweek or
 - ii. be taken as personal leave in order to maintain the established schedule.

This agreement supersedes 10-SS-242 and is in effect from July 1, 2013 until June 30, 2016. This agreement may be canceled 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

Date 6/26/13

FOR APEA/AFT (AFL-CIO):



Doug Swanson
Business Manager

Date 6.26.13

ASSIGNMENT to ALTERNATE WORK SCHEDULE
 Pursuant to LOA 14-SS-007
 between the
STATE OF ALASKA
 and the
ALASKA PUBLIC EMPLOYEES ASSOCIATION
 representing the
SUPERVISORY UNIT

Department/Division: DOC/Innate Health Duty Station: _____

It is agreed between the parties that the provisions of the Health Practitioner I Alternate Workweek Agreement, 14-SS-007, shall apply to the following bargaining unit member:

PCN	Employee Name	Employee ID#	Job Classification
			Health Practitioner I

The two-week work schedule shall consist of seven consecutive workdays, with no single work day exceeding 12.5 hours, 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/hours worked bottom row):

							(split)	Total
								37.5
							(split)	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, 2016). 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: APEA/AFT (via email scan or facsimile)

Effective 07.01.2013