

**ASSIGNMENT to 4-DAY WORK SCHEDULE
 MASTER ALTERNATE WORKWEEK AGREEMENT #1
 Pursuant to 13-LL-001 (2nd Amended)
 between the
 STATE OF ALASKA
 and the
 PUBLIC EMPLOYEES LOCAL 71
 representing the
 LABOR, TRADES AND CRAFTS UNIT**

Department/Division: _____ **Duty Station:** _____

It is agreed between the parties that the provisions of the Master Alternate Workweek Agreement 13-LL-001A shall apply to the following bargaining unit member(s) – if more than one employee listed, all employees must work the same schedule and be in the same division/duty station. Additional names may be listed on a separate page:

PCN	Employee Name	Employee ID#	Job Classification

The work schedule shall consist of four consecutive days within the defined workweek, which begins on _____ at _____ and ends on _____ at _____ .
 (day) (24-hour time) (day) (24-hour time)

The regularly scheduled days and hours are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	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 Department:

 Employee’s Supervisor

 Date

For the State of Alaska:

 DOP&LR Payroll Services Manager (or designee)

 Date

cc: Public Employees Local 71/LTC (via email scan or facsimile)