MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel
and Labor Relations

To: Maritt Miller,
Technical Services Manager
All Technical Services staff
All Senior Management Consultants

Date: May 30, 2007

From: Dianne Kiesel
Director

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Subject: LTC Travel entitlement clarification

There has been confusion regarding travel pay for the Labor, Trades and Crafts (LTC) employees who are engaged in overnight travel, on a regular work day.

Article 15.01 states, in part, "...if travel is outside of an employee's regularly scheduled hours of work and not in conjunction with the day's work, the employee shall be paid straight time for all such travel up to a maximum of two (2) hours."

This pay is meant to provide compensation to employees who travel overnight, on a regular work day, but outside their normal work hours. An LTC employee who is in travel status overnight, on a regular work day and the travel commences after completion of the normal work hours would be entitled to receive up to the maximum two hours pay. **This additional pay should not be applied when the travel commences during the employee's normal workday.** The amount of pay will depend on when their travel commences and when it is completed not to exceed two hours.

Please note that there is a specific provision in Article 15.01 of the LTC Agreement that deals with employees who travel on their regular days off.

Cc: All LR staff
LR web-site
APT