

**LETTER OF AGREEMENT**  
between the  
**STATE OF ALASKA**  
and the  
**PUBLIC SAFETY EMPLOYEES ASSOCIATION**  
representing the  
**PUBLIC SAFETY OFFICERS BARGAINING UNIT – Airport Police & Fire**

**Re: Bi-Weekly Pay; DOT/PF Members**

20-AA-177

It is agreed between the parties that the following terms and conditions of employment shall apply to all members of the Public Safety Officers Bargaining Unit working for the Department of Transportation & Public Facilities. No provision of the July 1, 2017 through June 30, 2020, master agreement not specifically referenced is modified by this agreement.

The State intends to change from a semi-monthly pay schedule to a biweekly pay schedule effective June 1, 2020 for all employees. In implementing a biweekly pay schedule, several elements of the current Public Safety Officers Unit's collective bargaining agreement require modification. During the initial transition to a biweekly pay schedule, the parties mutually agree to temporarily waive leave cash in rules in Article 14.01 (K) for the months of May 2020 and June 2020 in regard to how low an employee may take their leave account. . Other specific terms and conditions affected by the change are revised as follows:

1. Article 14, Section 1: Personal Leave General, shall be amended as such:
  - A. Rate of Accrual: A member hired into state service before July 1, 2014, who has permanent and/or probationary status shall accrue personal leave as follows:
    - 1) If the member has less than two (2) years of service: 7:23 per pay period for a total of 192 hours per year.
    - 2) If the member has two (2) but less than five (5) years of service: 9:13 per pay period for a total of 240 hours per year.
    - 3) If the member has five (5) but less than ten (10) years of service: 11:04 per pay period for a total of 288 hours per year.
    - 4) If the member has ten (10) or more years of service: 12:55 per pay period for a total of 336 hours per year.

Leave Accruals shall occur twenty-six (26) times per year. Active fulltime employees shall receive an adjusting leave accrual with the second pay period of the year starting January 2021. This accrual shall be an amount equal to the difference between an employee's current yearly accrual rate and the sum of twenty-six (26) times that pay period accrual rate.

- B. A member hired into state service on or after July 1, 2014, who has permanent and/or probationary status shall accrue personal leave as follows:
  - 1) If the member has less than two (2) years of service: 6:27 per pay period for a total of 168 hours per year.
  - 2) If the member has two (2) but less than five (5) years of service: 8:04 per pay period for a total of 210 hours per year.
  - 3) If the member has five (5) but less than ten (10) years of service: 9:41 per pay period for a total of 252 hours per year.

4) If the member has ten (10) but less than fifteen (15) years of service: 11:18 per pay period for a total of 294 hours per year.

5) If the member has fifteen (15) years or more of service: 12:55 per pay period for a total of 336 hours per year.

Leave Accruals shall occur twenty-six (26) times per year. Active fulltime employees shall receive an adjusting leave accrual with the second pay period of the year starting January 2021. This accrual shall be an amount equal to the difference between an employee's current yearly accrual rate and the sum of twenty-six (26) times that pay period accrual rate.

- C. Accruals for less than a pay period shall be prorated. In determining years of service for the purpose of computing personal leave, all service in leave-accruing positions with the Territory and State of Alaska is included.
- D. All accrual rate changes shall become effective on the day in which the service requirement has been met.

K. Leave Cash-In.

Employees having in excess of forty (40) hours of personal leave shall, upon written request to the Employer, receive payment for accrued but unused personal leave, subject to the following limitations:

Under no circumstances may an employee request or receive a leave cash-in that would reduce the employee's accrued personal leave balance below forty (40) hours.

When a member makes a written request to cash in leave or compensatory time, payment shall be made no later than one (1) pay period following the pay period in which the request was made.

2. Article 15, Section 2, Subsection B, Subsection 2: Assigned Training Pay, shall be amended as such:

- A. For members attending the ALET Academy, Court Services Officers attending their initial training program, or Airport Police & Fire Officers I attending the basic law enforcement school, the following conditions shall apply.

a. The rate of pay shall be computed by the following formula:

$$\text{Hourly Rate} \times .4256 = \text{basic training hourly rate of pay}$$

Members shall be paid as follows:

a) Regular Duty Day: The member shall be paid eight (8) hours at straight-time and four (4) hours at the time and one-half (1 1/2) rate of the basic training rate of pay; and

b) Regular Day Off (Sixth [6th] and Seventh [7th] Day) and Non-floating Holiday: The member shall be paid eight (8) hours at the time and one-half (1½) rate of the basic training rate of pay.

3. Article 17, Section 1: Payday, shall be amended as such:

A. The parties recognize that the State Payroll System rounds payroll calculations to four decimal places. Therefore, calculations using rates in the Collective Bargaining Agreement may result in penny rounding differences. The parties accept that these differences do not require further payroll adjustments that would cause the employee to pay back penny rounding differences or for the Employer to add penny rounding differences to an employee's pay.

a) Payday – Payday shall be on a bi-weekly basis every other Friday. If payday falls on a holiday, then the last working day before such designated holiday shall be the payday.

Should a member fail to receive his/her paycheck within three days of the due date, he/she shall notify the appropriate payroll officer, who shall immediately cancel the lost warrant. A replacement warrant shall be issued and mailed or deposited according to the member's instructions within three (3) working days of notification to the appropriate payroll officers. The member shall, within three (3) working days, confirm in writing his/her request for a replacement warrant.

**FOR THE STATE OF ALASKA:**

/\*Signature on File\*/  


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

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Date

**FOR PSEA:**

/\*Signature on File\*/  


Charisse Millett  
Executive Director

*March 19, 2020*  
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Date