

# MEMORANDUM

**State of Alaska**  
**Department of Administration**  
**Division of Labor Relations**

**To:** Mila Cosgrove, Director  
Division of Personnel  
All Technical Services staff  
All Management Services staff

**Date:** March 6, 2006

**From:** Art Chance  
Director

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**Subject:** LTC Tool allowance

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Article 25 of the Collective Bargaining Agreement (CBA) between Local 71 and the State of Alaska provides for a tool allowance for permanent employees in specified classifications that require the employee to provide some of his/her own tools. This allowance is paid on a pay period basis.

Employees who normally receive a tool allowance, but who default into leave without pay for a pay period or longer should not receive any tool allowance.

cc: All LR staff  
LR web-site  
APT