

LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
ALASKA STATE EMPLOYEES ASSOCIATION
representing the
GENERAL GOVERNMENT UNIT

DOC Health Practitioners I; Alternate Workweek

14-GG-026

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

As provided in Article 22.01 the following terms and conditions describe the alternate work schedule agreed to under this agreement. In accordance with Article 4 and 27, 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.

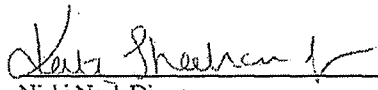
1. The work period shall normally consist of seven (7) consecutive work days over a fourteen (14) day period. No single work day may exceed twelve and one-half (12.5) hours and will include either a one (1) hour or a one-half (.5) hour unpaid meal break approximately half way through each work shift.
2. As provided in Article 23.02 C, employees shall be allowed a paid 15-minute relief period approximately mid-way through each four-hour block of their work shift. If a shift is greater than ten hours, then each employee will be entitled to another 15-minute break. The parties understand that no more than three such relief periods may be taken during any shift greater than ten hours, but less than twelve hours. Relief breaks may not be combined, nor taken at the end of a shift.
3. Article 26 (B)- Article 24.02 shall be amended 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 LOA 12-GG-081. This agreement is effective July 1, 2013, and remains in effect through June 30, 2016, except that it may be canceled by either party with fifteen (15) days written notice.

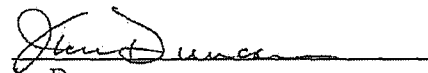
This agreement is entered into solely to address the specific circumstances of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, or any other forum, except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA:

FOR ASEA/AFSCME Local 52:



Nicki Neal, Director
Division of Personnel & Labor Relations
Department of Administration



Jim Duncan
Executive Director

7/12/13

Date

7/12/13

Date

ASSIGNMENT to 7-DAY/2-WEEK WORK SCHEDULE
DOC HEALTH PRACTITIONERS I ALTERNATE WORKWEEK AGREEMENT
 Pursuant to 14-GG-026
 between the
STATE OF ALASKA
 and the
ALASKA STATE EMPLOYEES ASSOCIATION
 representing the
GENERAL GOVERNMENT UNIT

It is agreed between the parties that the provisions of the DOC Health Practitioners I Alternate Workweek Agreement, 14-GG-026, shall apply to the following bargaining unit member:

PCN	Employee Name	Employee ID#	Duty Station

The two-week work schedule shall consist of seven consecutive work days consisting of six 11-hour shifts and one 9-hour shift, 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/scheduled work hours bottom row):

Day								Total
Hours								37.5
								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: ASEA/AFSCME Local 52 (via email scan or facsimile)

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PCN	Employee Name	Employee ID#	Duty Station
20-9876	Roberts, Bob	123456	SCCC

The two-week work schedule shall consist of seven consecutive work days consisting of six 11-hour shifts and one 9-hour shift, followed by seven days off for a 75-hour work period. Each work week must have 37.5 hours designated. The workweek begins on:

Wednesday at 10:30 and ends on Wednesday at 10:30
(day) (24-hour time) (day) (24-hour time)

The regularly scheduled days and hours are as follows (day of week top row/scheduled work hours bottom row):

Day	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday (split day)	Total
Hours	RDO	RDO	RDO	11	11	11	4.5	37.5
Wednesday (split day)	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Total
6.5	11	11	9	RDO	RDO	RDO	RDO	37.5

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Date

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