

**ASSIGNMENT to 14-on/14-off LTC ALTERNATE WORKWEEK SCHEDULE
Pursuant to LOA 23-LL-269**

It is agreed between the parties that the provisions of the 14 days on/14 days off Alternate Workweek LOA (23-LL-269), shall apply to the following bargaining unit member:

| | | | |
|----------------------------|---------------|------------------------------------|--------------|
| Employee Name | Employee ID # | PCN | Duty Station |
| Employee Residence Address | | Personal Phone # and Email Address | |

Please check one option for each of the following items.

1. Will the employee occupy State-owned or State-controlled housing? Yes No
2. Will the employee work on a roving crew or be given a nomadic work assignment? Yes No
 - a. If "Yes," what will be the employee's duty station? Juneau Anchorage Fairbanks
3. Will the Employer furnish transportation to the duty station? Yes No
4. Will the employer provide reimbursement for personal vehicle mileage? Yes No
5. Will the employer provide reimbursement for the use of personally owned aircraft? Yes No

Please fill in the blanks for each of the following items. For any items that are not applicable, please write "N/A" on the line provided.

Airport of origin if employee will receive Employer furnished transportation by aircraft: _____

Port of origin if employee will receive Employer furnished transportation by water: _____

The assigned fourteen (14) consecutive day work schedule will result in one hundred sixty (160) hours of work over four consecutive calendar weeks. Forty (40) hours are established in each workweek to ensure compliance with the Fair Labor Standards Act. Generally, each schedule will consist of one of two options, either twelve 12-hour workdays and two 8-hour workdays, or twelve 11:30-hour workdays and two 11-hour workdays, resulting in a fourteen days on/fourteen days off work schedule and a one hundred sixty (160) hour work period. The defined workweek begins and ends on (day) _____ at (24-hour time) _____.*. The shift on the split day begins at (24-hour time): _____**. The regularly scheduled days, shift start times, hours worked, and RDOs are as follows (day of week top row, shift start time middle row, and hours worked bottom row):

* On this line, write the beginning and end time of the workweek as defined by the Fair Labor Standards Act (FLSA). For normal workweeks with no LOA, this would be Sunday at midnight. For the purposes of this LOA, however, it is likely sometime partway through a shift (i.e., the "split day").

** This is the time the shift begins on the split day. For instance, if the employee begins working at 06:00 on the split day, write 06:00 on this line, regardless of when the workweek begins and ends on that day.

CONTINUED ON THE NEXT PAGE

Employee Name: _____

Employee ID #: _____

| | | | | | | | | | |
|-------------|-----|-----------|--|--|--|-----|--|--|-----------|
| Day | | | | | | | | | split day |
| Shift Start | N/A | | | | | | | | |
| Hours | RDO | | | | | | | | |
| | | | | | | | | | |
| Day | | split day | | | | | | | split day |
| Shift Start | | | | | | | | | |
| Hours | | | | | | | | | |
| | | | | | | | | | |
| Day | | split day | | | | | | | |
| Shift Start | | | | | | N/A | | | |
| Hours | | | | | | RDO | | | |

This assignment shall be effective on*** _____, and shall remain in effect through _____ (end date cannot be later than June 30, 2024).

*****AWW must begin on the first day of the defined workweek.**

Management reserves the right to temporarily 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.

Employee: _____
 Signature

 Date

Supervisor: _____
 Signature

 Date

For the Department: _____
 HRBP Signature

 Date

For Payroll: _____
 DOF Payroll Svcs. Mgr. (or designee) Signature

 Date

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