

**ASSIGNMENT to 42-HOUR/4-DAY WORK SCHEDULE**  
**Pursuant to LOA 22-CO-005**  
between the  
**STATE OF ALASKA**  
and the  
**ALASKA CORRECTIONAL OFFICERS ASSOCIATION**  
representing the  
**CORRECTIONAL OFFICERS UNIT**

**Department/Division:** DOC/Institutions      **Duty Station:** \_\_\_\_\_

It is agreed between the parties that the provisions of the 42-hour/4-day Alternate Workweek Agreement 22-CO-005 shall apply to the following bargaining unit member(s) – if more than one employee listed, all employees must work the same schedule and be at the same duty station. Additional names may be listed on a separate page:

PCN	Employee Name	Employee ID#	Job Classification

The work schedule shall consist of four consecutive work days within the defined workweek which begins on Thursday at 00:01 and ends the following Wednesday at 24:00. The regularly scheduled days and hours are as follows:

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Total
							<b>42.0</b>

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 Thursday, \_\_\_\_\_ and shall remain in effect through \_\_\_\_\_ (if no date is provided, the assignment will remain in effect until canceled). Changes to any work schedule adopted under this agreement must be made by executing a new Assignment form. Either party may cancel this schedule arrangement with fifteen (15) calendar 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 of the pay period 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: ACOA (via email scan )