

**LETTER OF AGREEMENT**  
between the  
**STATE OF ALASKA**  
and the  
**ALASKA CORRECTIONAL OFFICERS ASSOCIATION**  
representing the  
**CORRECTIONAL OFFICERS BARGAINING UNIT**

**42-Hour/4-Day Alternate Workweek and Overtime**

**22-CO-005**

It is agreed between the parties that the following terms and conditions of employment shall apply to correctional officers assigned to a forty-two (42) hour work schedule and a four (4) day workweek. No provisions of the July 1, 2021 to June 30, 2024 Master Agreement not specifically referenced herein are modified by this agreement.

1. Bargaining Unit Members working a forty-two (42) hour work schedule and a four (4) day workweek shall establish a specific schedule with supervisor approval using the attached assignment form.
2. The parties agree to add an exception to Article 13.1 (B) – Forty-two (42) Hour Schedule, as it pertains to the above referenced Bargaining Unit Members, as follows:

During a pay period containing a holiday, a Bargaining Unit Member who is scheduled for four (4) ten and one-half (10 ½) hour shifts can either:

- a) Take two and one-half (2.5) hours of personal leave to make up the additional hours between the eight (8) hour holiday pay and the remaining two and one-half (2 ½) hours the Bargaining Unit Member is not otherwise scheduled to work during the workweek, or;
- b) With supervisor approval, work an additional two and one-half (2 ½) hours on non-holiday days during the same workweek in which the holiday falls. These additional hours will be considered as part of the Bargaining Unit Member’s normal scheduled workday(s), and accordingly, the employee will not receive overtime for those additional hours.

This agreement supersedes 11-CO-071, 13-CO-218, and 16-C-003, and 20-CO-065 and is in effect from July 1, 2021 until June 30, 2024, except that it may be cancelled by either party with fifteen (15) days’ written notice. Assignment sheets referencing prior agreements are hereby extended and will continue to be valid under this Letter of Agreement for correctional officers continuing to work on 4-day/42-hour Alternative Workweeks. This agreement is entered into solely to address the specific circumstance 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 THE ASSOCIATION:**

for **/\*Signature on File\*/**

**/\*Signature on File\*/**

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

Brad Wilson  
Business Manager

07/23/2021

7/22/2021

Date

Date