

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

**Telework Master Agreement**

**26-GG-083**

It is agreed between the parties that the following terms and conditions of employment apply to those bargaining unit members who obtain approval for teleworking on an approval form (form attached). No provision of the July 1, 2025, through June 30, 2028, master agreement not specifically referenced herein is modified by this agreement.

1. All bargaining unit members must have a signed telework sign-up form (see attached) submitted to the Division of Personnel SharePoint portal before starting work on a telework schedule. Telework sign-up forms must be renewed each fiscal year and cannot be in effect beyond June 30 of the fiscal year for which they were signed. Failure to have a signed and current telework sign-up form submitted to the Division of Personnel SharePoint portal may result in discrepancies in pay received. Changes will be processed prospectively only.
2. The permanent duty station of positions subject to the telework agreement, shall remain unchanged; however, the incumbent will be temporarily working from a different duty location per the telework approval form. In addition to the telework sign-up form signed by both parties, the employer requires an approved telecommuting work agreement.
3. The bargaining unit member's pay will be based on the applicable salary schedule for the temporary telework location as identified on the telework approval form. If the telework location is outside Alaska, the geographical differential will be
  - a. 0% for the duration of the agreement if the bargaining unit member intends to telework for more than one year, and
  - b. identified on the telework approval form and evaluated every six months if the bargaining unit member intends to telework for less than one year.
4. The provisions of Article 30 – Travel, Per Diem, and Moving will not apply to the bargaining unit member while working from the telework location. The bargaining unit member will be responsible for any travel expenses related to travel to and from the telework location during the duration of this agreement, or upon return to the permanent duty station at the conclusion or upon cancelation of this agreement.
5. If the bargaining unit member is required to travel to another destination for their job, they will be reimbursed for lodging, meal and incidental allowance, and travel costs up to the dollar amount that would have been incurred if the origination point for the travel was the member's permanent duty station.

6. State income taxes may be withheld from the bargaining unit's pay while working in the temporary telework location out-of-State.

This agreement is effective July 1, 2025, and remains in effect through June 30, 2028, except that it may be canceled by either party with fifteen (15) days written notice. Upon cancellation, the bargaining unit member shall return to work at their permanent duty station. 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:**

TREG TAYLOR  
ATTORNEY GENERAL

/\*signature on file\*/

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Rachel Witty  
Civil Division Director  
Department of Law

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Date

**FOR ASEA/AFSCME Local 52:**

/\*signature on file\*/

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Heidi Drygas  
Executive Director

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Date

