

**MASTER LETTER OF AGREEMENT**  
between the  
**STATE OF ALASKA**  
and the  
**ALASKA PUBLIC EMPLOYEES ASSOCIATION**  
representing the  
**SUPERVISORY UNIT**

**Reduced Workweek**  
**30 or more hours but less than 35 hours per normal work week**

**26-SS-086**

It is agreed between the parties that the following terms and conditions of employment apply to those bargaining unit members who obtain approval for assignment to a reduced workweek of at least 30 hours and no more than 35 hours on the attached form. No provision of the July 1, 2024, through June 30, 2027, master agreement not specifically referenced herein is modified by this agreement.

1. All employees must have a signed approval form submitted to Division of Personnel SharePoint portal, before starting work on a reduced workweek schedule. Approval forms must be renewed each fiscal year and cannot be in effect beyond June 30 of the fiscal year in which the form is signed. Failure to have a signed and current approval form submitted to the Division of Personnel SharePoint portal may result in discrepancies in pay received. Changes will be processed prospectively only.
2. The position will remain classified as full-time; however, the bargaining unit member will be converted to an hourly rate of pay and will work a reduced workweek.
3. The position status and the employee status will be considered full-time for decisions concerning layoff and health insurance. Otherwise, the position status and employee status will be considered part-time for purposes of the circumstances outlined in AAM 290.010 et seq., as amended.
4. The bargaining unit member's normal workweek will be identified on the approval form. The workweek must be at least 30 hours and no more than 35 hours. The work schedule will be mutually agreed to by management and the bargaining unit member.
5. A designated holiday will normally be observed on the calendar day on which it falls, except that if the holiday falls on a bargaining unit member's regularly scheduled day off (RDO), the day of observance of the holiday will be rescheduled to another day within the workweek.

If a designated holiday falls on a bargaining unit member's scheduled day of work (including when rescheduled from the RDO) and the bargaining unit member observes the holiday, the bargaining unit member will receive holiday pay, prorated in accordance with the guidance outlined in the Alaska Administrative Manual (AAM 290.050). The difference between the hours the bargaining unit member is scheduled to work and pro-rated hours shall, at the bargaining unit member's request and business permitting:

- a) be added to/subtracted from other days within the workweek; or
  - b) be taken as (Annual/Personal) leave in order to maintain the established schedule.
5. Leave shall be charged hour-for-hour based on the number of hours the bargaining unit member was scheduled to work consistent with past practice. Leave accrual will be prorated based on hours in pay status in the pay period.

This agreement is effective July 1, 2025, and remains in effect through June 30, 2027, 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 circumstance of this particular situation. It does not establish any practice or precedent between the parties. This agreement will 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 APEA SU:**

TREG TAYLOR  
ATTORNEY GENERAL

/\*signature on file\*/

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Rachel Witty  
Civil Division Director  
Department of Law

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Date

/\*signature on file\*/

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Jeff Kasper  
Business Manager

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Date