



During contract negotiations for the new LMA, ACT and Management negotiating teams agreed not to address issues related to hours of work in the contract. Rather, All issues associated with hours of work would be addressed in a policy developed by the Labor Partnership Council. This memo details the Alaska National Guard policy, developed by the Labor Partnership Council regarding hours of work.

The underlying philosophy of this policy is for work site supervisors to establish work hours and schedules which best meet mission and employee needs, reduce cost, and increase productivity. In accordance with the LMA and the parameters established below, supervisors may adjust work hours and schedules after coordination with local ACT representatives and Group Commander (AIR) / Directorates (ARMY) or their designee.

Work Schedules:

Work schedules will be one of the following (per pay period):

- Ten eight hour days.
- Eight ten hours days.
- Other schedules totalling 80 duty hours.

Core Duty Hours: As established by TAG. Each activity will be operational during these hours.

Lunch: Lunch period of at least 30 minutes for each duty period lasting eight hours or more. Should lunch be cancelled because of mission requirements, the technician may be authorized a delayed lunch period or compensatory time.

Breaks: A break period not to exceed 15 minutes during each 4 hour duty period. A special rest break may be authorized for relief from working conditions that are hazardous, require continual or considerable physical exertion or safety concerns, at the discretion of the supervisor.

Shift Notice and Change Procedures: Notice of shift change will be I&I and posted seven days in advance. Notice of change will include:

- New days and hours of tour.
- Duration of change.
- Technicians(s) affected.
- Reason for the change.
- Signature of the authorizing supervisor.

Clean up time will be appropriate for the task being preformed.

Any issues regarding this policy that can not be resolved at the local level may be represented through either Manangement or Labor channels to the Labor Partnership Council for review.

Agreement Executed by the undersigned on October 22, 2012.

THOMAS H. KATKUS
Major General, AKARNG
The Adjutant General

CHARLES E. HOOPER
President, Civilian Association Technicians
Alaska Chapter Local 84