

# INCIDENT TIME REPORT

<b>INCIDENT TIME REPORT</b>		1. Hired At (e.g., ID-BOF)	
2. Employee Common Identifier		3. Type of Employment (X One) <input type="checkbox"/> Casual <input type="checkbox"/> Federal <input type="checkbox"/> Other	
		4. Hiring Unit Name (e.g., Ranger District)	

5. Name (First, Middle, Last)		6. Hiring Unit Phone Number		7. Hiring Unit Fax Number	
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Column A			Column B			Column C			Column D		
Same as Column <input type="checkbox"/> A			Same as Column <input type="checkbox"/> A <input type="checkbox"/> B			Same as Column <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C					
8. Incident Name			8. Incident Name			8. Incident Name			8. Incident Name		
9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)		
10. Fire Code (e.g., B2C5)		11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5)		11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5)		11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5)		11. Resource Request Number (e.g., O-33)
12. Position Code (e.g., FFT2-T)	13. AD Class (e.g., B)	14. AD Rate	12. Position Code (e.g., FFT2-T)	13. AD Class (e.g., B)	14. AD Rate	12. Position Code (e.g., FFT2-T)	13. AD Class (e.g., B)	14. AD Rate	12. Position Code (e.g., FFT2-T)	13. AD Class (e.g., B)	14. AD Rate
		\$			\$			\$			\$

15. Home/Hiring Unit Accounting Code					15. Home/Hiring Unit Accounting Code					15. Home/Hiring Unit Accounting Code					15. Home/Hiring Unit Accounting Code				
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Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours

Year	16. Total Hours	Year	16. Total Hours	Year	16. Total Hours	Year	16. Total Hours
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*In the "hours" column, indicate "H" for hazard pay, "E" plus % for environmental differential, "T" for travel*

18. Commissary and Travel						<b>For Payment Center use only</b>					
18a. Month	18b. Day	18c. Category (e.g., commissary, meals, lodging, mileage, medical, etc.)		18d. Reimbursement	18e. Deduction	18f. Firecode					
Total				\$	\$						

19. Remarks						20. Employee Signature					
						21. Time Officer Signature					

*NOTE: The above items are correct and proper for payment from available appropriations.*





**LETTER OF AGREEMENT**  
between the  
**STATE OF ALASKA**  
and the  
**ALASKA STATE EMPLOYEES ASSOCIATION**  
representing the  
**GENERAL GOVERNMENT UNIT**  
**DNR All-risk Response Activities; Compensation**

**17-GG-197**

It is agreed and understood between the parties that the following terms and conditions of employment apply to all bargaining unit members employed in the Department of Natural Resources (DNR), at Ranges 23 and below, who are exempt from the Fair Labor Standards Act (FLSA). No provision of the master agreement not specifically referenced herein is modified by this agreement.

The parties recognize that wildland fire incident management teams and individuals provide nationally qualified emergency response capability to all-risk incidents, which can have significant risk to life and property, both in Alaska and nationally. Response to these incidents involves extensive workloads over a relatively short period of time.

With the express written approval of the Director, or Deputy Director, of the Division of Forestry, and when relieved of their regularly assigned duties and assigned to an Incident Resource Order for the purpose of all-risk emergency response, bargaining unit members shall be entitled to additional compensation as provided below. The parties understand that this pay entitlement stems solely from the collective bargaining process, not to any entitlement under the FLSA. The parties agree that this agreement shall have no effect on the bargaining unit member's status under the FLSA and is not intended, and shall not be construed, as a change in the salary basis for compensating the bargaining unit member.

During such assignment, with required approvals, a bargaining unit member shall receive compensation at the annualized hourly rate for each hour of work in excess of thirty-seven and one-half (37.5) hours of work and less than forty (40) hours of work in the workweek, and shall receive compensation at one and one half (1.5) times the annualized hourly rate of pay for each hour of work in excess of forty (40) hours of work in the workweek.

If the resource order requires assignment away from the normal duty station or on a wildland fire the following conditions will apply:

1. To parallel the Federal fire system, time in travel status is compensable under this agreement, however, time spent waiting for transportation and normal meal periods are not compensable.
2. Hours of work will be managed based upon the requirements of the assignment. Compensation will not exceed the following maximum limitations:
  - a. 19 hours per day during the first 24-hour period assigned to a specific incident;
  - b. 16 hours per day before containment of the incident; and
  - c. 12 hours per day after containment of the incident.

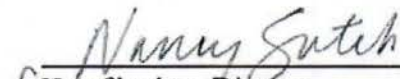
3. Containment is defined as: to surround a fire, and any spot fires thereof, with control line or natural barriers, as needed, which can reasonably be expected to check the fire's spread under prevailing and predicted conditions.
4. Any work in excess of the hourly limitations is not compensable.

Hours paid at the rate of time and one-half (1.5) under this or any other agreement shall not be pyramided or duplicated, and shall be credited only once in the calculation of hours in the workweek.

This Agreement supersedes LOA 16-GG-196 and shall be effective January 1, 2017 through June 30, 2019, except that it may be canceled by either party with fifteen (15) calendar day's written notice.

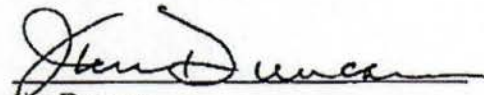
This agreement is entered into solely to address the specific circumstance of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing or any forum, except as may be necessary for execution of its terms.

**FOR THE STATE OF ALASKA:**

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

\_\_\_\_\_  
1/27/17  
Date

**FOR ASEA/AFSCME Local 52:**

  
\_\_\_\_\_  
Jim Duncan  
Executive Director

\_\_\_\_\_  
1/26/17  
Date