INCIDENT PAYROLL

Fire personnel time is kept on Form OF-288, Emergency Firefighter Time Report. For regular State employees the OF-288 is the mandatory backup for out-of-Area assignments, and must accompany the regular State timesheet to Juneau. All time should match between the two forms. See the examples on pages 12 and 13 for how to fill out an OF-288.

All DOF personnel record regular fire time to incidents supported. Leave or holiday time is never charged to an incident collocation code or ledger code. They are properly charged only to the code of record except when working on incidents or assignments before or after the determined seasonal LWOP date.

Hiring Employees of Other State Departments

Persons employed by the State in Divisions other than Forestry or Departments other than Natural Resources, can work on an incident after their regular daily work schedule. However, if they work during their regular work hours, an RSA must be in place. Contact the Regional Administrative Officer so they are aware of the situation and can establish RSAs as needed. Employees of other Departments in State government cannot take leave from their regular job to work for the Division of Forestry.

Chugachmiut or Tanana Chiefs Contract Crews

OF-288s from these contract crews are backup documentation only and must be sent to their home office. Call to find out how they prefer to have timesheets sent/faxed:

Chugachmiut
Phyllis Wimberley
1840 Bragaw St. Suite 110
Anchorage, AK 99508-3463
Phone: 907-334-0142

Tanana Chiefs
Human Resources
122 First Avenue
Fairbanks, AK 99701
Phone: 907-452-8251

Pay Administration for State Employees

Workweek

For overtime computation purposes, the workweek begins Monday morning at 12:01 AM (0001) and ends Sunday night at 12:00 midnight (2400), unless the workweek is otherwise defined by union agreement. Overtime is paid according to applicable bargaining unit rules for regular State employees. Crew EFF are paid no less than 8 hours of work per day except first and last day. Non-crew EFF only get paid for actual hours worked. Mandatory days off are uncompensated.

Shifts and Daily Work/Rest Ratio

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio must have written justification from the Incident Commander or Agency Administrator. No work shift should exceed 24 hours. If extenuating circumstances such as initial attack dictate an excessive shift, incident personnel must resume 2:1 work/rest ratio as quickly as possible.

Mandatory Day Off
State employees are not paid for mandatory days off so long as they work 37.5 hours in a work week, and do not receive standby pay while on mandatory days off. State of Alaska policy is 1 day of rest in 21 days.

Length of Commitment
Normal length of commitment from initial dispatch is 14 days, excluding travel. This commitment may be extended in 7-day increments if **pre-approved** by the individual's home unit supervisor.

LTC Work on Incident
LTC bargaining unit members cannot record any hours using the out-of-class code (108) on their timesheet, nor can they consider that any work done on assignment is out-of-class for any purpose.

Compensable Travel Time
Compensable travel time begins at the airport prior to departure based on the air carrier's requirements (up to two hours). Travel time from the lodging site to the work site is compensable (e.g., from a hotel to a Dispatch Center). Travel time from a "pick up point" to the work site is compensable (e.g., from fire camp to a drop point by bus). Time spent at an individual's residence preparing for an assignment is not compensable.

Overtime Calculation

- Emergency Firefighters (EFF) – Employees who regularly work a 40 hour workweek shall receive overtime for hours worked in excess of 40 hours of work per week at the rate of one and one-half (1½) times the appropriate rate of pay. Mandatory day(s) off DO NOT apply to meeting the 40-hour threshold for overtime calculation purposes.

- General Government Unit (GGU) - Overtime eligible members who regularly work a 37.5 hour workweek shall receive overtime for hours worked in excess of 37.5 hours of work per week at the rate of one and one-half (1½) times the appropriate rate of pay. Mandatory day(s) off, leave hours, and paid non-worked holidays DO NOT apply to meeting the 37.5hour threshold for overtime calculation purposes. Hours worked on a holiday do apply toward meeting the threshold for the purpose of overtime calculation.

- Supervisory Unit (SU)-Overtime Eligible Members - All work performed by members of the bargaining unit in excess of forty (40) hours worked in a workweek is considered overtime and shall be paid at the rate of one and one-half (1½) times the appropriate regular or shift rate of pay. Mandatory day(s) off, leave hours, and paid holidays DO NOT apply to meeting the hours worked threshold for overtime calculation purposes. All hours worked on a holiday by an overtime eligible employee will be compensated at 1.5 times the member's regular hourly rate (Article 25.7). All work performed in excess of 37.5 hours but less than 40 hours in pay status per week is paid at the appropriate regular or shift rate of pay which is recorded in the OT Straight column on the timesheet.

- Overtime Ineligible Employees

  Provisions for working on fire activities have not yet been determined for the 2012 fire season.

- Public Employees Local 71 (LTC) - The employee shall be paid overtime for all work in excess of eight (8) hours in any one day and forty (40) hours in any one week, at one and one-half (1.5) times the basic rate of pay. Mandatory day(s) off, leave hours, and holiday hours worked DO NOT apply to meeting the overtime threshold for overtime calculation purposes.

  For all work performed on the employee's first or second scheduled day off, one and one half (1½) times the basic rate of pay shall be allowed. However, for all work on the seventh (7th) consecutive day or work, two (2) times the basic rate of pay shall be allowed. See LTC contract (13.06) for details.

Flex Time Agreements

- Supervisory Unit (SU) and General Government Unit (GGU) – An employee who works in excess of 45 hours in a workweek will be eligible for flextime credits retroactive to 42.5 hours based on half hour increments. Other provisions apply. See links:

- SU see http://dop.state.ak.us/iscsi/fileadmin/HRForms/pdf/suFlexTime.pdf
- GGU see http://dop.state.ak.us/iscsi/fileadmin/HRForms/pdf/gguFlexTime.pdf

Seasonal Overtime Conversion

The box labeled GGU Seasonal Overtime Conversion on the DNR Time and Attendance Report is checked when seasonal personnel opt to have overtime converted when they are put into seasonal leave without pay status. If the box is not checked, overtime is appropriately paid out in the pay period in which it was earned. Note: Even if the seasonal employee opts for Seasonal Overtime Conversion on their hiring paperwork, they must "elect their choice" every pay period on their timesheet.

Fatigue Management

Jeff Jahnke's May 2002 memo (see pages 19-20) outlines requirements for mandatory time off to manage staff fatigue and promote safety in operations. That memo still stands as the Division's guide on this topic with the following exceptions/updates:

- A 24-hour period constitutes a day of rest rather than a calendar day. Employees should identify the date(s) and time(s) of the applicable 24 hour period in the comment section on their timesheet.

- A workweek consists of 37.5 hours in pay status within a maximum of five days in

accordance with SU, ASEA, and LTC bargaining unit agreements.

- An employee cannot be placed on standby (it's considered work status) when taking a mandatory (e.g., 21st) day off.

- When on assignment in-state or out-of-state, and assigned a day off, that day will be uncompensated. State employees and EFF must show zero hours on State timesheets and/or the OF-288 for that day.

Incident Resource Order Compensation (IROC) and Wildland Fire Letter Of Agreements

See Regional Administrative Officer for details.

Shift Differential

EFF are not entitled to shift differential.

LTC bargaining unit members who start their shift between 1100 and 1959 hours will receive swing shift pay for the entire shift (3.75% of base hourly rate), subject to contract change.

GGU, SU bargaining unit members who start their shifts between 1200 and 1959 hours will receive swing shift pay (3.75% of base hourly rate), subject to contract change.

All bargaining units receive graveyard shift pay (7.5% of base hourly rate) for entire shift when the shift starts between 2000 and 0559 hours, subject to contract change.

To ensure proper payment of shift differentials on the state timesheet, record appropriate regular and/or overtime hours in the normal columns as well as in the shift columns in the far right on the State timesheet. Also note in the comment section that employee was assigned to a swing/graveyard shift. See page 14 for an example. When a bargaining unit member who is eligible to receive overtime works a shift that qualifies for shift differential pay, the employer shall compute overtime on the basis of the following formula:

(Base rate + shift differential) x 1½

Recall (Call-Back, LTC)

EFF are not entitled to "recall" pay. GGU, SU, and LTC bargaining unit members eligible for overtime, who are called back to work within four (4) hours after the completion of their shift, are paid at the appropriate overtime rate for actual hours worked. On the timesheet note the actual hours worked in the "recall" column, rather than "4." If they are recalled later than four (4) hours after completion of their regular shift, the bargaining unit member is entitled to a minimum of four (4) hours pay at the appropriate overtime rate. If the total callback hours worked exceed four (4), the bargaining unit member shall receive pay at the appropriate overtime rate for all the hours worked. A solicitation requesting information or availability for assignment does not constitute "call back" unless the employee is required to immediately report to work. Under the GGU contract, there are four situations for which recall is specifically excluded. They

are:

- If the additional work assignment was scheduled prior to the bargaining unit member's leaving the work site at the end of the shift;
- If the employee who is contacted to return to work is on standby when contacted to return to work;
- If the employee has volunteered to be called for overtime during a specified pay period;
- If the employee is not required to report to a workstation or other location in order to perform the work.

Please note the attached memo (page 18) regarding LTC bargaining unit members who are called back to work immediately prior to the start of their regularly scheduled shift.

Holidays

EFF are not entitled to holiday pay.

Short-term non-perms are not entitled to holiday pay.

Long-term non-perms are entitled to holiday pay.

All hours worked on a holiday are considered as overtime hours for overtime eligible bargaining unit members. Worked hours shall apply toward hours worked for OT calculation purposes for SU and GGU.

Please note 7.5 hours under holiday on timesheet to code of record (unless working after the seasonal employee's LWOP date). Record actual hours worked on a separate line under overtime with the correct collocation and ledger codes.

Employees working alternate workweek schedules should contact their Area or Regional Administrative personnel with questions regarding the affect of their workweek on holidays/holiday pay.

- Public Employees Local 71 - A designated holiday will normally be observed on the calendar day on which it falls, except that if a holiday falls on the employee's first regularly scheduled day off, it will be observed on the preceding day. If the holiday falls on the employee's second regularly scheduled day off, it will be observed on the following day.

- Floating Holiday - A designated holiday will normally be observed on the calendar day on which it falls, except bargaining unit members who are regularly scheduled to work on Monday through Friday will observe the preceding Friday when the holiday falls on Saturday, and will observe the following Monday when the holiday falls on a Sunday. Employees may choose to float any designated holiday as long as it is documented and authorized on the proper form. Full time employees who work a designated floating holiday shall be credited with 7.5 hours of personal leave.

- General Government Unit- 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 first regularly scheduled day off it will be observed on the preceding day. If the holiday falls on the bargaining unit member's second regularly scheduled day off it will be observed on the following day. Normally, only those bargaining unit members designated in advance by appropriate supervision will be required to work on a designated holiday. All hours worked on a holiday shall be paid at the holiday premium rate of time and one-half (1.5) the appropriate pay rate, in addition to seven-and-one-half (7.5) hours straight time holiday pay. Hours that an employee works, and for which he/she is compensated at the holiday premium rate, shall be considered hours worked for purposes of computing overtime eligibility under Article 22.02. Hours worked on a holiday shall be credited only once in the calculation of hours in the workweek. Exclusive of Holiday Pay provided for by Article 24.01, no single hour worked at any time in a work period will be paid at greater than time and one-half (1.5).

Standby (On-Call, LTC)

EFF are not entitled to standby pay.

Short-term non-perms and long-term non-perms are not entitled to standby pay.

Employees are not paid standby on mandatory days off.

- Public Employees Local 71 - An LTC bargaining unit member placed on-call for a calendar day or a portion thereof, shall be paid one (1) straight-time hour at the employee's base hourly rate.

- General Government Unit - For GGU an amount equal to ten (10) percent of seven and one-half (7.5) times the employee's hourly base salary will be paid to an employee who is assigned to a standby roster for each calendar day or portion of a calendar day. Compensation shall include geographic and shift pay as appropriate. Seven and a half (7.5) hours are shown in the Standby column for each day on standby regardless of number of hours on standby.

- Supervisory Unit – For each day on standby, in the "Standby" column, place a "1" for each calendar day on standby.

    - Overtime Eligible – The employee will receive pay in an amount equal to ¾ of one hour's pay at the hourly base rate.

    - Overtime Ineligible – The employee will receive pay in an amount equal to 1.25 hours pay at the annualized hourly base rate.

Individuals Ordered on Standby

In some instances, regular State employees may be required to be on standby to respond to an emergency situation. Standby is authorized by the supervisor's initials on the timesheet.

Regular Standby Status

Individuals may be on standby for an Overhead Team, Duty Officer rotation, particular fires, or high fire danger. If the individual is on standby for a particular fire, standby is entered for that date on the same line as the regular time and overtime being coded to the fire. For other standby, the hours are entered on a separate line of the timesheet and the standby code is used. (See the Suppression Component Coding chapter)

Hazard Pay

EFF are not entitled to Hazard pay.

Bargaining unit members who are required to work under dangerous conditions as determined by their bargaining unit contract shall receive hazard pay of seven and one-half per cent (7½ %) in four (4) hour increments so worked.

Hazard pay is addressed in GGU Article 21.05 B., LTC Article 13.06 D., and SU Article 24.5 A.

To provide clarification about Forestry's operations, *two types of activities are considered working under a helicopter. Those two activities include 1) hover hook-ups, and 2) loading or unloading people or equipment when the helicopter rotors are in motion.* Please see State Forester memo of August 7, 2007 on page 23.

Bargaining unit members performing this work may record applicable time and claim for hazard pay.

The back of the DNR Time and Attendance Report is used to record Hazard time for all bargaining unit members.

- Enter Name, SSN, and pay period, to correspond with the front of the DNR Time and Attendance Report.
- Date: Enter date of hazardous duty. More than one line may be necessary for a given date.
- UP & DOWN: Enter time hazardous work begins and ends for each occurrence. Use military time.
- Enter the appropriate eight digit Collocation Code (10310130) and eight digit ledger code (the fire # starting with 73).

Meal Periods

Personnel assigned to, and who stay in, the incident camp are provided meals at the incident. These meals are normally standard rations, such as MREs with a fresh food supplement every third day on extended attack fires. Meal breaks are scheduled based on shift schedules.

Personnel working at their established duty stations are responsible for providing their own meals. Personnel assigned away from their normal duty station (home administrative unit), are entitled to subsistence. The Area/Regional Forester may authorize written exceptions because of extremely high fire activity.

If an individual cannot be relieved for their meal break, they are entitled to compensation at the appropriate rate. Letters of Agreement (LOA) are in place and are for meal periods are specific only to wildland fire activities and not to all Forestry activities (i.e., long hours doing timber or resource field work). These LOAs are intended to recognize the shifting hours and start times that are so prevalent in high fire danger situations, increased preparedness levels, fire occurrence, and fire assignment. The LOAs allow for calculating payment for meal breaks based on continuous hours of work rather than looking at time prior to and after normal shift assignments.

General Government and Supervisory Employees

Situation 1: If ALL additional meal breaks are in support of fire activity, note "All meal breaks paid per LOA" in the comments section of the timesheet. No other comment or dates are necessary. Payroll will calculate based on the actual hours of work on the timesheet and apply the provisions of the LOA

Situation 2: If only SOME of the meal breaks are in support of fire activity, note "* Meal Breaks paid per LOA." An asterisk (*) should be put on each day the meal break LOA applies. Payroll will calculate meal break payment based on actual hours worked.

The LTC contract requires an unpaid meal break approximately mid-point of each shift. If the shift exceeds 12 hours, the employee may request a second unpaid meal period (½ hour) after 8 hours of work.

All employees are required to take a ½ hour unpaid meal break mid-shift or one every six hours of work (lunch or dinner) in a controlled situation. When working on the fireline on an uncontrolled fire, breaks are not mandatory, but are recommended.

Closing Out Emergency Firefighter Time Reports (OF-288's)

If feasible or practical, time reports are closed out on the 15th and last day of each month. Time closeout is mandatory on June 30th due to the end of the fiscal year.

Signing Off EFF Crews/Single Resource EFF

There are five possible scenarios when dealing with demobing EFF. They are:

- Crew/Single Resource goes to another fire and timesheet is closed out
- Crew/Single Resource goes to another fire and timesheet goes with them
- Crew/Single Resource is sent home and timesheets are sent with them
- Crew/Single Resource is going home and travel time is projected
- Crew/Single Resource is going home and arrival time is reported by phone

Crew/Single Resource Goes to Another Fire

It is preferable to close out the time when the resource is released and start a new OF-288. Time on an incident ends when travel to another incident begins.

Before closing out timesheets, use the checklist on page 10. The incident's Regional Administration staff will coordinate payroll processing.

Timesheet Goes With the Crew/Single Resource – It may not be feasible to close out a timesheet due to rapid mobilization needs, in which case the checklist on page 10 should be consulted to ensure all items necessary have been considered before signing off timesheets. The column showing the last hours worked on the first incident should be closed out and signed off by the incident Finance Section. Travel time to the next incident should start at the top of the next column. In the case of a crew, the timesheets should be given either to the Crew Representative (CREP) or the Crew Boss to be handed over to the Finance Section on the new incident.

Crew/Single Resource is Going Home

When the arrival time at the home unit can be dependably predicted, the incident closes out the timesheet. If crew members are traveling home on different aircraft, end times for the same crew will vary. Incident Regional Administration staff will coordinate final processing of the timesheets for crews. Where practical, start a new column for travel time home.

Open Timesheet Goes Home With the Crew/Single Resource - This option is only viable if there will be someone at the home unit office to sign off the crew/single resource once they arrive there. Before signing off the timesheets, review the checklist on page 10. The column showing the last hours worked on the incident should be closed out and signed off by the incident Finance Section. Travel time to the home unit should start at the top of the next column to be closed out at the home unit.

Projecting Time for Crew's ETA on the OF-288 - Before signing off the timesheets, use the checklist on page 10. Projecting time makes sense when the crew is returning to their home and there is no Forestry employee to sign off their time. Do not project arrival until transportation is secured and awaiting departure. Never short the crew time. Allow them plenty of time, usually as determined by Dispatch, to get home.

Call Upon Arrival Home - In cases where the distance to the home town, air service availability or potential weather factors may affect arrival at a particular time, the individual resource, or Crew Boss will call Dispatch or the Area with their arrival time(s) so that it can be correctly recorded. Arrival times when using CWN (Call When Needed) aircraft can be verified through flight following records in the Area Dispatch or Logistics office. This can often be the case when resources are traveling home to remote villages. The time of arrival is relayed to the Finance Unit holding the timesheets for completion. The yellow copy of the completed timesheet is mailed to the employee.

For crews on project fires, close out is mandatory on June 30th, which is the end of the State fiscal year. Otherwise, OF-288s are may be closed out on the 15th, the last day of the month, or at the end of the incident.

Checklist for Closing Out Emergency Firefighter Time Reports (OF-288s)

- ✓ Prior to close out, have the Crew Boss look over all the crew time to alleviate disagreements before crewmembers sign their time reports.
- ✓ Is resource order # written near Block 1 in the top section?
- ✓ Is job title (mnemonic) written in Block 4 in the top section?
- ✓ Verify that the appropriate pay rate is being applied to the timesheet.
- ✓ Are there any duplicate or missing dates?
- ✓ Is the crew/employee going home or to another fire? If assigned to another fire, start a new OF-288 for the crew/employee to take.
- ✓ Have all the crew time reports been turned in and posted?
- ✓ Have all the commissary issues been posted? Do they add up correctly?
- ✓ Has the travel time back to the point of hire been authorized, agreed upon, and recorded on time report if known?
- ✓ If any of the employees being released have quit or been dismissed, is travel time pay authorized for them? If so, has travel time been recorded on a time report? If not authorized, has it been charged as a commissary item?
- ✓ Are the mailing addresses complete, including zip codes?
- ✓ Are all columns with time signed off? Make certain that corrections to the time report have been initialed off.
- ✓ Is a diagonal line through unused portions of columns?
- ✓ Have all disputes regarding hours of pay been settled?
- ✓ Have all employees signed their time report and does this signature match the name at the top of the time report?
- ✓ If there were excess hours, is a notation of IC approval made?

Regional Administration Offices will audit OF-288s, maintain copies for the Region, and archive a copy of the excess hours justification and Commissary Issue Record.

The following items are verified on the OF-288 upon return from an incident:

- Time and commissary deductions are accurately posted

- All columns are signed off by a timekeeper except a column representing travel home
- Timesheet is signed by employee

See examples on page 12 of an out-of-state or non-DOF OF-288, and page 13 for a DOF fire.

Incident Distribution of Emergency Firefighter Time Reports

Original – will be routed through the administering Area and then the employee's home unit's Regional office before being sent to Juneau for processing. For State employees, the original OF-288 will be submitted as backup for the regular timesheet.
Yellow – employee
White – final fire package

Distribution of State EFF OF-288s From an Incident

Route the original time reports and excess hours justification:

State Incident Regional Administration Office will coordinate with the home unit Administrative staff to determine how OF-288s will be processed.

Coastal Region
Division of Forestry
101 Airport Road
Palmer, AK 99645-6445
Attn: Payroll
Phone: (907) 761-6205
Fax: (907) 761-6201

Northern Region
Division of Forestry
3700 Airport Way
Fairbanks, AK 99709-4699
Attn: Payroll
Phone: (907) 451-2663
Fax: (907) 451-2690

AFS Crew Time
Alaska Fire Service
P.O. Box 35005
Fort Wainwright, AK
99703-0005
Attention:
Financial Services
Phone: 356-5780
Fax: 356-5784

Non-DOF or Out-of-State incident OF-288 0-41

EMERGENCY FIREFIGHTER TIME REPORT

1. Identification Number: F 7332464

2. Social Security Number: 200-00-0002
3. Initial Employment (X one): [X] Yes [ ] No
4. Type of Employment (X one): [ ] Casual [ ] Regular Gov't. Employee [X] Other State EFF
5. Transferred From:
6. Hired At: FAI
7. Employee Has (X one): [ ] Been Discharged [ ] Quit
8. Entitled To Return Travel Time (X one): [ ] Yes [ ] No
9. Entitled to Return Transportation (X one): [ ] Yes [ ] No

ZIP CODE MUST BE ENTERED BELOW

10. Name (First, Middle, Last): Argali Caprinae
11. Street Address: Box 27
12. City: McGrath
13. State: AK
14. Zip Code: 99627

IN CASE OF ACCIDENT NOTIFY

15. Name: Kevin Hurley
16. Street Address: 2754 Ammon Karelini Dr.
17. City: Dodge
18. State: WY
19. Telephone No. (Include Area Code): 702-261-1511

20. FIRE LOCATION IDENTIFICATION

	Column A	Column B	Column C	Column D
1. Fire Name	ID-SCF-038	ID-SCF-041	OR-WWF-039	OR-WWF-039
2. Fire No.	73X37042	73X37050	73X37196	73X37196
3. Unit Code				
4. Fire Location				
5. State				
6. Firefighter Classification	FOBS	FOBS	FOBS	FOBS
7. Rate	17.98	17.98	17.98	17.98
8. Date and Time a. Year	OX	OX	OX	OX

Column A:

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
7	27	0600	1800	12.0 (T)
7	28	0600	1300	7.0
7	28	1330	2030	7.0
7	29	0630	1300	6.5
7	29	1330	2030	7.0

9. Total Hours: 39.5
10. Gross Amount (Item 7 x Item 9):
11. Inclusive Dates: 7/27-7/29
12. Time Officer's Signature: Bob Smith
13. Date Signed: 7/29/OX

Column B:

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
7	30	0530	1200	6.5
7	30	1230	1900	6.5
7	31	Mandatory Day OFF		Ø

9. Total Hours: 13
10. Gross Amount (Item 7 x Item 9):
11. Inclusive Dates: 7/30-7/31
12. Time Officer's Signature: Bob Smith
13. Date Signed: 7/31/OX

Column C:

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
8	1	0600	1930	13.5 (T)
8	2	1800	2400	6.0
8	3	0001	0100	1.0
8	3	0130	0330	7.0
8	3	1800	2400	6.0
8	4	0001	0200	2.0
8	4	0230	0900	6.5

9. Total Hours: 42.0
10. Gross Amount (Item 7 x Item 9):
11. Inclusive Dates: 8/1-8/4
12. Time Officer's Signature: Jane Juice
13. Date Signed: 8/4/OX

Column D:

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
8	4	1800	2400	6.0
8	5	0001	0300	3.0
8	5	0330	0830	5.0
8	5	1800	2400	6.0
8	6	0001	0100	1.0
8	6	0130	0830	7.0
8	6	1800	2400	6.0

9. Total Hours: 34.0
10. Gross Amount (Item 7 x Item 9):
11. Inclusive Dates: 8/4-8/6
12. Time Officer's Signature: Jane Juice
13. Date Signed: 8/6/OX

21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.

A. Comm. BO 2800	B. Rate	C. Miles*/ Hours	D. Accounting Classification (a)	(b)	(c)	E. Object Class (a)	(b)	(c)	F. Amount

Gross Salary or Equip. Rental

23. Remarks

Gross Earning
Comm. Deduct.
Net Earning

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

25. Employee (Signature): Argali Caprinae
26. Time Officer (Signature): Jane Juice

*Equipment rentals must be supported with OF-294 and OF-297.

22. Commissary Record

a. Date	b. Item	c. Amount
8/2	T-Shirt, bootgrease	$27.10
Total		$27.10

24. ADO Check Number and Stamp

NSN 7540-01-124-7833

COPY 1 – FILE COPY

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OPTIONAL FORM 288 (Rev. 3/83)
USDA/USDI
50288-102

DOF or In-State - Fire OF-288 0-16

EMERGENCY FIREFIGHTER TIME REPORT

1. Identification Number: F 7332464

2. Social Security Number: 200-00-0002
3. Initial Employment (X one): ☐ Yes ☒ No
4. Type of Employment (X one): ☐ Casual ☐ Regular Gov't. Employee ☒ Other State EFF
5. Transferred From:
6. Hired At: FAI
7. Employee Has (X one): ☐ Been Discharged ☐ Quit
8. Entitled To Return Travel Time (X one): ☐ Yes ☐ No
9. Entitled to Return Transportation (X one): ☐ Yes ☐ No

ZIP CODE MUST BE ENTERED BELOW

10. Name (First, Middle, Last): Argali Caprinae
11. Street Address: Box 27
12. City: McGrath
13. State: AK
14. Zip Code: 99627

IN CASE OF ACCIDENT NOTIFY

15. Name: Kevin Hurley
16. Street Address: 2754 Ammon Karelini Dr
17. City: Dodge
18. State: WY
19. Telephone No. (Include Area Code): 702-261-1511

20. FIRE LOCATION IDENTIFICATION

Column A	Column B	Column C	Column D
1. Fire Name: 73X13127	1. Fire Name: 73X13129	1. Fire Name: 73X13129	1. Fire Name:
2. Fire No.: Stapler Blaze	2. Fire No.: No Money Fire	2. Fire No.: No Money Fire	2. Fire No.:
3. Unit Code:	3. Unit Code:	3. Unit Code:	3. Unit Code:
4. Fire Location: TOK	4. Fire Location: TOK	4. Fire Location: TOK	4. Fire Location:
5. State: AK	5. State: AK	5. State: AK	5. State:
6. Firefighter Classification: FOBS	6. Firefighter Classification: FOBS	6. Firefighter Classification: FOBS	6. Firefighter Classification:
7. Rate: 17.98	7. Rate: 17.98	7. Rate: 17.98	7. Rate:
8. Date and Time a. Year: 0X	8. Date and Time a. Year: 0X	8. Date and Time a. Year: 0X	8. Date and Time a. Year:

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
7	1	0600	1100	5.0 (T)
7	1	1100	1500	4.0
7	1	1530	1930	4.0
7	2	0400	0730	3.5
9. Total Hours				16.5
10. Gross Amount (Item 7 x item 9)				
11. Inclusive Dates				7/1 - 7/2
12. Time Officer's Signature: Joy Bates				
13. Date Signed: 7/2/0X				

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
7	2	0730	1400	6.5
7	2	1430	2400	9.5 (T)
7	3	1900	2400	5.0
7	4	0001	0200	2.0
7	4	0230	0700	4.5
7	4	1900	2400	5.0
7	5	0001	0100	1.0
9. Total Hours				33.5
10. Gross Amount (Item 7 x item 9)				
11. Inclusive Dates				7/2 - 7/5
12. Time Officer's Signature: Joy Bates				
13. Date Signed: 7/5/0X				

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
7	5	0130	0730	6.0 (T)
Joy Bates				
7	6	0700		(T)
9. Total Hours				
10. Gross Amount (Item 7 x item 9)				
11. Inclusive Dates				
12. Time Officer's Signature				
13. Date Signed				

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
9. Total Hours				
10. Gross Amount (Item 7 x item 9)				
11. Inclusive Dates				
12. Time Officer's Signature				
13. Date Signed				

21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.

A. Comm. BO 2800	B. Rate	C. Miles*/ Hours	D. Accounting Classification (a)	(b)	(c)	E. Object Class (a)	(b)	(c)	F. Amount

Gross Salary or Equip. Rental

23. Remarks

Gross Earning
Comm. Deduct.
Net Earning

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

25. Employee (Signature)
26. Time Officer (Signature)

22. Commissary Record

a. Date	b. Item	c. Amount
7/2	Chew	$19.68
7/4	SOCKS	$6.00
Total		$25.68

24. ADO Check Number and Stamp

*Equipment rentals must be supported with OF-294 and OF-297.

NSN 7540-01-124-7833

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OPTIONAL FORM 288 (Rev. 3/83)
USDA/USDI
50288-102

ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK

Attach leave slip here

GGU & SU LONG FORM - DNR DIVISION OF FORESTRY ELECTRONIC TIME AND ATTENDANCE REPORT

Collector/Phone: Ruth Denny 907-451-26XX

AKPAY Batch #

OT Eligible:	X	Yes	No
Bargaining Unit:	X	GGU	SU

	Full Time		Short Term Non Perm
X	Seasonal		Long Term Non Perm
	Part Time		

Entered:
Certified:
Date:

Carry Forward
Hours:
Lv/Hol:

Employee Name (Last, First M.I.): John Forthwright

Employee Number: 123456

Pay Period Ending: 7/15/1X

Day of Week	Date	Hours Worked-Military Time: Start Time	Stop Time	Start Time	Stop Time	Start Time	Stop Time	Hrs Wkd Calc	Reg Time 100	Holi-Day 105	Leave Hrs Pers 165	Misc.	Stght 250	OT 1.5 251	Conv 959	Recall 244/245	Standby 210	Swing RT 280	Swing OT 260	Grave RT 290	Grave OT 270	Totals	Excess HRS Flex	Eight Digit Collocation Code	Eight Digit Ledger Code	
FRI	7/1/1X	1000	1430	1530	1830			7.5	7.5													7.5				
FRI	7/1/1X																7.5					7.5		10314831		
SAT	7/2/1X	0600	1000	1030	1430	1500	2200	15.0							15.0							15.0		10310130	73X11233	
SUN	7/3/1X	0600	1000	1030	1430	1500	2200	15.0							15.0							15.0		10310130	73X11233	
MON	7/4/1X							Holiday		7.5												7.5				
MON	7/4/1X	0600	1000	1100	1430			7.5						7.5								7.5		10310130	73X11233	Holiday Worked
MON	7/4/1X	1430	2359					9.0							9.0							9.0		10310130	73X11263	
TUE	7/5/1X	0001	0200					2.0							2.0							2.0		10310130	739X11263	
TUE	7/5/1X	1200	1430	1500	2300			10.5										10.5				0.0		10310130	739X11275	Swing Shift
WED	7/6/1X	0600	1000	1030	1900			12.5	7.5						5.0							12.5		10310130	739X11263	
THU	7/7/1X	0600	1100	1130	1900			12.5	7.5						5.0							12.5		10310130	739X11263	
FRI	7/8/1X	0600	1100	1130	1900			12.5	7.5						5.0							12.5		10310130	739X11263	
SAT	7/9/1X	0600	1100	1130	1900			12.5							12.5							12.5		10310130	739X11263	Recall
SUN	7/10/1X	0030	0130					1.0								4.0						4.0		10310130	739X11263	Recall
SUN	7/10/1X	0400	0800	0830	1900			14.5													14.5	0.0		10310130	739X11263	Graveyard
MON	7/11/1X	1000	1400	1500	1830			7.5	7.5													7.5				
TUE	7/12/1X	1000	1400	1500	1830			7.5	7.5													7.5				
WED	7/13/1X	1000	1400	1500	1830			7.5	7.5													7.5				
THU	7/14/1X	1000	1400	1500	1830			7.5	7.5													7.5				
FRI	7/15/1X	MANDATORY DAY OFF																								Mandatory D/O
						Total Hrs.		162.0	60.0	7.5	0.0	0.0	0.0	7.5	68.5	4.0	7.5	10.5	0.0	0.0	14.5	180.0				
						Grand Total																155.0				

O.T. Conversion? ☑ YES ☐ NO
If YES? ☑ GGU ☐ SU

LOA: ☐ Wildland Fire
☐ IROC #:

Hazard on Reverse? YES ☐

Commissary Deduction: $44.44

Final determination of pay type and rate of compensation will be made by the Department of Administration.
We certify that the time and hours of work recorded above are true and correct.

Employee Signature: John Forthwright Date: 7/15/0X

Approving Authority Signature: [illegible] Date: 7/15/0X

Page: _____ OF _____

Comments: _____

Leave Codes	
165	Personal
160	Annual
150	Sick
152	Excess Sick
190	Military
195	Court
170	Comp Lve Ann
172	Comp Lve PER
19A	Flex

0-24

EMERGENCY FIREFIGHTER TIME REPORT

1. Identification Number: F 7332464

2. Social Security Number: 200-00-0002
3. Initial Employment (X one): ☐ Yes ☒ No
4. Type of Employment (X one): ☐ Casual ☐ Regular Gov't. Employee ☒ Other AK State
5. Transferred From:
6. Hired At: MSS
7. Employee Has (X one): ☐ Been Discharged ☐ Quit
8. Entitled To Return Travel Time (X one): ☐ Yes ☐ No
9. Entitled to Return Transportation (X one): ☐ Yes ☐ No

ZIP CODE MUST BE ENTERED BELOW

10. Name (First, Middle, Last): John Forthwright
11. Street Address: 922 Priority Lane
12. City: Palmer
13. State: AK
14. Zip Code: 99752

IN CASE OF ACCIDENT NOTIFY

15. Name: Jane Forthwright
16. Street Address: 922 Priority Lane
17. City: Palmer
18. State: AK
19. Telephone No. (Include Area Code): 907-762-8101

20. FIRE LOCATION IDENTIFICATION

Column A	Column B	Column C	Column D
1. Fire Name: 73X14131	1. Fire Name: 73X14131	1. Fire Name: 73X14246	1. Fire Name: 73X14246
2. Fire No.: Blue Flames	2. Fire No.: Blue Flames	2. Fire No.: Sand Box	2. Fire No.: Sand Box
3. Unit Code:	3. Unit Code:	3. Unit Code:	3. Unit Code:
4. Fire Location: Valdez	4. Fire Location: Valdez	4. Fire Location: Valdez	4. Fire Location: Valdez
5. State: AK	5. State: AK	5. State: AK	5. State: AK
6. Firefighter Classification: BUYL	6. Firefighter Classification: BUYL	6. Firefighter Classification: BUYL	6. Firefighter Classification: BUYL
7. Rate:	7. Rate:	7. Rate:	7. Rate:
8. Date and Time a. Year: 0X	8. Date and Time a. Year: 0X	8. Date and Time a. Year: 0X	8. Date and Time a. Year: 0X

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
7	6	0600	1000	4.0 (H)
7	6	1030	1900	8.5
7	7	0600	1100	5.0
7	7	1130	1900	7.5
7	8	0600	1100	5.0
7	8	1130	1900	7.5
7	9	0600	1100	5.0
9. Total Hours →				42.5
10. Gross Amount (item 7 x item 9) →				
11. Inclusive Dates →				7/6 - 7/9
12. Time Officer's Signature				Jayne Eyre
13. Date Signed				7/15/0X

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
7	9	1130	1900	7.5
7	10	0030	0130	1.0
9. Total Hours →				8.5
10. Gross Amount (item 7 x item 9) →				
11. Inclusive Dates →				7/9 - 7/19
12. Time Officer's Signature				Jayne Eyre
13. Date Signed				7/15/0X

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
7	10	1300	1800	5.0
7	10	1830	2400	5.5
7	11	0001	0200	2.0
7	11	1030	1330	3.0
7	11	1400	2230	8.5
7	12	0630	1030	4.0
7	12	1100	1830	7.5
9. Total Hours →				3.5
10. Gross Amount (item 7 x item 9) →				
11. Inclusive Dates →				7/10 - 7/12
12. Time Officer's Signature				Jayne Eyre
13. Date Signed				7/15/0X

Mo. b.	Day c.	Start d.	Stop e.	Hours f.
7	13	Mandatory Day	OFF	Ø
7	14	0530	0930	4.0
7	14	1000	1730	7.5
7	15	0600	1100	5.0
7	15	1130	1900	7.5
9. Total Hours →				31.5
10. Gross Amount (item 7 x item 9) →				
11. Inclusive Dates →				7/13 - 7/15
12. Time Officer's Signature				Jayne Eyre
13. Date Signed				7/15/0X

21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.

A. Comm. BO 2800	B. Rate	C. Miles*/ Hours	D. Accounting Classification (a)	(b)	(c)	E. Object Class (a)	(b)	(c)	F. Amount

Gross Salary or Equip. Rental

23. Remarks: Additional 1/2 hour meal period not recorded. Assisted with medevac on 7/10.

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

Gross Earning
Comm. Deduct.
Net Earning

22. Commissary Record

a. Date	b. Item	c. Amount
7/12	Socks & chew	$43.00
Total →		$43.00

24. ADO Check Number and Stamp

25. Employee (Signature): John Forthwright
26. Time Officer (Signature): Jayne Eyre

*Equipment rentals must be supported with OF-294 and OF-297.

NSN 7540-01-124-7833

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OPTIONAL FORM 288 (Rev. 3/83)
USDA/USDI
50288-102

DNR TIME & ATTENDANCE REPORT INSTRUCTIONS

NOTE: Record all appropriate information in the top section of the timesheet.

DATE: List all dates in pay period including regular days off (RDO).

START TIME: Indicate shift start time.

REGULAR TIME: Record all time worked at straight time except hours compensated as straight overtime. Leave, overtime, and holidays should not be included here.

HOLIDAY: Record 7.5 hours for paid State holiday. Do not include hours worked.

LEAVE: Record the hours of leave reported on leave slips. Misc. leave: leave hours not identified elsewhere on timesheet (i.e. sick – LTC, military, court, family).

OT STRAIGHT: LTC – Record hours worked between 7.5 and 8 hours a day. SU/KK – Record hours between 37.5 and 40 hour per week.

1.5 X OVERTIME: GG – Record hours worked after 37.5 hours per week. LTC – Record hours worked after 8 hours in a day or 40 hours per week. SU/KK – Record hours worked after 40 hours per week. Record all hours worked on holidays. Signature of supervisor authorizes overtime for eligible employees.
2 X OVERTIME: LTC only – Record hours worked on 2nd scheduled RDO if employee has worked 7 consecutive days.

RECALL/CALL BACK: Record only actual hours worked and start time. GG – Recall provisions do not apply in the following cases:

a. if the additional work assignment has been scheduled prior to the bargaining unit member's leaving the worksite at the end of the shift;
b. if the employee who is contacted to return to work is on standby when contacted to return to work;
c. if the employee has volunteered to be called for overtime during a specific pay period;
d. if the employee is not required to report to a work station or other location to perform the work.

STANDBY/ON-CALL: GG/SU – Record 7.5 hours for each day on standby. LTC – Record an X in column for each day on-call.

OUT OF CLASS CODE: LTC only – Record the appropriate wage group in column for each day working out of class. Note on comment line duties performed that qualify the employee to receive out of class pay and name of the employee they are working for.

DAILY TOTALS: Total of all regular time, holiday, leave, and overtime.

COLLOCATION/LEDGER CODE: Enter only if time is to be charged to other than code of record. Enter corresponding ledger code or fire number if applicable.

TOTAL HOURS: Total hours per page.

GRAND TOTAL: Total hours for pay period.

HAZARD: Check and fill out back.

COMMISSARY: List all total dollars to be deducted.

Sign and date timesheet.

MEMORANDUM

Department of Natural Resources

STATE OF ALASKA

Support Services Division
Human Resources Section

TO: Administrative Managers
Administrative Assistants

DATE: 2 February 2000

PHONE: 465-2463

FROM: Lee Powelson
Human Resources Manager

SUBJECT: Call Back – Contiguous Hours

In response to a recent inquiry, the following is provided to assist you in correctly paying LTC employees when called back to work immediately prior to the employee's regular hours of work.

Section 14.03 – Call Back, establishes the basic rule for compensating an employee who is directed to return to work after completing their scheduled work. For most scenarios, the contract language is clear; however, in the following situation the practice of the parties needs clarification.

When an employee is directed to return to work *AND* the employee works continuously to the start of the regular work schedule, the employee is entitled to call back pay at the rate of time and one-half for hours actually worked prior to the start of the employee's regular shift.

Here's an example:

The employee is regularly scheduled to work from 7:00 AM to 3:00 PM with a one-half hour lunch break. Due to heavy snow (which the weather service didn't predict so the extra hours were not scheduled in advance) the employee is called back to work early. The employee reports to work at 5:30 AM to clear the parking lot and sidewalks. The employee works until 7:00 AM, then completes the regular shift.

The employee is paid as follows:

5:30 AM – 7:00 AM	1.5 hours at the rate of time and one-half (code 244)
7:00 AM – 3:00 PM	7.5 hours at the straight-time rate (code 100)

Since the employee receives at least four hours of work this day, the contractual requirement of "a minimum of four (4) hours pay at the appropriate overtime rate" is met. The appropriate pay rate for work between 5:30 and 7:00 AM is the time and one-half rate. The appropriate pay rate for work between 7:00 AM and 3:00 PM is the straight-time rate.

If you have any questions about this, please call the payroll section.

MEMORANDUM

Department of Natural Resources

STATE OF ALASKA

Division of Forestry
Central Office

TO:	Division of Forestry Personnel	DATE:	May 22, 2002
		TELEPHONE:	269-8474
FROM:	Jeff Jahnke Director	SUBJECT:	Fatigue Management

Employees should receive adequate time off to safely perform the essential functions of their positions. The following is established to promote safety, limit fatigue, and reduce work-related injuries while adhering to specific bargaining unit contract provisions.

Division of Forestry:

1. Adopts a **2 to 1 Work-Rest Ratio**; and
2. Provides at least **1 Day Off in 21 Days.**
3. Provides for **Meal Breaks**.

All division employees are responsible to adhere to these requirements.

2 to 1 Work-Rest Ratio

The Division of Forestry has adopted the nationally recognized 2 to 1 work-rest ratio guideline (for every 2 hours of work or travel, provide 1 hour of rest). For example, a 16- hour shift must be followed by 8 hours of rest.

Written justification with approval by the Regional Forester, Chief of Fire & Aviation, or Incident Commander is required for hours in excess of:

- 19 hours worked during the first 24-hour operational period of an incident, with 5 hours rest before the next operational period; or
- 16 hours worked after the first 24-hour operational period, with 8 hours rest before the next operational period.

Note: Any employee assigned full-time driving duties may not exceed 10 hours driving during a maximum allowable 16-hour shift, followed by 8 hours rest before the next operational period.

Time in transit to an incident is considered time worked and starts when a person reports to logistics or a similar office and ends upon check-in at the incident.

1 Day Off in 21 Days

All Division of Forestry employees will have at least one day off within a 21-day period. After 13 consecutive days of work, employees should be scheduled for their next regular day off (RDO) whenever feasible. (See example #1 attached.)

In no case is any employee to work in excess of 20 consecutive days. (See example #2 attached.)

Fulltime employees are entitled to 37.5 hours in pay status within 5 consecutive days, and two consecutive days off, within the 7-day workweek (Monday 0001 hours to Sunday 2400 hours). Managers should stagger work schedules (so not all individuals have the same RDOs) to most efficiently maximize coverage of the work unit.

In extreme situations during the high fire season, employees may not be able to take their next RDO following 13 consecutive days of work. In these circumstances, a supervisor may instruct an employee to take a regularly scheduled workday off in order to comply with the 1 day off in 21 policy. In this scenario, the supervisor must ensure the employee still receives the 37.5-hour of pay status within five consecutive days. Employees may elect to use personal or annual leave, or overtime conversion, for a mandatory day off that falls on a regularly scheduled workday, in lieu of unpaid time off. Supervisors may not direct employees to take leave to meet the 37.5-hour workweek threshold.

It is the responsibility of employees and supervisors to track days worked in order to adhere to this policy.

Meal Breaks

Division employees are expected to follow their collective bargaining agreements regarding meal breaks. When working on fire assignment, employees shall comply with the Alaska Incident Business Management Handbook and the Federal Interagency Business Management Handbook regarding meal breaks.

In extreme situations, fireline personnel may be compensated for their meal period in accord with the Alaska Incident Business Management Handbook (Chapter 2), and the Federal Interagency Business Handbook (Chapter 10, Section 12.6). Compensable meal breaks are the exception, not the rule.

CC: DNR Human Resources

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

Re: Division of Forestry-Meal Breaks

11-GG-015-Amended

It is agreed between the parties that the following terms and conditions of employment apply to Department of Natural Resources, Division of Forestry employees while working in support of wildland fire activities. No provisions of the July 1, 2010 through June 30, 2013 master agreement not specifically referenced herein is modified by this agreement:

Article 23.01 will be amended as follows:

A lunch break of not less than thirty (30) minutes nor more than one (1) hour shall be allowed approximately midway of each shift. One additional lunch period of thirty (30) minutes shall be allowed when a bargaining unit member works continuously for more than 9.5 hours and another additional lunch period of thirty (30) minutes shall be allowed when a bargaining unit member works continuously for more than 11.75 hours, and such additional lunch period(s) shall be considered as time worked. In the event that a bargaining unit member is recalled within two (2) hours of the termination of their shift, the bargaining unit member shall be granted a meal break in accordance with the other provisions of this paragraph.

Employees covered under an Alternate Workweek Agreement (AWW) will receive one additional lunch period of thirty (30) minutes when they work continuously for more than 2 hours after their normal scheduled hours for that day and another additional lunch period of thirty (30) minutes shall be allowed when a bargaining unit member work continuously for more than 4.25 hours after their normal scheduled hours for that day, and such additional lunch period(s) shall be considered as time worked.

This agreement is in effect from July 1, 2010 through June 30, 2013.

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:

Nicki Neal, Director
Division of Personnel & Labor Relations
Department of Administration

8/6/10
Date

FOR ASEA/AFSCME Local 52:

Jim Duncan
Business Manager

8/6/10
Date

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

Re: Division of Forestry-Meal Breaks

LOA 11-SS-079

It is agreed between the parties that the following terms and conditions of employment apply to Department of Natural Resources, Division of Forestry employees while working in support of wildland fire activities. No provisions of the July 1, 2010 through June 30, 2013 master agreement not specifically referenced herein is modified by this agreement:

Article 13.1 will be amended as follows:

A lunch break of not less than thirty (30) minutes nor more than one (1) hour shall be allowed approximately midway of each shift. One additional lunch period of thirty (30) minutes shall be allowed when a bargaining unit member works continuously for more than 9.5 hours and another additional lunch period of thirty (30) minutes shall be allowed when a bargaining unit member works continuously for more than 11.75 hours, and such additional lunch period(s) shall be considered as time worked. However, the additional lunch period must be claimed within thirty (30) calendar days from the end of the pay period in which it was earned. In the event that a bargaining unit member is recalled within two (2) hours of the termination of their shift, the bargaining unit member shall be granted a meal break in accordance with the other provisions of this paragraph.

Employees covered under an Alternate Workweek Agreement (AWW) will receive one additional lunch period of (30) minutes when they work continuously for more than 2 hours after their normal scheduled hours for that day and another additional lunch period of thirty (30) minutes shall be allowed when a bargaining unit member works continuously for more than 4.25 hours after their normal scheduled hours for that day, and such additional lunch period(s) shall be considered as time worked.

This agreement is in effect from July 1, 2010 through June 30, 2013.

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:

Nicki Neal, Director
Division of Personnel & Labor Relations
Department of Administration

11/18/10
Date

FOR APEA/AFT:

Bruce Ludwig
Business Manager

11/18/10
Date

MEMORANDUM
DEPARTMENT OF NATURAL RESOURCES

STATE OF ALASKA
DIVISION OF FORESTRY
CENTRAL OFFICE

TO: Area Foresters
Fire & Aviation Working Group
Area FMOs
Region Aviation Managers
Region/Area Admins

DATE: August 17, 2007

PHONE: 451-2666

FROM: Chris Maisch
State Forester

SUBJECT: Forestry Work
Under a Helicopter

The LTC, GG, and SU contract provisions indicate that transportation by and working under a helicopter are activities eligible for hazard pay. ("Working under a helicopter" is referred to in GGU Article 21.05 B., LTC Article 13.06 D., and SU Article 24.5 A.)

To provide clarification about Forestry's operations, *two types of activities are considered working under a helicopter. Those two activities include 1) hover hook-ups, and 2) loading or unloading people or equipment when the helicopter rotors are in motion.* Bargaining unit members performing this work may record applicable time and claim for hazard pay.

Forestry activities which are *not considered working under a helicopter* include but are not limited to *marshalling or guiding helicopters, calling in a bucket drop, and working on the fire line.* Employees engaged in these activities should not be claiming for hazard pay.

There are a variety of activities in wildland firefighting which pose risk. This memo does not diminish the importance of safety in our operations, nor does this memo define all conditions in which risk and safety are key factors. This memo serves only to define the Forestry activities related to the contract provisions for working under a helicopter.

Supervisors and recipients of this memo are expected to relay the information to their staff who engage in the activities discussed in this memo.

cc: Forestry Management Team
Norm McDonald, Acting MSAO FMO