

# MEMORANDUM

# State of Alaska

Department of Transportation & Public Facilities  
Office of the Commissioner

**TO:** Regional Directors  
DFS Director  
AMHS Director  
International Airport System Director  
Chief Engineer

**DATE:** January 6, 2025

**PHONE NO:** 465-3900

  
**FROM:** Ryan Anderson, P.E.  
Commissioner

**SUBJECT:** Collective Bargaining  
Agreement Letter of  
Agreement Protocols

Effective immediately, the following protocols must be adhered to for all Letters of Agreement (LOA) requests involving modifications to Collective Bargaining Agreements (CBAs). These protocols are necessary to ensure consistency, transparency, and alignment with departmental and state interests.

## Purpose

Adherence to bargaining unit contracts is a fundamental operation of the State and critical to ensuring the consistent and equitable application of employment practices. Any proposed modification to a CBA must be thoroughly reviewed, justified, and documented by the initiating division. Final approval within the department will be required before requests are forwarded outside the department.

## Requirements for LOA Requests

To facilitate the review process, each LOA request must include the following two documents:

### **1. LOA White Paper**

Division Directors must analyze the need for the LOA and prepare a comprehensive white paper addressing the following key elements:

- **LOA Title:** Provide a descriptive title for the proposed agreement.
- **Duration of LOA:** Specify the start and end dates of the proposed agreement.
- **Cost of LOA:** Include the estimated cost impact.
- **Cost Methodology:** Detail how the cost estimate was calculated.
- **Description of Proposed Change:** Clearly outline the proposed modifications to the CBA.
- **Problem Statement:** Explain why the change is necessary and what issue it resolves.
- **State Interest:** Demonstrate why the proposed change aligns with and benefits the State's objectives. This analysis must address both the essential need for the LOA to conduct state business and the specific advantages the State will gain from its implementation.
- **Point of Contact:** Provide the name and contact details of the individual responsible for addressing inquiries about the LOA.

Division Directors must ensure this analysis applies equally to LOAs for individuals, sections, or divisions and must assess the necessity and value of the LOA within the broader context of departmental and state goals.

## **2. Management Request for Letter of Agreement Form**

A completed and signed Management Request for Letter of Agreement form must accompany the white paper. The attached standard request form must be used, and a signed form constitutes approval to advance the LOA request beyond the department.

Division Directors are responsible for:

- Ensuring all required documentation is complete, accurate, and reflective of the LOA's necessity and benefit to the State.
- Conducting a thorough analysis of each request to justify the essential need for the LOA to facilitate state business and the value gained from its implementation.

All requests must undergo this level of scrutiny before being submitted for the Commissioner's review. Only requests meeting these standards will be considered for forwarding to external entities.

Your attention to and compliance with these protocols will help maintain the integrity and efficiency of our collective bargaining practices. Thank you for your cooperation.

If you have any questions or require further clarification, please contact Jody Thomas.

**cc:** Katherine Keith, Deputy Commissioner  
Dom Pannone, PMA Director  
Jody Thomas, Special Project Liaison  
Mike Rader, Human Resource Business Partner