

A G R E E M E N T

BETWEEN

CITY OF GREAT FALLS, MONTANA

AND

MONTANA PUBLIC EMPLOYEES' ASSOCIATION, INC.

July 1, 2017- June 30, 2019

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PREAMBLE

This Agreement is made and entered into this 1st day of July, 2017, between the City of Great Falls, hereinafter referred to as the "Employer" or "City", and the Montana Public Employees' Association, hereinafter referred to as the "Association". It is the intent and purpose of this Agreement to assure sound and mutually beneficial working relationships between the Employer and its employees, to provide an orderly and peaceful means of resolving grievances, to prevent interruption of work and interference with the efficient operation of the Employer, and to set forth herein a basic and complete agreement between the parties concerning terms and conditions of employment. It is understood that the Employer is engaged in furnishing an essential public service, which vitally affects health, safety, comfort and general well being of the public and both parties hereto recognize the need for continuous and reliable service to the public.

ARTICLE 1: RECOGNITION

Section 1. The Employer recognizes the Association as the sole and exclusive representative of all full time employees, and part time employees who are regularly assigned for twenty or more hours per work week, within the bargaining unit as defined and certified by the Board of Personnel Appeals listed below:

Account Clerk	Account Clerk Senior	Court Clerk
Accounts Payable Clerk		Courtroom Clerk
Accounts Payable Clerk, Senior		Customer Service Billing Clerk
Accounting Technician		Engineering Admin Secretary
Accounting Technician, Senior		Emergency Services Dispatcher
Administrative Secretary		Emergency Services Dispatcher, Senior
Administrative Secretary, Senior		Events Specialist
Administrative Secretary/Lab Assistant		HIDTA Information Tech, Senior
Animal Control Officer		Housing Specialist
Billing Clerk		Land Management Specialist
Box Office Specialist		Library Clerk
Building Inspector I		Library Specialist
Certified Permit Technician		Office and Administrative Specialist
Code Enforcement Technician		Park & Recreation Account Clerk, Senior
Code Enforcement Technician, Senior		Police Evidence Technician
Community Development Program Specialist		Police Information Technician
Community Development Program/Rehab Specialist		Police Information Technician, Senior
Community Development Technician		Process Server
Community Development Technician, Senior		Process Server, Senior
Community Service Officer		Staff Accountant (non-degreed)
Compliance/Quality Control Specialist		Utility Billing Technician
		Utility Dispatcher

ARTICLE 2: TERM OF THE AGREEMENT

This Agreement shall be effective as of the 1st day of July 2017, and shall remain in full force and effect through the 30th day of June 2019. Either party desiring to change or terminate this Agreement must notify the other in writing at least one hundred twenty (120) days prior to June 30, 2019.

During the bargaining of the new Agreement, if the parties continue to negotiate in good faith, the terms and conditions under this Agreement shall remain in full force and effect until completion of the bargaining process and ratification of the Agreement by the City Commission. At the signing of the new Agreement, payment of benefits and wages will be reconciled with the terms of the new Agreement.

ARTICLE 3: EFFECT OF LAWS AND RULES

Section 1. This contract is subject to all applicable existing or future laws or regulations of the State of Montana or its political subdivisions.

Section 2. The provisions of this contract are intended to state minimum standards of employee rights and benefits, and the Employer is not hereby prohibited from extending additional benefits to its employees when in its judgment such benefits are justified, and may reduce current benefits to the minimum contained herein.

ARTICLE 4: SEVERABILITY

In the event any provision of this Agreement shall be declared invalid at any time or unenforceable by any court of competent jurisdiction or through government regulations or decrees, such decision shall not invalidate the entire Agreement, being the expressed intention of the parties hereto that all other provisions not declared invalid or unenforceable, shall remain in force and effect.

ARTICLE 5: MANAGEMENT RIGHTS

Under Mont. Code Ann. §MCA 39-31-303, the CITY shall have the right to operate its affairs in such areas as, but not limited to:

- A. direct employees;
- B. hire, promote, transfer, assign, and retain employees;
- C. relieve employees from duties because of lack of work or funds or under conditions

- D. where continuation of such work be inefficient and nonproductive;
maintain the efficiency of government operations;
- E. determine the methods, means, job classifications, and personnel by which government operations are to be conducted;
- F. take whatever actions may be necessary to carry out the missions of the agency in situations of emergency;
- G. establish the methods and processes by which work is performed.

The foregoing enumeration of CITY management's rights shall not be deemed to exclude other functions not specifically set forth. The CITY, therefore, retains all rights not otherwise specifically covered by this Agreement.

ARTICLE 6: EMPLOYEE RIGHTS

Section 1. RIGHT TO ORGANIZE - It shall be the right of all employees covered by this agreement to join and support Association for the purposes of negotiating with Employer with respect to the subjects of negotiation and to confer or consult on any other matters for the purpose of establishing, maintaining, protecting, and improving the standards of the City of Great Falls and to establish procedures which will facilitate and encourage settlement of disputes, pursuant to the Collective Bargaining for Public Employees Act, Mont. Code Ann. §39-31-101 *et seq.* No employee shall be discharged or discriminated against by Employer for upholding lawful Association activities.

Section 2. PROTECTION OF EMPLOYEE RIGHTS - Employer shall give reasonable support to employees in the discharge of their duties. No employee shall be discharged or reprimanded, reduced in compensation, suspended or terminated without just cause; excluding, however, probationary employees.

Section 3. HOLD HARMLESS - Employer shall provide insurance or risk pooled indemnity protection to defend and indemnify, if necessary, employees for claims, actual or alleged, made against them while acting within the course and scope of their employment, provided that such incidents, damages or acts are not caused by the willful violation of penal statutes, acts of fraud, or conduct contrary to the Employee Personnel Policy Manual. In addition, Employer agrees to abide by all requirements of the laws of the State of Montana relating to its obligation to defend, indemnify and hold employees harmless while acting within the course and scope of their employment.

Section 4. CONFLICT OF POLICIES – In the case of a conflict of provisions contained in this Agreement and the Employee Personnel Policy Manual, this Agreement’s provisions shall be applied, unless such provisions are contrary to applicable law.

ARTICLE 7: ASSOCIATION RIGHTS

Section 1. In the event the Association designates a member employee to act in the capacity as official spokesperson for the Association on any matter, such a designation shall be made in writing and shall specify the period covered by the designation.

Section 2. A written list of the accredited officers and representatives of the bargaining unit shall be furnished to the Employer immediately after their election and the Employer shall be notified of any changes of said representatives within 7 calendar days.

Section 3. The internal business of the Association shall be conducted by the employees during their non-duty hours; provided, however, that a selected and designated Association officer or appointee shall be allowed a reasonable amount of paid time to act as an employee representative in a disciplinary meeting when requested by the employee, but the Employer will not compensate the aforementioned individuals for time spent in such activities outside of their normal work schedule.

Section 4. The Association's staff will be allowed to visit work areas of the employees during work hours and confer on employment relations matters, provided that such visitations shall be approved in advance with management, and shall not unduly disrupt work in progress.

Section 5. The Association may utilize a reasonable amount of space on bulletin boards as determined by the Employer on bulletin boards currently used for employee notices. No derogatory information concerning the Employer shall be posted by the Association.

Section 6. Accredited Association representatives shall, with the written approval of the employee, have the right to inspect an employee's personnel file, with the exception of health care information unless the issue involves such matters, and only where justification is advanced for such access by the Association, and where the employee consents in writing to such inspection.

Section 7. The Association may be allowed to use the employer's facilities for Association meetings contingent upon availability and management approval. The Association shall be liable for any damages as a result of such use.

Section 8. RIGHT TO INFORMATION - Employer recognizes the necessity for the Association to have possession of information to maintain the Agreement and prepare for negotiations. Therefore one (1) copy of the following materials will be furnished the Association by Employer at no cost within ten (10) days of the receipt of a request, provided such materials are available: General fund budgets - preliminary and final; Annual report of Employer setting forth actual receipts and expenditures; Administrative regulations; names, addresses and classifications of employees in a particular classification or department of employees covered by this agreement; any information, statistics and records which are not private or confidential and which are relevant to negotiations, or necessary for proper enforcement of the terms of this

agreement. The Association, upon written request to Employer, shall also be furnished information or access to information that is of a public nature and is available. For such information Employer may charge the Association for the cost of preparing or providing copies thereof.

ARTICLE 8: ASSOCIATION SECURITY

Section 1. Employees covered by the terms of this Agreement shall not be required to become members of the Association, but must, as a term and condition of employment, pay a representation fee to the Association.

Section 2. Upon receipt of written authorization from an employee covered by this Agreement, the Employer shall deduct from the employee's pay the amount owed to the Association by such employee for dues or representation fee. The Employer will remit to the Association such sums within 30 calendar days of receipt. Changes in the Association membership dues rate will be certified to the Employer in writing signed by the authorized officer or officers of the Association and Association shall notify Employer at least 30 calendar days in advance of such change.

Section 3. All employees covered by the terms of this Agreement shall within 30 calendar days of the signing of this Agreement, or within 30 days of employment, whichever is later, pay dues or a representation fee to the Association. The Association may make written notice of default and demand for discharge after the 30 day period specified above. Employees who fail to comply with this requirement shall be discharged by the Employer within 30 days after receipt of written notice of default by the Association.

Section 4. The Employer, within 30 calendar days of the signing of this Agreement, shall present the Association with a list of the names and addresses of all current employees covered by this Agreement, and shall update list each month for all new hires.

Section 5. The Association shall indemnify, defend, and hold the Employer harmless against any claim made and against any suit instituted against the Employer, including attorney's fees and costs of defense thereof, on account of any provision of this Article.

ARTICLE 9: SCOPE OF AGREEMENT

This Agreement constitutes the full and complete agreement between the parties and, as such, supersedes all previous agreements, understandings and practices, whether or not in writing, and whether or not they are formal or informal. The parties further acknowledge that during the course of collective bargaining each party has had the unlimited right to offer, discuss, accept or reject proposals. Therefore, for the term of this Agreement, no further collective bargaining shall be had upon any provisions of this Agreement nor upon any subject of collective bargaining unless by mutual consent of the parties hereto. Attached as Addendum C, which is attached and incorporated herein by this reference, and includes all letters of understanding, reclassifications,

or other agreements affecting this Agreement.

ARTICLE 10: DEFINITIONS

- A. "Employee" shall mean employees of the CITY who are members of the bargaining unit covered by this Agreement.
- B. "Regular employee" means an employee who is assigned to a designated budgeted regular, non-temporary position and who has completed the respective probationary period(s).
- C. "Temporary employee" means an employee assigned to a position designated as temporary in the City's budget, created for a definite period of time not to exceed twelve (12) months in accordance with Mont. Code Ann. §2-18-101(26).
- D. "Full-time employee" means an employee who normally works 40 hours a week.
- E. "Part-time employee" means an employee who normally works less than 40 hours a week.
- F. "Short-term worker" means an employee who does not work for more than ninety (90) days in a continuous 12-month period. A short-term worker is not eligible to earn sick leave, vacation leave and holiday benefits in accordance with MCA 2-18-101(23).
- G. "Probationary employee" means a non-temporary employee who is in an applicable probationary period.

ARTICLE 11: SENIORITY AND LAYOFF

Section 1. Seniority means an employee's length of continuous service with the Department since the first date of hire as a regular employee, and shall be computed from the date the employee began such service.

- A. To be absent from the job due to layoffs will be considered lost time for the purpose of seniority; however, in the event of reemployment under Section 2 of this Article, previous service shall count towards seniority.
- B. Employer shall post a seniority roster on December 1 of each year. Employee may protest their seniority designation through the grievance procedure if they have cause to believe an error has been made.

Section 2.

- A. A reduction in force and the term "layoff" as used herein shall be separate and distinct from the terms "resignation", "retirement" and "dismissal", and shall mean the loss of an

employee's employment with the Employer which is the result of any reason other than resignation, retirement or dismissal. Reduction in hours is distinct and separate from reduction in force and layoff. Reduction in hours will be based on the operational needs of the department.

- B. In the event that Employer anticipates that a layoff of employees is to take place, the Employer will provide the Association with written notification which will include the positions proposed to be affected, the proposed schedule of implementation, and the reasons for the layoff. Said notification shall be at least thirty (30) calendar days before the official action is to be taken. Upon Association request, the Employer will make available to the Association any data requested which pertains to the layoff determination. Any employee who is to be placed on layoff will be so notified in writing, by certified mail, at least thirty (30) calendar days prior to the effective date of the layoff. The Employer will provide the Association with a listing of the employees being notified of the layoff.
- C. Layoffs caused by Reduction in Force shall be in reverse order of seniority within the Department, that is; the employee last hired shall be the first released in the same job classification.
- D. During notification period, affected employees will be given first consideration for any vacant position authorized by the City Manager for which they are qualified within the City. Qualifications based on current/ reviewed/ updated job description. If more than one qualified employee is interested in the vacant position, seniority will be the determining factor for selection to the position.
- E. All recalls to employment shall be in order of seniority; that is, the last employee released as a result of a Reduction in Force shall be the first considered for any position for which they are qualified within the City. The Employer shall notify in writing such employee to return to work and furnish the Association with a copy of such notification. It shall be the employee's responsibility to maintain a current address on record with the Employer for the purpose of such notification.
- F. Layoffs and subsequent recall shall not be considered as a new employment affecting the status of previous employees, nor shall it require the placement of reemployed personnel in a probationary status, if recalled to their previous position.
- G. Any recall rights under this Agreement are only applicable for twelve months from layoff.

Section 3. Seniority and rights to employee benefits shall be terminated when an employee terminates under the following conditions:

- A. terminates voluntarily or retires;

- B. is discharged for just cause;
- C. is absent for one working day without properly notifying the Employer;
- D. fails to report for work after layoff within three (3) working days after being notified by registered mail at their last known address unless satisfactory excuse is shown.

ARTICLE 12: JOB SECURITY

Section 1. The probationary period shall be utilized for the most effective adjustment of a new employee and for the elimination of any employee whose performance does not in the judgment of the Employer meet the required standard of performance. The probationary period upon initial employment shall be six (6) months for all bargaining unit members other than Emergency Services Dispatchers who shall have a probationary period of twelve (12) months, and Court Account Clerk, Seniors who shall have a probationary period of nine (9) months. The Employer may terminate the employment of any employee in accordance herewith upon written notice to the employee. Any employee who has not been otherwise notified prior to the end of his probationary period shall automatically obtain regular status.

Section 2. The Employer may discharge any employee with regular status only for just cause. The Employer shall furnish an employee subject to discharge or suspension with a written statement of the grounds and specific reason(s) for such action. An employee with regular status may appeal his/her dismissal, suspension or other punitive disciplinary action through the grievance procedure. This in no way limits management's prerogative to lay off employees in accordance with this Agreement.

ARTICLE 13: JOB DESCRIPTION

Section 1. Any employee may request at any time and shall receive a copy of his/her current job description. This description shall outline the duties and responsibilities for which the employee is held accountable.

Section 2. The employee may request a review of the job description and classification if he/she deems the job description does not reflect current duties and responsibilities. Within thirty calendar (30) days of the employee's request for a review of the job description and classification, the Employer will complete the review and provide the employee with a written determination.

ARTICLE 14: VACATIONS

- A. Vacation (annual) leave shall be earned and accumulated as provided in the Montana Codes Annotated.

- B. Regular part-time employees, and full time employees regularly scheduled for less than 40 hours per week, are entitled to prorated annual vacation benefits if they have worked the qualifying period.
- C. It shall be unlawful for an Employer to terminate or separate an employee from his/her employment in an attempt to circumvent the provision of this law. Should a question arise under this paragraph, the employee shall proceed under the grievance provisions of Addendum A of this Agreement.
- D. Accumulation of leave. Annual vacation leave may be accumulated to a total not to exceed 2 times the maximum number of days earned annually as of the last day of any calendar year. However, excess vacation time is not forfeited if taken within 90 calendar days from December 31st of the year in which the excess was accrued.

Employees with excess hours will be notified by the 10th of January of the number of hours that they need to use by March 31st. Employees must submit by January 31st vacation requests to use their excess vacation. If an employee's approved vacation is cancelled by the City, the employee will be allowed to carry those hours over to the current year.

- E. Separation from service or transfer to other department - cash for unused vacation leave upon termination. An employee who terminates his/her employment with the City, for reason not reflecting discredit on himself/herself, shall be entitled upon the date of such termination to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying period set forth above. However, if an employee transfers between departments within the City, there shall be no cash compensation paid for unused vacation leave. In such a transfer, the receiving department assumes liability for the accrued vacation credits transferred with the employee.
- F. When an employee has exhausted all accrued sick leave, absence because of illness can be chargeable against vacation or accrued compensatory time by mutual agreement between the employee and his/her supervisor, prior to approving leave without pay.
- G. Vacations will be granted at the time requested subject to the operational needs of the department. A vacation sign-up sheet shall be posted on each department's bulletin board by December 1 of the year preceding the year to be scheduled. For conflicting vacation requests by more than one employee which are made by January 10th seniority shall govern, by division, with the most senior employee in the bargaining unit given first choice of when he/she shall take the requested vacation.

Vacations requested after January 10th of each year will be in writing and granted on a first-come, first-serve basis. The City reserves the final right to deny all vacation

requests, in writing, based upon operational needs within one (1) day of each request. Once a vacation request is approved, it will not be rescinded unless an emergent situation/condition arises.

- H. Receipt of vacation leave credits by an injured worker may not affect the worker's eligibility for temporary total disability benefits.

ARTICLE 15: SICK LEAVE

Section 1. Sick leave shall be earned and accumulated as provided in the Montana Codes Annotated. Regular part-time employees, and full time employees regularly scheduled for less than 40 hours per week, are entitled to prorated sick leave benefits if they have worked the qualifying period.

Section 2. Employee may take sick leave for the following reasons:

- A. Personal illness;
- B. When needed to care for an immediate family member, or any other member of an employee's household, this leave may not exceed more than five (5) days at any one time, unless the leave qualifies under FMLA. "Immediate family" shall mean: employee's spouse, children, mother, father, sisters, brothers, grandparents or grandchildren, and corresponding in-laws;
- C. When there is a death in the immediate family, up to ten days sick leave may be granted, unless the leave qualifies under FMLA.
- D. Parental leave may be charged against sick leave credits up to one hundred and twenty hours (120) regardless of the shift for birth fathers and adoptive parents.

Section 3. A health care provider's report excusing the employee from work may be required for any paid sick leave. The employee will be notified if a health care provider's release from work is required.

Section 4. Employees are required to follow the following two steps in order to be eligible for payment of sick leave pay.

- A. Report the reason for the absence within 45 minutes of beginning of his or her shift to the division head or immediate supervisor.
- B. If the absence is for more than one (1) day in length, the employee must keep his or her division head informed of his or her condition on a daily basis.

Section 5. Sick leave pay to the extent it has been earned, may be integrated by employee request, with payments under any state workers compensation program, so as not to permit the employee to receive more than the equivalent of forty (40) hours' gross pay at the employee's regular straight time hourly rate of pay for any time in which employee is off of work. All usual deductions will be taken from the applicable sick leave pay.

Section 6. Sick leave utilized must not exceed the amount accrued by the employee. If an employee is ill and has exhausted his/her sick leave and vacation leave credits, and needs more time away from work, members of the Association may donate one (1) day of sick leave to any employee on an individual basis. Requests for donations must be approved by management. The maximum an employee can receive or donate is fifteen (15) days in a calendar year unless additional time is approved by designated City authority. If an employee has exhausted all accrued sick leave and vacation leave and/or donated leave, the Employer may permit the employee to be placed on a leave without pay status.

Section 7. In the event that an employee on annual leave becomes ill, the employee shall be afforded the right to change his/her annual leave status to sick leave status and to utilize available sick leave credits upon furnishing Management acceptable health care certification.

Section 8. In the event that a holiday falls when an employee is on sick leave, the employee shall be changed from sick leave status to holiday status.

ARTICLE 16: OTHER LEAVES

Section 1. Jury and Witness Duty, per Mont. Code Ann. §2-18-619:

- A. Each employee who is under proper summons as a juror shall collect all fees and allowances payable as a result of the service and forward the fees to the Finance office. Juror fees shall be applied against the amount due the employee from his employer. However, if an employee elects to use annual leave to serve on a jury, the employee will not be required to remit the juror fees to the Employer. In no instance is an employee required to remit to Employer any expense or mileage allowance paid by the court.
- B. An employee subpoenaed to serve as a witness shall collect all fees and allowances payable as a result of the service and forward the fees to the Finance office. Witness fees shall be applied against the amount due the employee from Employer. However, if an employee elects to use annual leave to serve as a subpoenaed witness, the employee will not, be required to remit the witness fees to Employer. In no instance is an employee required to remit to Employer any expense or mileage allowances paid by the court.

- C. Employees are required to report back to work if dismissed from jury/witness duty prior to one-half (½) hour before the end of his/her normal shift, unless on annual leave.
- D. Employer may request the court to excuse its employees from jury duty if they are needed for the proper operation of a unit of state or local government.

Section 2. Military Leave and maternity leave shall be prescribed by law.

Section 3. "Leave without pay" time shall not be deducted from normal sick leave or vacation time and shall be taken without compensation, until the employee's return to his/her regular job. A leave without pay must be requested by the employee in advance, and Employer shall then determine if the employee can be excused for the time requested. The employee shall use the standard leave request form. The approval or disapproval from Employer shall be based on the needs of the department and the reason for the request. Sick leave and vacation leaves do not accrue while an employee is on leave without pay status.

ARTICLE 17: HOLIDAYS

Section 1. Employees shall be granted the following holidays:

- a. New Year's Day, January 1
- b. Martin Luther King Day, 3rd Monday in January
- c. Lincoln's and Washington's Birthday, 3rd Monday in February
- d. Memorial Day, last Monday in May
- e. Independence Day, July 4
- f. *Columbus Day (Municipal Court employees only)
- g. Labor Day, 1st Monday in September
- h. Veterans' Day, November 11
- i. *Thanksgiving, 4th Thursday and Friday in November (Municipal Court employees will work the day after Thanksgiving)
- j. Christmas, December 25
- k. State general election day

*Municipal Court will be closed on days identified in Montana Code Annotated §§ 1-1-216 and 3-1-302, and Court will be open the day after Thanksgiving.

Section 2. The holidays listed in Section 1 shall be granted at the regular rate of pay to all employees covered under this agreement. Part-time employees, and full time employees regularly scheduled for less than 40 hours per week, are entitled to prorated holiday benefits if they have worked the qualifying period. To be eligible for holiday pay an employee must be in a pay status on the last scheduled working day immediately before the holiday or on the first regularly scheduled working day immediately after the holiday.

Section 3. An employee who works on a legal holiday shall receive appropriate paid leave the day preceding the holiday or on another day following the holiday in the same pay period or as scheduled by mutual agreement by the employee and his supervisor or shall be paid a minimum of 1½ times the regular hourly rate plus holiday pay if no paid leave is requested by the employee.

Employees who work in the Emergency Operations Center, will notify the Employer when they put in for vacation (January 10th) of which holidays they would like to take a day in lieu of the holiday worked. Request for a specific day off in lieu of the holiday worked submitted by January 10th will be approved based on seniority; requests submitted after January 10th will be on a first-come first-served basis. Emergency Services Dispatchers shall bank their holiday premium pay and overtime into a compensatory time bank that will not exceed eighty (80) hours. Any holiday premium pay or overtime pay worked in excess of eighty (80) hours shall be paid. All compensatory time scheduled off shall be with mutual agreement. No more than forty (40) hours of compensatory time shall be cashed out in pay in any one pay period.

Section 4. Any employee who is scheduled for a day off on a day which is observed as a legal holiday, shall be entitled to receive a day off with pay either on the day preceding the holiday or on another day following the holiday in the same pay period or as scheduled by the employee and his supervisor, whichever allows a day off in addition to the employee's regularly scheduled days off. Part-time employees, and full time employees regularly scheduled for less than 40 hours per week, shall receive benefits granted in this section on a pro-rata basis.

ARTICLE 18: REIMBURSED EXPENSES

Section 1. Per Diem. Per Diem or reimbursement for meals or lodging shall be paid at the rates allowable under the City's Financial Policies and Procedures.

ARTICLE 19: PAY AND HOURS

Section 1. SALARIES AND LONGEVITY

A. BASE WAGES - Conditions relative to and governing base wages and salaries are contained in Addendum B of this Agreement, which is attached and incorporated into this Agreement by this reference.

B. Employees are eligible for steps 5 and 6 if they are not above the midpoint of their salary range assignment when they have completed 8 years of employment for step 5 and 10 years of employment for step 6 as follows: Employees who remain in their original position with the City will progress through steps 1-6 calculated from their hire date. Lateral transfers,

reclassifications, and promotions to a leadworker position do not affect the employee's eligibility date for steps 5 and 6, as long as they do not exceed the midpoint. An employee who is promoted to a new position will be eligible for step 5 and 6 after he/she has been in the newly promoted position for 8 and 10 years respectively, as long as he/she does not exceed the midpoint. A re-hired employee's previous time in the same position/classification will count toward the step progression only if the employee is separated from City employment for one year or less.

C. For the purposes of longevity only, time shall be computed and start July 1, 1987, and the following schedule of benefits shall be paid to employees who accrue seniority in the time elements stipulated.

Longevity Pay: Subsequent to the completion of ten years of consecutive full time MPEA employment, employees who otherwise qualify will receive supplemental longevity pay as provided in the following schedule:

<u>YEARS OF TENURE</u>	<u>LONGEVITY PAY ALLOWANCE</u>
After 10 years through the end of the 15 th year	\$20.00 per month
After 15 years through the end of the 20 th year	\$40.00 per month
After 20 years through the end of the 25 th year	\$60.00 per month
After 25 years through the end of the 30 th year	\$80.00 per month
After 30 years or more years	\$100.00 per month

Longevity pay will be paid to the eligible employees in a lump sum amount once each year in December for any longevity pay earned as of the previous June 30th.

Section 2. A work week shall consist of forty (40) hours composed of five (5) consecutive work days, immediately followed by two (2) days off; except when flex time is implemented or when Departments must maintain a 6 or 7 day per week operation. In those departments (for example library, police), employees may, on occasion, be scheduled for a 6th consecutive day.

Section 3. A regular workday shall consist of 8 hours of continuous work, unless the employer has exercised the option to implement flex time (see Section 4). The workday will include 2 duty free 15-minute rest breaks as determined by individual departments. Employees shall also be granted a duty-free meal break, the length and scheduling of which is to be determined by the individual departments or supervisor. The meal break shall normally be without pay unless established otherwise by individual departments. It is understood and agreed that certain job classifications require special work schedules. In those cases, the supervisor shall designate the work week and employees so affected who must work Saturday or Sunday will be given two other consecutive days off in lieu of Saturday or Sunday.

Section 4. Employer will have the option of implementing flex time. Flex time is defined as any variation in the established work schedule within a department. A Department Head will have the authority to disallow or discontinue the use of flex time in the department at any time. At no time will the employee's flexed schedule exceed 40 hours per week. Flextime cannot be

transferred or accumulated.

Section 5. ON CALL - "On Call" assignments shall be for a fixed predetermined period of time not to exceed eight (8) hours. Employees formally placed on "on call" status shall be compensated on the basis of two (2) hours straight time pay for eight (8) hours of "on call" or fraction thereof. Full-time employees who are called out for work, that has not been scheduled, and report outside the regular shift shall be paid for a minimum of 2 hours at a rate of 1½ times the regular rate of pay, except for holidays, as enumerated in Article 17, which will be paid at 1½ times the regular hourly rate of pay plus holiday pay. Each hour after 2 hours shall also be paid at the above rates. It is understood that this provision does not apply to overtime work, which is essentially a continuation of the workweek.

Section 6. ON CALL - for Animal Control Officers: Employees formally placed on "on call" status shall be compensated on the basis of two (2) hours straight time pay for eight (8) hours of "on call" or four (4) hours straight time pay for over eight (8) hours and up to sixteen (16) hours of "on call". Employees called out while on their "on call" status will be paid a minimum of two (2) hours at a rate of 1 ½ times the regular rate of pay in addition to their on-call pay, not to include phone calls. Phone calls not requiring a response will be paid at a minimum of 15 minutes at 1½ times the regular rate of pay, regardless of the number of calls it takes to resolve the problem. If actual time worked exceeds 15 minutes, the employee will be paid for the actual time worked at 1½ the regular rate of pay. Full-time employees who are called out for work, that has not been scheduled, shall be paid for a minimum of 2 hours at a rate of 1 ½ times the regular rate of pay. Each hour after 2 hours shall be paid at the overtime rate of 1 ½ times the regular rate of pay.

Section 7. An employee within the Police Department who shall be employed for what is commonly referred to as the "afternoon shift" shall receive an additional \$1.25 per hour, in addition to other salary payments and any employee who shall be employed for what is commonly known as "night shift" shall receive an additional \$1.50 per hour, in addition to other salary payments. In each case, such additional compensation shall apply only to the hours during which the employee, in a given pay period, is actually serving on the "afternoon shift" or the "night shift" as the case may be. Employees assigned to work the "swing shift" of 1100 - 1900, will be paid at the afternoon rate; those assigned to work the shift from 1900 - 0300 will be paid at the night rate.

Section 8. In the absence of a supervisor, one dispatcher per shift will be designated as Lead and receive an additional \$1.50 per hour while acting as Lead. Also in the absence of a supervisor for more than twenty (20) consecutive working days, the Lead Dispatcher shall be paid at step 1 of the higher grade for actual hours worked.

Section 9. If an employee is temporarily assigned to work in a higher classified position, for which he/she has been trained, to work a minimum of eight (8) hours, he/she will be paid at the higher classified position rate of pay for the period of time actually worked.

Section 10. Call out does not include scheduled work such as court and meetings that the employee has advance notice of, and occurs one hour or less either before or after the regular shift. Employees required to return to work within, or stay at work for up to, one-half (½) hour of the end of their shift to complete work that should have been done prior to leaving work will be compensated as an extension of the regular shift; employees required to return to work, or stay at work for up to, within one (1) hour of the end of their shift to complete work that should have been done prior to leaving work will be credited with a minimum of two (2) hours as straight time. Employees called to report to work early, within one hour of the beginning of their regular shift, will be compensated as an extension of the regular shift as outlined above.

Section 11. A dispatcher who is assigned to train a new dispatcher shall receive an additional \$1.35 per hour for all hours worked training a new dispatcher. An ACO who is assigned to train a new ACO shall receive an additional seventy (70) cents per hour for all hours worked training a new ACO. A CSO who is assigned to train a new CSO shall receive an additional seventy (70) cents per hour for all hours worked training a new CSO.

ARTICLE 20: COURT APPEARANCE

In the event that any court appearance before any judicial or administrative body is required as a part of the employee's job, excluding those occurring during regularly scheduled hours or days, the employee shall be paid for a minimum of four (4) hours at the straight time rate. If such court appearance is on a scheduled day off, the four (4) hour minimum will be paid at the time and one-half rate. It is understood that this provision does not apply to overtime work, which is essentially a continuation of the workweek.

ARTICLE 21: OVERTIME

Section 1. Employees legally entitled to overtime shall be paid at a rate of one and one half (1½) times their regular rate of pay for any time they work over 40 hours per week.

Section 2. The Employer will make a good faith effort to equalize the offer of scheduled overtime among employees in the same work unit and classification where training and ability are sufficient to do the work. Overtime will be worked on a voluntary basis unless needed for continuation of service.

Section 3. Authorized holiday leave, sick leave, annual leave, or compensatory time off shall constitute time worked when computing overtime credits under this article. Authorized sick leave shall not constitute time worked when computing overtime credits under this article.

Section 4. Overtime as provided for in this Agreement shall not be pyramided under any circumstances.

ARTICLE 22: GRIEVANCES AND ARBITRATION

Section 1. Having a desire to create and maintain labor relations harmony between them, the parties hereto agree that they will promptly attempt to adjust all disputes involving the interpretation, application or alleged violation of a specific provision of this Agreement. Addendum A, attached hereto, shall be utilized to resolve grievances.

ARTICLE 23: VACANCIES AND PROMOTIONS

Section 1. Where qualifications, capabilities, work experience and past work performance are equal, seniority shall be the controlling factor in filling new or vacated regular positions.

Section 2. All newly created or vacated positions, excluding reclassifications, uniformed police and fire, professional (licensed/certification), department and division heads (does not include first line supervisors), and skilled trades (carpenter, electrician, plumber), shall be conspicuously posted in each building for three (3) working days to allow current employees the first opportunity to apply. Postings will identify the salary range assignment and inform employees that additional information on the position is available in the Human Resources Office. Position openings will be filled by promoting from within the City whenever possible. When deemed necessary to recruit from outside, Job Service and all available sources of qualified personnel shall be utilized. The City agrees to interview at least two (2) qualified in-house applicants.

Section 3. The salary for vacant positions shall be posted on each vacancy notice within the bargaining unit. If the City cannot attract a qualified candidate at the advertised salary, the position shall be re-advertised with a new salary. The revised posting announcement shall be advertised in-house and out of house concurrently.

ARTICLE 24: RATINGS AND WARNINGS

Section 1. From the date of signing this Agreement, no information reflecting critically upon an employee shall be placed in the official personnel file, retained by Human Resources, of the employee that does not bear the signature or initials of the employee indicating that he/she has been shown the material, or a statement by a supervisor that the employee has been shown the material and refused to sign it. A copy of any such material shall be furnished to the employee upon request. This provision shall not restrict supervisors or management representatives from maintaining administrative records with regard to employee action or transactions.

Section 2. Letters of caution, consultation, warning, admonishment and reprimand shall be

considered temporary contents of the official personnel file of an employee and shall be purged from their official personnel file if older than one year unless such items can be used in support of possible disciplinary action arising from more recent employee action or behavior patterns or is applicable to pending legal or quasi-legal proceedings, or unless such purging is contrary to federal or state law (such as retention periods for positive drug or alcohol tests). Employee must request the Human Resources Department to purge the official personnel file.

Section 3. Material placed in the official personnel file of an employee without conformity with the provisions of this Section will not be used by the Employer in any subsequent evaluation or disciplinary proceedings involving the employee.

Section 4. RIGHTS TO REPRESENTATION - An employee may, at his/her option, be represented at all disciplinary meetings by an Association Representative.

ARTICLE 25: NOTIFICATIONS

Section 1. The Employer shall insure each employee's access to an up-to-date policy manual of its rules, regulations and policies on employment related matters. The employee shall be notified of any changes or additions to personnel rules, regulations and policies issued by the Employer and the individual departments.

ARTICLE 26: NO STRIKE/LOCKOUT

Section 1. During the term of this Agreement, neither the Association nor its agents or representatives will cause, sanction or take part in any strike or any other interference with the operation of the Employer's business.

Section 2. During the term of this Agreement, there shall be no lockouts by the Employer.

ARTICLE 27: HEALTH INSURANCE

A City health insurance, or risk-pooled indemnity contribution in the amount listed below will be added to gross pay of eligible employees, according to applicable rules and regulations. This portion of the employee's gross pay is hereinafter referred to as the "Contribution." As part of this collective bargaining agreement, eligible employees are required to participate in the City's health insurance or risk-pooled indemnity plan on either a pre-tax or post-tax basis. If an employee elects to participate on a pre-tax basis, the employee shall authorize a payroll deduction from the employee's gross pay equal to the City's contribution. This deduction from the employee's gross pay will be paid into a fund maintained to provide health benefits for eligible employees.

If an employee elects to participate on a post-tax basis, the Contribution shall be taxable income to the employee and the employee shall authorize the payment of the Contribution value, after its deemed receipt, toward the employee's health insurance or indemnity coverage.

It is hereby acknowledged that both employee and employer retirement contributions will be required on this additional gross income, causing a decrease to the net income of the employee. It is also the intent of the employees and the City that the Contribution be excluded from the determination of the employee's "regular rate" of compensation as that phrase is defined under 29 U.S.C. § 207(e)(4). In the event that any subsequent law, court, arbitrator, or other lawful authority determines that the inclusion of the City's health insurance or indemnity contribution in the employee's gross pay should be included in overtime compensation calculations, then the parties agree that there will be a corresponding adjustment to the affected hourly rate, pay or benefit to carry out the intent of this provision. The intent of such adjustment will be to result in the least net financial effect on both the employee and the employer.

City contribution amount included in base wages for retirement enhancement purposes shall be capped at the current contribution rate of \$783/month (Column A below).

Any additional premium charges after 7/1/17 and through all increases in premiums through June 30, 2018 will be shared with the City paying 90% (ninety percent) of the increase (Column B below) and the employee paying 10% (ten percent) of the increase.

Any additional premium charges starting July 1, 2018 will be shared at a provider standard rate with the City paying 90% (ninety percent) of the premium and the employee paying 10% (ten percent) of the premium.

Coverage	7/1/17		
	A	B	C
	City Contribution added to base	Additional City Contribution not in base	Employee Contribution
Employee	\$783		\$ 49.64
Ee & Child(ren)	\$783	\$312.53	\$ 118.82
Ee & Spouse	\$783	\$366.10	\$ 125.14
Family	\$783	\$734.15	\$164.18

7/1/18	

Coverage	A	B	C
	City Contribution added to base	Additional City Contribution not in base	Employee Contribution
Employee	\$783	Standard Rate Premium City 90% Employee 10%	
Ee & Child(ren)	\$783		
Ee & Spouse	\$783		
Family	\$783		

- A. The City reserves the right to add to, delete from or modify the benefit plan, with no obligation to negotiate, and retains the right to delete or modify any or all of the added benefits with no obligation to negotiate.
- B. The City shall be at liberty to make an independent selection of the insurance or indemnity carrier, including the option of partially or fully self-funding with no obligation to negotiate.

ARTICLE 28: MISCELLANEOUS

Section 1. LABOR-MANAGEMENT COMMITTEE - A Labor-Management Committee shall be formed and consist of members from the Association and members from the employer in accordance with the Labor Management Committee by-laws. The Committee will meet as often as necessary. Any subject of concern to either the Association or Employer may be presented to this Committee.

Section 2. The Employer and the Association agree to develop and implement a clothing/uniform policy for civilian employees of the Great Falls Police Department through a designated working group of Police Department representatives with final approval by the Chief of Police.

Section 3. When past practices, policies, rules or prior agreements conflict with the specific language incorporated into this agreement, the language of this agreement shall apply. During the term of this Agreement and any extensions hereof, no collective bargaining shall be had upon any matter covered by this Agreement or upon any matter which has been raised and disposed of during the course of the collective bargaining which resulted in the consummation of this Agreement unless mutually agreed by both parties.

This clause shall not be construed to limit, impair or act as a waiver of the Employer's or Association's right to bargain collectively on changes which may modify the basic terms and conditions herein set forth.

Section 4. In the event any Federal or State law or final decision of court of competent jurisdiction ruling conflicts with any provision of the Agreement, the provision or provisions so affected shall no longer be operative or binding upon the parties, but the remaining portion of the Agreement shall continue in full force and effect. The Employer or Association agree to meet as soon as possible for the purpose of negotiation on the provision or provisions so affected.


ARTICLE 29: TRAINING

The City will make its best effort to provide/make available access to training at least every two years to employees required to maintain certifications or licenses for their position.


IN WITNESS WHEREOF, the Association and Employer have caused this Agreement to be executed in their names by their duly authorized representatives at Great Falls, Montana, this 2nd day of Jan., 2017.^{8.}

CITY OF GREAT FALLS, MONTANA

MONTANA PUBLIC EMPLOYEES ASSOCIATION, INC.

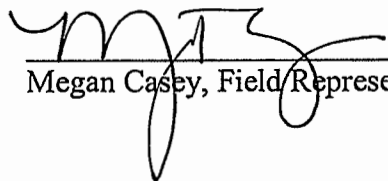


Gregory T. Doyon, City Manager



Quinton E. Nyman, Executive Director

ATTEST:



Megan Casey, Field Representative



Nancy Dea,
City Clerk

(SEAL OF CITY)

Reviewed for legal content*





City Attorney

*By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

ADDENDUM A: GRIEVANCE PROCEDURE

Step 1.

The employee and or Union Steward will discuss the grievance with the employee's immediate Supervisor in an attempt to resolve the grievance within fifteen (15) working days (Monday – Friday), except City holidays, of the knowledge and/or occurrence of the grievance. The Supervisor shall have five (5) working days (Monday – Friday), except City holidays, to respond to the employee and/or Steward.

Step 2.

If the response from the Supervisor is not satisfactory to the employee and/or Union Steward, the employee and/or Steward shall contact the Union, and the Union shall, within ten (10) working days (Monday – Friday), except City holidays, of the response of the Supervisor in Step 1, reduce the grievance to writing and submit the grievance to the Department Head or designee. The Department Head or designee and the Union shall meet within ten (10) working days (Monday – Friday), except City holidays, to discuss the grievance and attempt to resolve the grievance. The Department Head or designee shall have five (5) working days (Monday – Friday), except City holidays, from the date of the meeting to respond to the Union with his/her decision in writing.

Grievances regarding termination of employment shall be submitted by the Union, in writing, to the Department Head at Step 2.

Step 3.

If the response from the Department Head is not satisfactory to the Union, the Union may within ten (10) working days (Monday – Friday), except City holidays, submit the grievance in writing to the City Manager or his designee. The City Manager or his designee shall respond back to the Union within ten (10) working days (Monday – Friday), except City holidays, in writing with the City's decision.

Step 4.

If the grievance is not settled in Step 3, the Union and the Employer shall, within five (5) working days (Monday – Friday), except City holidays, agree to a date, time and place to convene a joint committee of two (2) representatives of the Union and two (2) representatives from the City to hear the grievance. The committee shall render a decision within five (5) working days (Monday – Friday), except City holidays, from the date of the hearing.

Step 5.

If the grievance is not settled in Step 4, either party may within ten (10) working days (Monday – Friday), except City holidays, submit the grievance to final and binding resolution with an agreed upon arbitrator or request a list of arbitrators from the Board of Personnel Appeals. Final and binding arbitration shall be used for contract violations that involve interpretation of language that would result in a monetary value of \$800 or less.

- A. If the City and the Union cannot agree whether a grievance has an economic effect or impact of less than eight hundred dollars (\$800.00), the party hearing the case in Final and Binding Resolution shall make the decision and it shall be final and binding on all parties.
- B. City shall present claims or grievances, in writing, to the Union.
- C. Final and Binding Resolution Authority: in any case where Final and Binding Resolution is utilized, the person hearing the grievance shall have no right to amend, modify, nullify, ignore, add to or subtract from, the terms and conditions of this Agreement. The person hearing the grievance shall consider and decide only the specific issue(s) submitted in writing by the City and the Union, and shall have no authority to make a decision on any other issue not so submitted. The person hearing the grievance shall be without power to make decisions contrary to, or inconsistent with, or modify or vary in any way the application of rules, laws, regulations having the force and effect of law. The expenses of Final and Binding Resolution shall be borne by the two parties, equally; however, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Step 6. The parties may mutually agree to use Step 5 to resolve contractual issues with a value of more than \$800 in lieu of judicial review.

RULES OF GRIEVANCE PROCESSING

Rule 1. Time limits of any stage of the grievance procedure may be extended by written mutual agreement of the parties involved in that step.

Rule 2. A grievance not filed or advanced by the grievant within the time limit provided shall be deemed permanently withdrawn as having been settled on the basis of the decision most recently received. Failure on the part of the employer's representative to answer within the time limits shall entitle the employee proceed to the next step.

Rule 3. An appointed authority may replace any titled position in the grievance procedure provided that such appointment has full authority to act in the capacity of the person being replaced.

Rule 4. When the grievance is presented in writing there shall be set forth all of the following:

- A. A complete statement of the grievance and facts upon which it is based.
- B. The rights of the individual claimed to have been violated and remedy or correction

requested.

ADDENDUM B
MPEA Salary Schedule
3.25% increase
Effective 7/1/2017

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Salary Range	Entry Level 7/1/17	3% Increase after 6 mos in position	6% Increase after 18 mos in position	3% Increase after 3 years in position	3% Increase after 5 years in position	2.5% Increase after 8 years in position	2.5% Increase after 10 years in position
13	\$19,513.52	\$20,098.93	\$21,323.63	\$21,963.34	\$22,622.23	\$23,187.80	\$23,767.49
14	\$20,002.52	\$20,602.60	\$21,856.72	\$22,512.42	\$23,187.79	\$23,767.49	\$24,361.68
15	\$20,502.35	\$21,117.42	\$22,403.14	\$23,075.24	\$23,767.50	\$24,361.68	\$24,970.72
16	\$21,014.36	\$21,644.79	\$22,963.22	\$23,652.12	\$24,361.68	\$24,970.72	\$25,594.99
17	\$21,539.92	\$22,186.12	\$23,537.29	\$24,243.41	\$24,970.70	\$25,594.97	\$26,234.84
18	\$22,079.03	\$22,741.41	\$24,125.74	\$24,849.51	\$25,594.99	\$26,234.86	\$26,890.74
19	\$22,630.33	\$23,309.24	\$24,728.87	\$25,470.74	\$26,234.86	\$26,890.73	\$27,563.00
20	\$23,196.54	\$23,892.44	\$25,347.09	\$26,107.49	\$26,890.72	\$27,562.99	\$28,252.07
21	\$23,776.26	\$24,489.55	\$25,980.77	\$26,760.19	\$27,562.99	\$28,252.07	\$28,958.38
22	\$24,370.93	\$25,102.06	\$26,630.29	\$27,429.20	\$28,252.08	\$28,958.38	\$29,682.34
23	\$24,979.12	\$25,728.49	\$27,296.04	\$28,114.92	\$28,958.37	\$29,682.32	\$30,424.37
24	\$25,604.91	\$26,373.05	\$27,978.45	\$28,817.80	\$29,682.33	\$30,424.39	\$31,185.00
25	\$26,244.26	\$27,031.59	\$28,677.91	\$29,538.25	\$30,424.40	\$31,185.01	\$31,964.63
26	\$26,899.86	\$27,706.85	\$29,394.88	\$30,276.71	\$31,185.03	\$31,964.64	\$32,763.76
27	\$27,573.06	\$28,400.25	\$30,129.72	\$31,033.60	\$31,964.62	\$32,763.74	\$33,582.83
28	\$28,262.51	\$29,110.38	\$30,882.96	\$31,809.46	\$32,763.74	\$33,582.84	\$34,422.40
29	\$28,968.23	\$29,837.28	\$31,655.05	\$32,604.70	\$33,582.84	\$34,422.41	\$35,282.97
30	\$29,692.92	\$30,583.70	\$32,446.42	\$33,419.81	\$34,422.40	\$35,282.97	\$36,165.05
31	\$30,435.20	\$31,348.25	\$33,257.59	\$34,255.32	\$35,282.98	\$36,165.05	\$37,069.18
32	\$31,196.46	\$32,132.36	\$34,089.02	\$35,111.69	\$36,165.04	\$37,069.17	\$37,995.89
33	\$31,976.67	\$32,935.97	\$34,941.26	\$35,989.49	\$37,069.18	\$37,995.90	\$38,945.81
34	\$32,775.85	\$33,759.13	\$35,814.78	\$36,889.22	\$37,995.89	\$38,945.80	\$39,919.44
35	\$33,595.35	\$34,603.21	\$36,710.16	\$37,811.45	\$38,945.80	\$39,919.44	\$40,917.43
36	\$34,435.15	\$35,468.21	\$37,627.90	\$38,756.75	\$39,919.44	\$40,917.44	\$41,940.37
37	\$35,295.30	\$36,354.16	\$38,568.60	\$39,725.66	\$40,917.44	\$41,940.38	\$42,988.88
38	\$36,178.46	\$37,263.81	\$39,532.81	\$40,718.79	\$41,940.36	\$42,988.87	\$44,063.59
39	\$37,081.94	\$38,194.40	\$40,521.13	\$41,736.77	\$42,988.87	\$44,063.59	\$45,165.19
40	\$38,009.79	\$39,150.09	\$41,534.15	\$42,780.17	\$44,063.58	\$45,165.18	\$46,294.29
41	\$38,959.34	\$40,128.12	\$42,572.51	\$43,849.68	\$45,165.17	\$46,294.29	\$47,451.65
42	\$39,933.25	\$41,131.24	\$43,636.83	\$44,945.93	\$46,294.30	\$47,451.67	\$48,637.96
43	\$40,932.89	\$42,160.88	\$44,727.74	\$46,069.57	\$47,451.67	\$48,637.96	\$49,853.90
44	\$41,955.56	\$43,214.23	\$45,845.95	\$47,221.34	\$48,637.97	\$49,853.93	\$51,100.28
45	\$43,004.00	\$44,294.12	\$46,992.09	\$48,401.85	\$49,853.92	\$51,100.27	\$52,377.76
46	\$44,079.51	\$45,401.90	\$48,166.89	\$49,611.90	\$51,100.26	\$52,377.76	\$53,687.22
47	\$45,182.11	\$46,537.57	\$49,371.07	\$50,852.20	\$52,377.77	\$53,687.21	\$55,029.39
48	\$46,310.44	\$47,699.76	\$50,605.36	\$52,123.52	\$53,687.22	\$55,029.41	\$56,405.13
49	\$47,468.57	\$48,892.63	\$51,870.47	\$53,426.60	\$55,029.39	\$56,405.12	\$57,815.26
50	\$48,655.14	\$50,114.79	\$53,167.25	\$54,762.27	\$56,405.12	\$57,815.25	\$59,260.63

ADDENDUM B

MPEA Salary Schedule (continued)

3.25% increase

Effective 7/1/2017

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Salary Range	Entry Level 7/1/17	3% Increase after 6 mos in position	6% Increase after 18 mos in position	3% Increase after 3 years in position	3% Increase after 5 years in position	2.5% Increase after 8 years in position	2.5% Increase after 10 years in position
51	\$49,871.53	\$51,367.67	\$54,496.43	\$56,131.32	\$57,815.26	\$59,260.64	\$60,742.16
52	\$51,119.07	\$52,652.64	\$55,858.84	\$57,534.60	\$59,260.64	\$60,742.15	\$62,260.71
53	\$52,396.39	\$53,968.28	\$57,255.31	\$58,972.96	\$60,742.15	\$62,260.70	\$63,817.23
54	\$53,706.23	\$55,317.42	\$58,686.69	\$60,447.28	\$62,260.70	\$63,817.21	\$65,412.64
55	\$55,049.93	\$56,701.43	\$60,153.86	\$61,958.46	\$63,817.23	\$65,412.66	\$67,047.97
56	\$56,426.15	\$58,118.94	\$61,657.69	\$63,507.42	\$65,412.65	\$67,047.96	\$68,724.16
57	\$57,836.24	\$59,571.33	\$63,199.13	\$65,095.12	\$67,047.97	\$68,724.17	\$70,442.28
58	\$59,281.53	\$61,059.97	\$64,779.12	\$66,722.50	\$68,724.17	\$70,442.27	\$72,203.33
59	\$60,764.75	\$62,587.70	\$66,398.57	\$68,390.54	\$70,442.26	\$72,203.31	\$74,008.39
60	\$62,283.20	\$64,151.69	\$68,058.55	\$70,100.30	\$72,203.31	\$74,008.39	\$75,858.60
61	\$63,840.92	\$65,756.15	\$69,760.03	\$71,852.82	\$74,008.40	\$75,858.62	\$77,755.09
62	\$65,436.56	\$67,399.66	\$71,504.02	\$73,649.14	\$75,858.61	\$77,755.07	\$79,698.95
63	\$67,072.86	\$69,085.04	\$73,291.64	\$75,490.37	\$77,755.09	\$79,698.96	\$81,691.44
64	\$68,748.42	\$70,810.86	\$75,123.91	\$77,377.63	\$79,698.96	\$81,691.45	\$83,733.73
65	\$70,467.32	\$72,581.35	\$77,002.01	\$79,312.08	\$81,691.44	\$83,733.73	\$85,827.07
66	\$72,229.60	\$74,396.47	\$78,927.07	\$81,294.88	\$83,733.73	\$85,827.07	\$87,972.75
67	\$74,035.19	\$76,256.25	\$80,900.23	\$83,327.24	\$85,827.06	\$87,972.74	\$90,172.05
68	\$75,885.50	\$78,162.06	\$82,922.75	\$85,410.42	\$87,972.73	\$90,172.05	\$92,426.36
69	\$77,783.22	\$80,116.71	\$84,995.80	\$87,545.68	\$90,172.05	\$92,426.35	\$94,737.01
70	\$79,728.33	\$82,120.19	\$87,120.72	\$89,734.34	\$92,426.37	\$94,737.03	\$97,105.46
71	\$81,720.86	\$84,172.50	\$89,298.72	\$91,977.69	\$94,737.02	\$97,105.45	\$99,533.09
72	\$83,763.51	\$86,276.42	\$91,531.19	\$94,277.12	\$97,105.44	\$99,533.08	\$102,021.39
73	\$85,857.64	\$88,433.37	\$93,819.48	\$96,634.06	\$99,533.09	\$102,021.41	\$104,571.95
74	\$88,004.59	\$90,644.72	\$96,164.95	\$99,049.90	\$102,021.40	\$104,571.93	\$107,186.23
75	\$90,204.38	\$92,910.51	\$98,569.10	\$101,526.17	\$104,571.96	\$107,186.25	\$109,865.91
76	\$92,459.68	\$95,233.47	\$101,033.30	\$104,064.30	\$107,186.24	\$109,865.89	\$112,612.53
77	\$94,771.88	\$97,615.04	\$103,559.15	\$106,665.92	\$109,865.90	\$112,612.55	\$115,427.86
78	\$97,140.97	\$100,055.20	\$106,148.13	\$109,332.57	\$112,612.54	\$115,427.86	\$118,313.56
79	\$99,569.67	\$102,556.75	\$108,801.82	\$112,065.88	\$115,427.85	\$118,313.55	\$121,271.39
80	\$102,057.97	\$105,119.71	\$111,521.86	\$114,867.52	\$118,313.55	\$121,271.38	\$124,303.17

ADDENDUM B

MPEA Salary Schedule

3.50% increase

Effective 7/1/2018

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Salary Range	Entry Level 7/1/17	3% Increase after 6 mos in position	6% Increase after 18 mos in position	3% Increase after 3 years in position	3% Increase after 5 years in position	2.5% Increase after 8 years in position	2.5% Increase after 10 years in position
13	\$20,196.50	\$20,802.39	\$22,069.95	\$22,732.05	\$23,414.01	\$23,999.37	\$24,599.35
14	\$20,702.61	\$21,323.69	\$22,621.70	\$23,300.36	\$23,999.36	\$24,599.35	\$25,214.34
15	\$21,219.93	\$21,856.53	\$23,187.25	\$23,882.87	\$24,599.36	\$25,214.34	\$25,844.70
16	\$21,749.86	\$22,402.36	\$23,766.93	\$24,479.95	\$25,214.34	\$25,844.70	\$26,490.81
17	\$22,293.82	\$22,962.63	\$24,361.09	\$25,091.93	\$25,844.67	\$26,490.79	\$27,153.06
18	\$22,851.80	\$23,537.35	\$24,970.14	\$25,719.24	\$26,490.81	\$27,153.08	\$27,831.91
19	\$23,422.39	\$24,125.06	\$25,594.38	\$26,362.22	\$27,153.08	\$27,831.90	\$28,527.71
20	\$24,008.42	\$24,728.67	\$26,234.24	\$27,021.26	\$27,831.89	\$28,527.69	\$29,240.90
21	\$24,608.43	\$25,346.68	\$26,890.10	\$27,696.80	\$28,527.69	\$29,240.90	\$29,971.92
22	\$25,223.91	\$25,980.63	\$27,562.35	\$28,389.22	\$29,240.91	\$29,971.92	\$30,721.22
23	\$25,853.39	\$26,628.99	\$28,251.40	\$29,098.94	\$29,971.91	\$30,721.20	\$31,489.23
24	\$26,501.08	\$27,296.11	\$28,957.69	\$29,826.42	\$30,721.21	\$31,489.24	\$32,276.48
25	\$27,162.81	\$27,977.70	\$29,681.64	\$30,572.09	\$31,489.25	\$32,276.49	\$33,083.39
26	\$27,841.35	\$28,676.59	\$30,423.70	\$31,336.39	\$32,276.50	\$33,083.40	\$33,910.49
27	\$28,538.12	\$29,394.26	\$31,184.26	\$32,119.78	\$33,083.38	\$33,910.47	\$34,758.23
28	\$29,251.70	\$30,129.25	\$31,963.86	\$32,922.79	\$33,910.47	\$34,758.24	\$35,627.19
29	\$29,982.12	\$30,881.58	\$32,762.97	\$33,745.86	\$34,758.24	\$35,627.20	\$36,517.88
30	\$30,732.17	\$31,654.13	\$33,582.05	\$34,589.51	\$35,627.19	\$36,517.88	\$37,430.83
31	\$31,500.43	\$32,445.44	\$34,421.60	\$35,454.25	\$36,517.89	\$37,430.83	\$38,366.60
32	\$32,288.34	\$33,256.99	\$35,282.14	\$36,340.60	\$37,430.82	\$38,366.59	\$39,325.75
33	\$33,095.85	\$34,088.73	\$36,164.20	\$37,249.12	\$38,366.60	\$39,325.76	\$40,308.91
34	\$33,923.01	\$34,940.70	\$37,068.30	\$38,180.34	\$39,325.75	\$40,308.90	\$41,316.62
35	\$34,771.19	\$35,814.32	\$37,995.02	\$39,134.85	\$40,308.90	\$41,316.62	\$42,349.54
36	\$35,640.38	\$36,709.59	\$38,944.88	\$40,113.24	\$41,316.62	\$42,349.55	\$43,408.28
37	\$36,530.64	\$37,626.56	\$39,918.50	\$41,116.06	\$42,349.55	\$43,408.29	\$44,493.49
38	\$37,444.70	\$38,568.04	\$40,916.46	\$42,143.95	\$43,408.27	\$44,493.48	\$45,605.81
39	\$38,379.81	\$39,531.20	\$41,939.37	\$43,197.56	\$44,493.48	\$45,605.81	\$46,745.97
40	\$39,340.14	\$40,520.34	\$42,987.85	\$44,277.47	\$45,605.80	\$46,745.96	\$47,914.59
41	\$40,322.91	\$41,532.60	\$44,062.55	\$45,384.42	\$46,745.95	\$47,914.59	\$49,112.46
42	\$41,330.91	\$42,570.84	\$45,164.12	\$46,519.04	\$47,914.60	\$49,112.47	\$50,340.29
43	\$42,365.54	\$43,636.51	\$46,293.21	\$47,682.00	\$49,112.47	\$50,340.29	\$51,598.79
44	\$43,424.01	\$44,726.73	\$47,450.56	\$48,874.09	\$50,340.30	\$51,598.81	\$52,888.79
45	\$44,509.14	\$45,844.42	\$48,636.81	\$50,095.92	\$51,598.80	\$52,888.78	\$54,210.98
46	\$45,622.29	\$46,990.96	\$49,852.73	\$51,348.32	\$52,888.77	\$54,210.98	\$55,566.27
47	\$46,763.48	\$48,166.39	\$51,099.06	\$52,632.03	\$54,210.99	\$55,566.27	\$56,955.42
48	\$47,931.31	\$49,369.25	\$52,376.55	\$53,947.84	\$55,566.28	\$56,955.43	\$58,379.31
49	\$49,129.97	\$50,603.87	\$53,685.94	\$55,296.53	\$56,955.41	\$58,379.30	\$59,838.79
50	\$50,358.07	\$51,868.81	\$55,028.10	\$56,678.94	\$58,379.30	\$59,838.78	\$61,334.75

ADDENDUM B

MPEA Salary Schedule (Continued)

3.50% increase
Effective 7/1/2018

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Salary Range	Entry Level 7/1/17	3% Increase after 6 mos in position	6% Increase after 18 mos in position	3% Increase after 3 years in position	3% Increase after 5 years in position	2.5% Increase after 8 years in position	2.5% Increase after 10 years in position
51	\$51,617.03	\$53,165.53	\$56,403.81	\$58,095.92	\$59,838.80	\$61,334.77	\$62,868.14
52	\$52,908.23	\$54,495.48	\$57,813.89	\$59,548.31	\$61,334.76	\$62,868.13	\$64,439.83
53	\$54,230.26	\$55,857.17	\$59,259.25	\$61,037.01	\$62,868.12	\$64,439.83	\$66,050.83
54	\$55,585.95	\$57,253.53	\$60,740.72	\$62,562.93	\$64,439.83	\$66,050.81	\$67,702.08
55	\$56,976.68	\$58,685.98	\$62,259.24	\$64,127.01	\$66,050.83	\$67,702.10	\$69,394.65
56	\$58,401.07	\$60,153.10	\$63,815.71	\$65,730.18	\$67,702.09	\$69,394.64	\$71,129.51
57	\$59,860.51	\$61,656.32	\$65,411.10	\$67,373.45	\$69,394.65	\$71,129.52	\$72,907.76
58	\$61,356.38	\$63,197.07	\$67,046.39	\$69,057.79	\$71,129.52	\$72,907.75	\$74,730.45
59	\$62,891.52	\$64,778.27	\$68,722.52	\$70,784.21	\$72,907.74	\$74,730.43	\$76,598.68
60	\$64,463.12	\$66,397.00	\$70,440.60	\$72,553.81	\$74,730.43	\$76,598.68	\$78,513.65
61	\$66,075.35	\$68,057.61	\$72,201.63	\$74,367.67	\$76,598.70	\$78,513.68	\$80,476.52
62	\$67,726.84	\$69,758.65	\$74,006.66	\$76,226.86	\$78,513.66	\$80,476.50	\$82,488.41
63	\$69,420.40	\$71,503.02	\$75,856.84	\$78,132.54	\$80,476.51	\$82,488.43	\$84,550.64
64	\$71,154.61	\$73,289.24	\$77,753.25	\$80,085.85	\$82,488.42	\$84,550.65	\$86,664.41
65	\$72,933.67	\$75,121.69	\$79,697.08	\$82,088.00	\$84,550.64	\$86,664.41	\$88,831.02
66	\$74,757.63	\$77,000.35	\$81,689.52	\$84,140.20	\$86,664.41	\$88,831.02	\$91,051.79
67	\$76,626.42	\$78,925.22	\$83,731.74	\$86,243.69	\$88,831.00	\$91,051.79	\$93,328.07
68	\$78,541.49	\$80,897.73	\$85,825.05	\$88,399.79	\$91,051.78	\$93,328.07	\$95,661.29
69	\$80,505.63	\$82,920.80	\$87,970.66	\$90,609.78	\$93,328.07	\$95,661.27	\$98,052.80
70	\$82,518.82	\$84,994.39	\$90,169.95	\$92,875.04	\$95,661.30	\$98,052.83	\$100,504.15
71	\$84,581.09	\$87,118.54	\$92,424.18	\$95,196.91	\$98,052.82	\$100,504.14	\$103,016.74
72	\$86,695.24	\$89,296.09	\$94,734.78	\$97,576.82	\$100,504.13	\$103,016.73	\$105,592.14
73	\$88,862.66	\$91,528.54	\$97,103.16	\$100,016.26	\$103,016.74	\$105,592.16	\$108,231.97
74	\$91,084.75	\$93,817.29	\$99,530.73	\$102,516.65	\$105,592.15	\$108,231.94	\$110,937.75
75	\$93,361.53	\$96,162.37	\$102,019.02	\$105,079.59	\$108,231.97	\$110,937.77	\$113,711.22
76	\$95,695.77	\$98,566.64	\$104,569.47	\$107,706.55	\$110,937.76	\$113,711.19	\$116,553.97
77	\$98,088.89	\$101,031.57	\$107,183.72	\$110,399.23	\$113,711.21	\$116,553.99	\$119,467.84
78	\$100,540.90	\$103,557.13	\$109,863.31	\$113,159.21	\$116,553.98	\$119,467.84	\$122,454.53
79	\$103,054.61	\$106,146.23	\$112,609.89	\$115,988.18	\$119,467.83	\$122,454.52	\$125,515.89
80	\$105,630.00	\$108,798.90	\$115,425.13	\$118,887.88	\$122,454.52	\$125,515.88	\$128,653.78

ADDENDUM C



P.O. Box 5021, 59403-5021

**LETTER OF UNDERSTANDING
BETWEEN
THE CITY OF GREAT FALLS
AND THE MONTANA PUBLIC EMPLOYEES' ASSOCIATION**

It is hereby agreed to by the City of Great Falls (City) and the Montana Public Employees' Association (MPEA), that the following guidelines for On Call status will be in effect for the Animal Control Officers assigned to the Great Falls Police Department through the end of the current agreement that expires June 30, 2013:

Employees formally placed on "on call" status shall be compensated on the basis of two (2) hours straight time pay for eight (8) hours of "on call" or four (4) hours straight time pay for sixteen (16) hours of "on call" or fraction thereof. Employees called out while on their "on call" status will be paid a minimum of 2 hours at a rate of 1 ½ times the regular rate of pay in addition to their on-call pay, not to include phone calls. Phone calls not requiring a response will be paid at a minimum of 15 minutes at 1½ times the regular rate of pay, regardless of the number of calls it takes to resolve the problem. If actual time worked exceeds 15 minutes, the employee will be paid for the actual time worked at 1½ the regular rate of pay. Full-time employees who are called out for work, that has not been scheduled, shall be paid for a minimum of 2 hours at a rate of 1 ½ times the regular rate of pay. Each hour after 2 hours shall be paid at the overtime rate of 1 ½ times the regular rate of pay.

AGREED to and DATED this 7th day of June, 2012.

FOR THE CITY OF GREAT FALLS:




Greg Doyon, City Manager

FOR MPEA:



Raymond Berg, MPEA Field Representative



Quinton Nyman, MPEA Executive Director



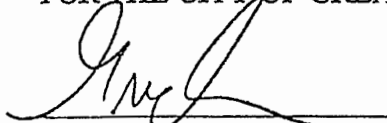
P.O. Box 5021, 59403-5021

**LETTER OF UNDERSTANDING
BETWEEN
THE CITY OF GREAT FALLS
AND THE MONTANA PUBLIC EMPLOYEES' ASSOCIATION**

It is hereby agreed to by the City of Great Falls (City) and the Montana Public Employees' Association (MPEA), that Article I, Recognition, of the current collective bargaining agreement between the City and MPEA will be amended to include Animal Control Officers assigned to the Police Department.

AGREED to and DATED this 7th day of June, 2012.

FOR THE CITY OF GREAT FALLS:




Greg Doyon, City Manager

FOR MPEA:



Raymond Berg, MPEA Field Representative



Quinton Nyman, MPEA Executive Director

LETTER OF UNDERSTANDING

BETWEEN

THE CITY OF GREAT FALLS

AND

THE MONTANA PUBLIC EMPLOYEES' ASSOCIATION (MPEA)

The City of Great Falls is eligible for participation in the State of Montana VEBA Health Benefit Plan and Trust ("the Plan") by acceptance of a completed Employer Adoption Agreement by the State of Montana Department of Administration.

The City and MPEA both acknowledge the execution of this letter of understanding requires that all employees separating from service in the **PERS Retirement Eligible Permanent Employees Housing Authority VEBA Group** during the term of this agreement shall be required to contribute the value of their unused sick leave and vacation leave to the Plan as designated below.


Such contributions shall be applied uniformly to all eligible employees and such contributions shall be made on behalf of all eligible employees based on the following selected funding formulas:

- Cash-out value (25%) of all unused sick leave hours for employees eligible for such contributions at their separation from service.
- Cash-out value (100%) of all unused vacation leave hours for employees eligible for such contributions at their separation from service.

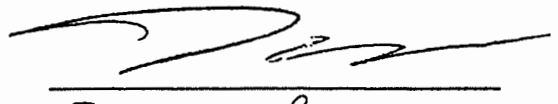
The term of this agreement shall be from September 1, 2009 to August 31, 2010.

Dated this 31st day of August, 2009.

Signed for the City of Great Falls:



Signed for the MPEA:


Raymond Berg

LETTER OF AGREEMENT
Between
The City of Great Falls
&
The Montana Public Employees Association

This Letter Of Agreement, entered into by the City of Great Falls, herein referred to as the City, and the Montana Public Employees Association, herein referred to as the Union, is a non-precedent setting agreement between the City and Union.

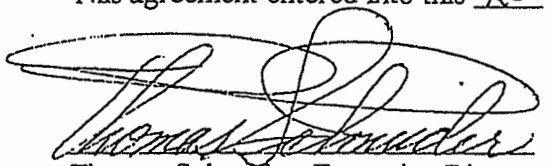
Melanie Lattin is a full-time employee with the City, and covered under the collective bargaining agreement between the City and Union. Ms. Lattin is eligible to receive health insurance premium contributions as detailed in Article 28 of the current collective bargaining agreement.

Ms. Lattin, and the City, have reached mutual agreement on Ms. Lattin's employment hours. The City has agreed to allow Ms. Lattin to work part-time (20 hours) beginning in April of 2006. This agreement would normally terminate Ms. Lattin's health insurance premium contribution from the City. The City and Union agree to the following provisions:

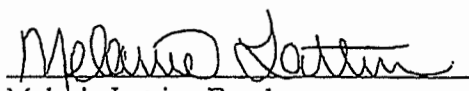
1. In April of 2006, Ms. Lattin shall continue to receive the health insurance premium contribution from the City pursuant to Article 28 of the current collective bargaining agreement.
2. The agreement is in full-force and effect while Ms. Lattin is in her current position with the City.
3. All other provisions of eligibility to receive health insurance contributions remain in full-force and effect. The only waiver covered in this agreement is the hours worked by Ms. Lattin (full-time to part-time, 20 hours).

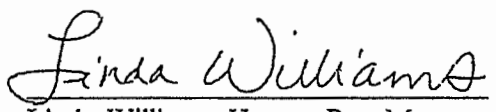
The City and Union agree that the provisions of this Letter Of Agreement are not precedent binding on either the City or Union, and only apply to Ms. Lattin's current position with the City.

This agreement entered into this 25th day of July, 2005


Thomas Schneider, Executive Director


John Lawton, City Manager


Melanie Lattin, Employee


Linda Williams, Human Res. Manager