

Agreement

Between

Lewis and Clark County

and

**Montana Federation of Public Employees
Representing Employees
of the
Public Health Department,
PureView Health Center
and
County Landfill**

July 1, 2018 – June 30, 2020

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ARTICLE 3 MFPE REPRESENTATION

It is further understood and agreed that the MFPE shall designate official spokespersons for said MFPE in any matter between the MFPE and the EMPLOYER. Each unit (Public Health Department, PureView Health Center and Landfill) shall designate a spokesperson.

The spokesman designated by the MFPE shall be designated in writing. A written list of the accredited officers and representatives of the MFPE shall be furnished to the health officer/executive director/department head immediately after their designation. The MFPE will notify the health officer/executive director/department head of any changes in said representatives within seven (7) calendar days.

Bulletin Board Space. The EMPLOYER agrees to provide space on the bulletin board, which is readily available to employees for the posting of information, activities, and announcements from or by the MFPE. Non-MFPE postings will be submitted to the department head prior to posting.

Contract Distribution. Upon ratification, the MFPE will provide copies of the contract and the EMPLOYER will distribute the copies to all members. The EMPLOYER will provide a copy of the contract to all new hires. Chapter Representatives will be allowed to give MFPE information to the Payroll Specialist for distribution with paychecks.

Release Time: The EMPLOYER shall grant release time for up to five (5) MFPE employee members to participate in collective bargaining agreement negotiations.

ARTICLE 4 MFPE ACTIVITIES

The internal business of the MFPE shall be conducted by the employees during their non-duty hours; provided, however, that selected and designated MFPE officers or appointees shall be allowed a reasonable amount of pay time to investigate and pursue formal grievances.

Staff of the MFPE 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 coordinated in advance with management, and shall not unduly disrupt work in progress.

ARTICLE 5 MFPE SECURITY

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

ARTICLE 8 MANAGEMENT RIGHTS

Except as otherwise provided in this Agreement, the EMPLOYER in the exercise of the functions of management, shall have the rights to operate and manage department and Health Center affairs in such areas as, but not limited to:

- (1) direct employees;
- (2) hire, promote, transfer, assign, and retain employees;
- (3) relieve employees from duties because of lack of work or funds or under conditions where continuation of such work be inefficient and nonproductive;
- (4) maintain the efficiency of government operations;
- (5) determine the methods, means, job classifications, and personnel by which government operations are to be conducted;
- (6) take whatever actions may be necessary to carry out the missions of the agency in situations of emergency;
- (7) establish the methods and processes by which work is performed.

The above rights remain with management unless otherwise modified elsewhere in this agreement.

ARTICLE 9 HOURS OF WORK

Section 1. Hours Worked: Hours worked shall include those hours where the employee is suffered or permitted to work for the EMPLOYER.

Section 2. Workweek: The workweek shall be defined as 12:00 a.m., Sunday, through 11:59 p.m., Saturday.

Section 3. Work Schedule: The standard work day begins at 8:00 a.m. and ends at 5:00 p.m. with one (1) hour unpaid lunch break. The standard work week is Monday through Friday.

Section 4. Overtime: Forty (40) hours in five (5) consecutive days shall constitute a week's work. Time and one-half (1½) shall be paid for all hours worked over forty (40) hours in one week.

Section 5. Alternate Work Schedule: In work areas where the regular work week or work day schedule is not feasible, the work schedule will be determined by mutual agreement whenever possible. When mutual agreement cannot be reached, the EMPLOYER will assign the duty to the employee with the least seniority within the class specification.

Section 6. Breaks: Employees are entitled to two (2) fifteen (15) minute breaks each eight (8) hour period. Employees shall be granted two twenty (20) minute breaks in a ten (10) hour shift.

Break periods may not be combined, aggregated, accrued. Break periods may not be used to delay the start time of the work day or shorten the work day unless the supervisor grants approval to do so.

Section 6. On-Call Status. On-call is a situation where employees are not required to remain on the EMPLOYER's premises and are free to engage in their own pursuits and are subject only to the understanding that they carry a cellular telephone, wear a pager, or have some other means by which they may be reached 24 hours a day. When an employee is placed in "on-call" status, the time in "on call" status does not count as hours worked.

- A. Employees may be required to be on-call. This on-call duty will be assigned by the supervisor, department head, and/or elected official. This assignment will be made on mutual agreement between the employee and supervisor. The assignment will be on a rotation basis starting with the most senior qualified employee. If no qualified employee is willing to be on-call the supervisor will assign the on-call duty to the least senior qualified employee. In an effort to ensure the least senior qualified employee is not always on-call, when all qualified employees refuse call, the supervisor will assign the call on a rotation basis, beginning with the least senior, moving to the next least senior on the second on-call assignment, the third least senior on the third on-call assignment, etc. The individual assigned to call after all employees refuse, cannot refuse to take the assignment.
- B. The on-call employee will carry a cell phone or department issued pager and may have access to a vehicle, and other equipment determined necessary to perform their duties.

When an employee is placed in "on-call" status, the time in "on call" status does not count as "hours worked." For each 24 hours of on-call status provided on the days of Saturday, Sunday, regularly scheduled days off, or a holiday, the employee shall receive credit for three (3) additional hours of time in the employee's compensatory time balance. These hours shall not be increased or multiplied by any factor. In the event that the employee is called out while in an on call status, the employee will receive call-out pay only.

ARTICLE 11 RECRUITMENT AND SELECTION

The Department shall make every effort to employ only persons who can perform their duties with competence and integrity.

- A. Internal Postings
 - 1. As soon as a vacancy occurs or before, if possible, a vacancy announcement shall be prepared. The vacancy announcement will include the title, location, and salary range of the vacant position as well as a brief description of major duties (taken from the position description); the required minimum qualifications; and how, where, and when, the employee should apply.

(iv) Military service as defined by state law and the Department.

Section 3. Seniority, experience, qualifications, and capabilities shall be the controlling factors for the filling of new or vacated positions.

Section 4. Employees to be laid off or those whose positions have been eliminated due to budgetary constraints shall be given twenty-one (21) calendar days advance notice except for temporary layoffs caused by emergencies.

Section 5. In the selection of employees for layoff, consideration will be given to the programs to be carried out by the EMPLOYER and the staff structure which, after the reduction, will achieve program objectives. After program objectives have been satisfied, seniority, qualifications, and capabilities shall be the controlling factors in the selection of employees for layoff.

Section 6. Recall from layoff shall be with the same consideration and based on seniority. The EMPLOYER shall notify such employees to return to work by certified letter and furnish the MFPE a copy of such notifications; and if the employee fails to notify the EMPLOYER within ten (10) calendar days of his or her intention to return to work such employee shall be considered as having forfeited his or her right to work.

Reinstatement preference will last for twelve (12) months from the effective date of the reduction in force even in the event of the employee accepting another County position within the twelve month recall period.

Section 7. No Regular status employee shall be laid off while temporary or probationary employees in the same skill are retained.

Section 8. Subcontractors. If subcontractors are being utilized at the time of a lay-off, the EMPLOYER agrees that, if the employees targeted for lay-off are competent and qualified to perform the duties of the subcontractor, they will be retained to perform the work instead of retaining the subcontractor. Lewis and Clark County will be required to follow cancellation clauses as outlined in the contract prior to assigning the duties to the laid off employee.

Section 9. When the department decides that a layoff is necessary, the MFPE shall be notified and provided an opportunity for input.

Section 10. Vacant and new positions that the EMPLOYER desires to fill will be posted for a minimum of seven (7) working days. The health officer/executive director/department head may elect to simultaneously post the position unit wide and outside for the initial posting. Preference for the vacant position or new position will be provided first to competent qualified division employees, then to department employees, then to outside applicants.

If two or more internal applicants are the best qualified applicants for an open position based on the review of qualifications and the results of the structured interview, seniority will be the deciding factor for appointment.

Upon instituting a grievance in a forum other than that outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or; alternatively, if the grievance is pending in the grievance procedure and the employee institute a proceeding in another forum other than those outlined herein, the right to pursue it further shall be immediately waived. A party instituting any action, proceeding or complaint in a federal or state court of law, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. This provision shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator. It is understood by the employee that if he/she elects to go outside the grievance procedure the MFPE is not permitted nor required to proceed with a grievance for that employee.

Step 1. Any dispute involving the interpretation, application or alleged violation of a specific provision of this Agreement shall be discussed with the employee's immediate supervisor within 15 working days of the grievance. The immediate supervisor shall have 10 working days to respond. All grievances must be discussed with the immediate supervisor prior to the filing of a formal grievance and no formal grievance may be filed until the immediate supervisor has been given opportunity to attempt resolution before moving the grievance to Step 2.

Step 2. Formal Grievance: If the grievance is not resolved informally, a formal grievance may be presented in writing within ten (10) working days from the receipt of the immediate supervisor's response to Step 1 to the health officer/executive director/department head. The written notice of the grievance shall include a summary of the dispute or disagreement, the sections of the agreement that have been violated and a proposed remedy. The health officer/executive director/department head at the second step shall have ten (10) working days from receipt of the grievance to respond in writing.

Step 3. If the grievance is not resolved at Step 2, it may be presented to the human resource director or designated management representative within ten (10) working days of the receipt of the Step 2 response. The human resource director shall have fifteen (15) working days to respond to the grievance in writing.

Step 4. Should the MFPE consider the decision of the human resource director unsatisfactory, the MFPE shall, within fifteen (15) working days of receipt of such decision, notify the human resource director of its decision to take the grievance to final and binding arbitration.

RULES OF GRIEVANCE PROCESSING

1. Time limits of any stage of the grievance procedure may be extended by written mutual agreement of the parties at that step. Or provided both parties agree in writing, any level of this grievance procedure may be by-passed and processed at a higher level.

2. A grievance not filed by the grievant within the time limits 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 limit

6. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein.

In disputes involving alleged acts of discrimination, the arbitrator shall have a court recorder present to insure a complete record of the hearing; the arbitrator shall consider the relevant State and Federal Fair Employment Practice laws and legal conclusions from State and Federal Court rulings.

ARTICLE 17 HOLIDAYS

Employees shall be granted the following holidays with pay:

- (1) New Year's Day, January 1
- (2) Martin Luther King Day, third Monday in January
- (3) President's Day, third Monday in February
- (4) Memorial Day, last Monday in May
- (5) Independence Day, July 4
- (6) Labor Day, first Monday in September
- (7) Columbus Day, second Monday in October
- (8) Veteran's Day, November 11
- (9) Thanksgiving Day, fourth Thursday in November
- (10) Christmas Day, December 25
- (11) General Election Day

Section 1. Employees required to work on any of the hereinabove set forth holidays shall receive their regular rate of pay for all hours worked in addition to eight (8) hours holiday pay. Holidays for the landfill shall either be on the actual holiday or the observed holiday depending on the rotation schedule the employee is working.

Section 2. When an employee is scheduled for a day off on a day which is observed as a legal holiday, he shall be entitled to receive a day off, either on the day preceding or the day following, whichever allows a day off in addition to the employee's regularly scheduled days off.

Section 3. Regular and Seasonal employees who work less than forty (40) hours in a pay period will receive holiday pay on a prorated basis in accordance with 2-18-603, MCA and the County Personnel Policy manual.

- (e) Any accrual of vacation leave and sick leave on record at the time of request for leave of absence without pay may be retained by the employee during the full period of such leave without pay status up to those time limits prescribed by the vacation and sick leave provisions of this Agreement.

ARTICLE 20 VACATION LEAVE

Section 1. All employees covered by this Agreement shall receive vacation leave as provided by Montana State Law, according to the following schedule:

<u>Length of Employment</u>	<u>Vacation Days Earned</u>
1 full pay period through 10 years	15 working days per year
Over 11 years through 15 years	18 working days per year
Over 16 years through 20 years	21 working days per year
Over 21 years	24 working days per year

Section 2. Annual vacation leave may be accumulated to a total not to exceed two (2) times the maximum number of days earned annually as of the last day of any calendar year.

Any employee who terminates his employment with the EMPLOYER shall be entitled to cash compensation for unused vacation leave, at the rate of pay earned at the time of termination, assuming that the employee has worked the qualifying period set forth above.

Section 3. If a supervisor decides not to grant a vacation request, the supervisor must state the reasons in writing as soon as possible after receiving the request. Once vacation leave is approved it cannot be changed unless by mutual agreement between the EMPLOYER and the employee, except in cases of a public health emergency as determined by the supervisor and health officer/executive director/department head.

ARTICLE 21 MATERNITY LEAVE

Section 1. Maternity leave shall be granted per Lewis and Clark County Personnel Policy Manual, and 49-2-310 & 311, Montana Code Annotated.

Section 2. Parental Leave: Lewis and Clark County allows for parental leave in accordance with the Family Medical Leave Act. Refer to Lewis and Clark County Personnel Policy Manual.

ARTICLE 22 MILITARY LEAVE

Employees shall be granted time off with pay to attend military obligations pursuant to and within the constraints of the Montana Code Annotated, as amended.

each enrolled full-time Seasonal status and Temporary status Employee that completes a Measurement Period of twelve (12) consecutive months, during which the employee averages at least eighty-seven (87) hours per month of actual work and/or paid leave, FMLA leave or jury duty, for twelve months.

The Health Savings Account contribution for employees enrolled in the HDHP option will be set according to the amount determined by the Board of County Commissioners and applied to non-represented employees.

- A. Regular, status part-time employees scheduled to work twenty (20) hours or more per week for more than six (6) continuous months shall receive contributions based upon the number of hours worked (prorated). Seasonal and Temporary status part-time employees that complete the Measurement Period and average at least 87 hours per month for twelve (12) months shall receive contributions based upon the number of hours worked (prorated).
- B. Each Regular, Seasonal, and Temporary status full-time employee enrolled in the County Employees' Health Benefit Plan shall make a premium contribution of fifty dollars (\$50) per month subject to reductions prescribed in the County's Wellness Plan. Regular, Seasonal, and Temporary status part-time employees scheduled to work twenty (20) hours or more but less than forty (40) hours per week who are enrolled in the County Employees' Health Benefit Plan shall make premium contributions based upon the number of hours regularly scheduled for the position according to payroll information provided by the department (prorated).

- 1. Employees hired prior to 7/1/2013 will be subject to the following EMPLOYER contribution rates:

Regular, Seasonal and Temporary status part-time employees scheduled to work twenty (20) hours or more per pay week for more than six (6) continuous months will receive contributions from Lewis and Clark County as follows:

<u>Degree of Employment</u>	<u>Lewis and Clark County's Contribution</u>
76-99%	100%
51-75%	75%
50% or less	50%

- 2. The "grandfather clause" (Paragraph 1 of this section) will apply only to current part time employees hired prior to 7/1/2013.
- 3. A full time employee who moves to a part-time schedule after 7/1/2013 will be subject to the language in Article 24, Section 6A.

- c. All tools shall be locked up when not in use.

If the above rules are followed, the County shall reimburse the Mechanic for lost or broken tools.

4. The mechanic at the Landfill will receive a tool allowance of \$.50 per hour paid with each payday.

Section 10. The County will pay for any licenses required for an employee to perform the duties of the position. Only licenses that are required will be paid for and only the actual cost of license.

Section 11. The EMPLOYER will provide a Hepatitis B Vaccination series and Tetanus to all members upon employment.

Section 12. Leadworker at Landfill. In the absence of the Solid Waste Manager of one (1) day or more during the regular work week (Monday through Friday, excluding designated holidays), the EMPLOYER shall assign an employee to leadworker responsibilities. All employees with 18 months or more of work experience at the landfill shall be assigned leadworker responsibilities on a rotational basis, beginning with the most senior employee. Employees assigned as leadworker shall receive differential pay equal to the equivalent step in the pay grade two (2) grades higher in the County pay matrix.

ARTICLE 25. CONTINUING EDUCATION AND PROFESSIONAL ORGANIZATIONS

The Department shall encourage membership in job appropriate professional organizations. In addition, the Department may allow employees opportunities for job-related training, subject to adopted budgets.

ARTICLE 26 LABOR MANAGEMENT COMMITTEE

During the course of this agreement, the parties agree to conduct labor-management committee meetings on a regular basis.

ARTICLE 27 WAGES

Wages for the employees covered by this Agreement shall be in accordance with Addendum B.

ARTICLE 28 SCOPE OF AGREEMENT

This Agreement constitutes the entire Agreement between the parties. The parties further acknowledge that during the course of collective bargaining, each party has had the unlimited rights to offer, discuss, accept or reject proposals. Therefore, for the term of this Agreement, no further collective bargaining shall be had upon any provision of this Agreement, nor upon any subject of collective bargaining, unless by mutual consent of the parties hereto.

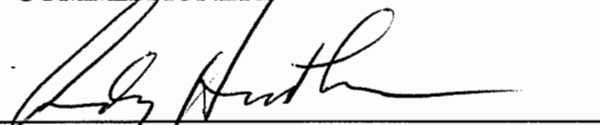
TERM OF AGREEMENT

This Agreement shall be effective from July 1, 2018 through June 30, 2020. Either party shall notify the other in writing no more than ninety (90) days and not less than sixty (60) days prior to the expiration date that they desire to modify this Agreement. In the event that such notice to renew or modify is given, the parties shall meet as soon as possible, but no less than thirty (30) days after the date such notice is given, for the purpose of negotiations.

This Agreement constitutes the full and complete agreement between the EMPLOYER and the MFPE.

BOARD OF COUNTY
COMMISSIONERS

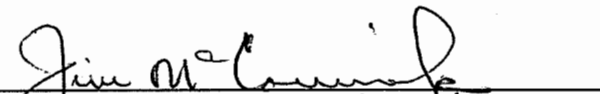
MONTANA FEDERATION OF PUBLIC
EMPLOYEES



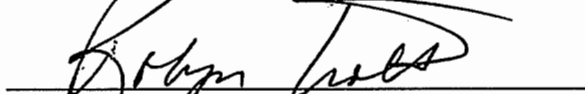
Andy Hunthausen, Chair



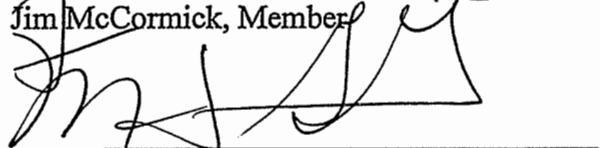
Quinton Nyman, Executive Director



Jim McCormick, Member



Robyn Trott, Field Representative



M. Susan Good Geise, Member

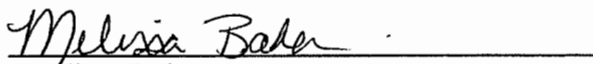


Chris Asplund

ATTEST



Paulette DeHart, Clerk and Recorder



Mélissa Baker

ADDENDUM A

A. Definitions:

1. Regular Full-Time Employee: Regular full-time employee shall mean one who is hired without a predetermined terminal point of employment and who is scheduled to work 40 hours per week.
2. Regular Part-Time Employee: Regular part-time employee shall mean one who is hired without a predetermined terminal point of employment and who is scheduled to work less than 40 hours per week.
3. Temporary Employee: An employee hired with a predetermined term of employment less than one year.
4. Anniversary Date: The date an employee was hired.
5. Wage Matrix: The wage matrix consists of numbered salary groups.
6. Immediate Family: The immediate family shall be defined as parent, child, spouse, domestic partner, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, foster child or stepchild, household dependents (including legal guardianships), grandparents, and grandchildren.
7. Probationary Employee: Any employee serving the initial six (6) month period of time in the department.

Appendix A: FY'19 Pay Matrix

Lewis and Clark County Health/PVHC/Landfill Pay Schedule FY 19 June 24, 2018								Position Titles
Grade	85%	87.50%	90%	92.50%	95%	97.50%	100%	
							5%	
1	10.87	11.19	11.50	11.82	12.14	12.46	12.78	
2	11.41	11.74	12.08	12.42	12.75	13.09	13.42	
3	11.98	12.33	12.68	13.04	13.39	13.74	14.09	
4	12.58	12.95	13.32	13.69	14.06	14.43	14.80	
5	13.21	13.60	13.98	14.37	14.76	15.15	15.54	Medical Records Clerk
6	13.87	14.28	14.68	15.09	15.50	15.91	16.31	
7	14.56	14.99	15.42	15.85	16.27	16.70	17.13	
8	15.29	15.74	16.19	16.64	17.09	17.54	17.99	Administrative Secretary-Receptionist Billing Clerk I Dental Assistant Front Desk Clerk Landfill Attendant WIC Aide Breastfeeding Peer Counselor
9	16.05	16.53	17.00	17.47	17.94	18.41	18.89	Medical Assistant
10	16.86	17.35	17.85	18.34	18.84	19.33	19.83	Administrative Assistant II Billing Clerk II
11	17.70	18.22	18.74	19.26	19.78	20.30	20.82	Accounting Technician Case Manager-LPN LPN I
12	18.58	19.13	19.68	20.22	20.77	21.32	21.86	Administrative Assistant III Billing Coordinator Clinic Scheduling Nurse-LPN LPN II Referral Coordinator WIC Competent Professional Authority
13	19.51	20.09	20.66		21.81		22.96	Case Manager-Social Worker Equipment Operator Mechanic
14	20.49	21.09	21.69	22.30	22.90	23.50	24.10	ACA Outreach Worker
15	21.51	22.15	22.78	23.41	24.04	24.68	25.31	Executive Secretary Licensed MSW
16	22.59	23.25	23.92	24.58	25.25	25.91	26.57	Health Educator-Built Environment Health Educator-Tobacco Use Prevention Water Quality Specialist
17	23.72	24.42	25.11	25.81	26.51	27.21	27.90	Outreach Coordinator Patient Support Services Supervisor Quality Improvement Specialist
18	24.90	25.64	26.37	27.10	27.83	28.57	29.30	Case Manager/Home Visiting-Social Worker Case Manager -Social Worker Case Manager/SDMI Waiver Program-Social Worker Communications and Systems Improvement Manager Environmental Health Specialist Finance Coordinator Health Educator-Breast and Cervical Cancer Preparedness Planning Specialist
19	26.15	26.92	27.69	28.46	29.23	29.99	30.76	Care Manager-RN Case Manager-RN/SDMI Waiver Program Clinic Counselor-LPC Hydrogeologist Prevention Programs Manager Public Health Nurse Registered Dietician RN Water Quality District Coordinator
20	27.46	28.26	29.07	29.88	30.69	31.49	32.30	Scheduling Nurse-RN
21	27.46	28.26	29.07	29.88	30.69	31.49	32.30	Environmental Health Supervisor

Lewis and Clark County Employee Attendance Record

Period Ending: July 21, 2018

Employee Name: Walter Payton

Day	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	Totals	Code
	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21		
Regular Hours		3			6.5	3					3		3	6	24.5	10
Afternoon Shift															0	10 (8)
Graveyard Shift															0	10 (9)
Holiday															0	30
O/T Hours															0	20
O/T Hours Afternoon															0	20 (F)
O/T Hours Graveyard															0	20 (G)
Holiday Worked															0	32
Holiday Wrkd Afrn															0	32 (F)
Holiday Wrkd Grvyrd															0	32 (G)
Comp Earned															0	52
Comp Earned Afrn															0	52 (25)
Comp Earned Grvyrd															0	52 (50)
FMLA - Annual Leave															0	F1
FMLA - Sick Leave															0	F2
FMLA - LWOP															0	81
Annual Leave															0	60
Sick Leave															0	70
Comp Used															0	50
Approved LWOP															0	80
Unexcused Absence															0	82
Bereavement Leave															0	14
Military Leave															0	13
FTO Hours															0	66
Total Hours Worked															24.5	
Holiday Credit															0	40
Total after Credits															24.5	

Date	Reason for Overtime, Comp Earned or Other	Supervisor

Exceptional Budget Code	Project Code	Regular Hours	O/T Hours

Employee Signature: Walter Scott Payton

Supervisor: Lucy C 573

Lewis and Clark County Employee Attendance Record

Period Ending: July 21, 2018

Employee Name: Angela Powell

Day	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	Totals	Code
	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21		
Regular Hours			3	3.25			5.75		3.75	2.75		3			21.5	10
Afternoon Shift															0	10 (8)
Graveyard Shift															0	10 (9)
Holiday															0	30
O/T Hours															0	20
O/T Hours Afternoon															0	20 (F)
O/T Hours Graveyard															0	20 (G)
Holiday Worked															0	32
Holiday Wrkd Aftrnn															0	32 (F)
Holiday Wrkd Grvyrd															0	32 (G)
Comp Earned															0	52
Comp Earned Aftrnn															0	52 (25)
Comp Earned Grvyrd															0	52 (50)
FMLA - Annual Leave															0	F1
FMLA - Sick Leave															0	F2
FMLA - LWOP															0	81
Annual Leave															0	60
Sick Leave															0	70
Comp Used															0	50
Holiday Comp Used															0	42
Approved LWOP															0	80
Unexcused Absence															0	82
Bereavement Leave															0	14
Military Leave															0	13
FTO Hours															0	66
Total Hours Worked															21.5	
Holiday Credit															0	40
Total after Credits															21.5	

Date	Reason for Overtime, Comp Earned or Other	Supervisor

Exceptional Budget Code	Project Code	Regular Hours	O/T Hours

Employee Signature: Angela Powell

Supervisor: Joy C 573

Exceptional Budget Code	Project Code	Regular Hours	O/T Hours

Lewis and Clark County Employee Attendance Record

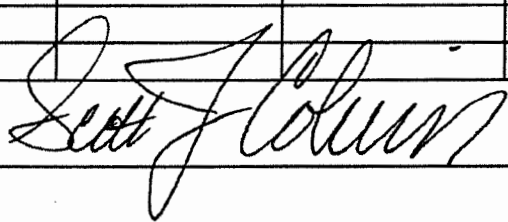
Period Ending: July 21, 2018

Employee Name: Scott Colvin

Day	SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA	Totals	Code
	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21		
Regular Hours	6.5			3				6.5	3						19	10
Afternoon Shift															0	10 (8)
Graveyard Shift															0	10 (9)
Holiday															0	30
O/T Hours															0	20
O/T Hours Afternoon															0	20 (F)
O/T Hours Graveyard															0	20 (G)
Holiday Worked															0	32
Holiday Wrkd Aftm															0	32 (F)
Holiday Wrkd Grvyrd															0	32 (G)
Comp Earned															0	52
Comp Earned Aftm															0	52 (25)
Comp Earned Grvyrd															0	52 (50)
FMLA - Annual Leave															0	F1
FMLA - Sick Leave															0	F2
FMLA - LWOP															0	81
Annual Leave															0	60
Sick Leave															0	70
Comp Used															0	50
Approved LWOP															0	80
Unexcused Absence															0	82
Bereavement Leave															0	14
Military Leave															0	13
FTO Hours															0	66
Total Hours Worked															19	
Holiday Credit															0	40
Total after Credits															19	

Date	Reason for Overtime, Comp Earned or Other	Supervisor

Exceptional Budget Code	Project Code	Regular Hours	O/T Hours

Employee Signature: 

Supervisor: 