

CITY OF HAVRE DISPATCHERS COLLECTIVE BARGAINING AGREEMENT

CITY OF HAVRE

&

MONTANA FEDERATION OF PUBLIC  
EMPLOYEES



JULY 1, 2018 THRU JUNE 30, 2020

## **PREAMBLE**

THIS AGREEMENT is made and entered into the \_\_\_\_\_ day of \_\_\_\_\_, 2018 between the City of Havre, hereinafter referred to as the "Employer", and the Montana Federation of Public Employees, hereinafter referred to as the "Federation." 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 a basic and complete agreement between the parties concerning terms and conditions of employment which are not otherwise mandated by statute. 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 Federation as the sole and exclusive representative of all employees within the bargaining unit as defined and certified by the Board of Personnel Appeals.

Section 2. It is understood that the Employer's recognition of the Federation as exclusive representative for a bargaining unit shall be withdrawn if the Federation is decertified through the procedure established by the Board of Personnel Appeals.

## **ARTICLE 2 – FEDERATION RIGHTS**

Section 1. The internal business of the Federation shall be conducted by the employees during their non-duty hours.

Section 2. The Federation'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 coordinated in advance with Management and shall not unduly disrupt work in progress.

Section 3. Accredited Federation representatives shall, with the written approval of the employee, have the right to inspect an employee's personnel file, with the exception of medical information unless the issue involves such matters, and only where justification is advanced for such access by the Federation.

Section 4. The Federation may be allowed to use the employer's facilities for Federation meetings contingent upon availability and management approval. The Federation shall be liable for any damages as a result of such use.

### **ARTICLE 3 – FEDERATION SECURITY**

Section 1. Employees covered by the terms of this Agreement shall not be required to become members of the Federation as a term and condition of employment.

Section 2. The Federation will 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 4 – MANAGEMENT RIGHTS**

(In compliance with State Statute 39-31-303 MCA)

The Union shall recognize the prerogatives of the City to manage, direct, and control its business in all particulars, in such areas as, but not limited to:

1. Direct employees;
2. Hire, promote, transfer, assign, and retain employees;
3. Relieve employees from such duties because of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive;
4. Maintain the efficiency of government operations;
5. Determine the methods, means, job classifications, and personnel by which the city operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the City in situations of emergency; and
7. Establish the methods and processes by which work is performed.

Such rights are retained by the Employer unless such rights are specifically relinquished in this Agreement.

### **ARTICLE 5 – NON-DISCRIMINATION**

No member of the Federation shall be discharged or discriminated against for upholding Federation principles. The Employer and the Federation affirm their joint opposition to any discriminatory practices in connection with employment, promotion or training, remembering that the public interest requires the full utilization of the employees' skills and ability without regard to race, color, creed, national origin, age, sex, marital status, political beliefs or handicap.

### **ARTICLE 6 – PAY HOURS**

Section 1. The wage schedule is set out and attached to the contract as Appendix A, which shall form part of, and be subject to all provisions of this contract for all employees. It includes a 4% pay increase to the wage schedule retroactive to July 1, 2018 and in addition a 2% pay increase to the wage schedule on July 1, 2019.

During the term of this agreement, should any recognized City of Havre bargaining unit reach a signed agreement that results in a higher wage increase than provided to members of the Federation., the city agrees to adjust the wage provided to the

Federation to an equivalent amount.

Section 2. The agreed upon work schedule is attached as Addendum B to this Agreement. The Union and its members recognize that in the case of emergencies and other situations concerning staffing levels, public safety and other unforeseen circumstances, management may change to a different work schedule. In the case where a permanent schedule change is requested by management, the Employer agrees to meet with the Union and their members to come up with a new schedule. Work scheduling responsibility will be delegated to a designated dispatcher.

Section 3. A work week shall be 40 hours. Any hours worked in excess of 40 hours shall be compensated at the rate of one and one-half the employee's regular rate of pay. No employee shall be required to flex hours to avert overtime unless there is mutual agreement to flex such hours between the employee and their supervisor.

Section 4. Employees who are covered by this Agreement who are called out to work, or must testify in a court of law concerning work outside of their regularly assigned schedule shall receive a minimum of three hours of pay at the rate of time and one-half their regular rate of pay. It is understood that such call-out pay is not an extension of the employee's regularly assigned shift. The employee shall be required to work the entire 3 hours of call-out.

Section 5. No employee covered by this agreement shall have their hours reduced or be replaced by part-time employees.

Section 6. Authorized holiday leave, sick leave, annual leave, or compensatory time shall constitute time worked when computing overtime under this Article.

Section 7. The Employer agrees that no supervisor or administrator will regularly perform the duties of an employee covered by this Agreement who is ready, willing and able to perform such duties and who would normally be entitled to overtime for such performance. In cases of emergency the Federation recognizes that management may fill in for their employees until such time an employee can be called out to work.

## **ARTICLE 7 – HOLIDAYS**

Section 1. For pay purposes the following shall be recognized holidays for bargaining unit employees:

New Year's Day.....	January 1
Martin Luther King Jr. Day .....	3 <sup>rd</sup> Monday in January
President's Day .....	3 <sup>rd</sup> Monday in February
Memorial Day.....	Last Monday in May
Independence Day.....	July 4
Labor Day.....	First Monday in September
Columbus Day.....	2 <sup>nd</sup> Monday in October
Veteran's Day.....	November 11
Thanksgiving Day.....	4 <sup>th</sup> Thursday in November

Christmas Day.....December 25  
General Election Day.....In even numbered years

Section 2. The holidays listed in Section 1 shall be granted at the regular rate of pay to all eligible full-time employees except as provided in Section 3. If the full-time employee is not in a full pay status, then the holiday shall be prorated based upon the hours worked during the pay period the holiday is observed.

Section 3. When a full-time employee is required by the Employer to work on a holiday listed above, s/he will be paid at the rate of two and one-half times his/her regular rate of pay for every hour worked on the holiday, or at the employee's option, one and one-half times his/her regular rate of pay and alternate time off equaling the number of hours worked on the holiday, to be taken off at a time agreeable to the employee and his/her supervisor. When the holiday falls on the employees regularly scheduled day off, another day shall be picked that is mutually agreeable to the employee and supervisor. If the employee is not in a full-time status, then the benefit in this section shall be prorated.

Section 4. Each employee shall receive 8 hours of holiday time off less any hours actually worked on the holiday. For example, if an employee works 2 hours on the holiday, s/he shall receive 2 hours pay at the rate of two and one-half times his/her regular rate of pay and 6 hours alternate time off. If the holiday falls on a regularly scheduled day off, the holiday benefit is 8 hours.

## **ARTICLE 8 – LEAVES**

Section 1. The Family & Medical Leave Act shall supersede all other leave benefits unless other benefits exceed the provisions of the Family & Medical Leave Act.

Section 2. JURY AND WITNESS DUTY. Employees summoned to serve as jurors or witnesses shall be granted leave per 2-18-619, MCA.

Section 3. SICK LEAVE. Employees shall be granted sick leave per 2-18-618, MCA, and according to the following:

Section 4. In the event that an employee on annual leave becomes ill, the employee shall be afforded the right to change his/her annual leave to sick leave and utilize sick leave credits upon furnishing Management acceptable medical certification, if required.

Section 5. ANNUAL LEAVE. Annual leave shall be taken with mutual agreement between the employee and their immediate supervisor. Annual leave shall be taken in accordance with city policy.

1. Leave requests will be granted or denied within 10 working days of the request.
2. Approval won't be unnecessarily denied.
3. Once approved, leave cannot be revoked except in case of emergency or if at the beginning of the month in which the leave is going to be taken, the employee does not have sufficient leave accrual.

Section 6. LEAVE WITHOUT PAY. Leave without pay shall be in accordance with city policy.

Section 7. MILITARY LEAVE. Military leave shall be granted in accordance with 10-1-604, MCA, and city policy.

Section 8. INDUSTRIAL ACCIDENT LEAVE. An employee injured on the job and eligible for Industrial Accident benefits shall retain all rights to his/her previously held position in accordance with city policy.

Section 9. If an employee is scheduled to work 10 hours, sick leave and annual leave for such day shall be taken up to 10 hours.

## **ARTICLE 9 – 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 B, attached hereto, shall be utilized to resolve grievances.

Section 2. During the processing of any matter under this Article, the Federation agrees not to strike, render unfair reports or cause slowdowns, and the Employer agrees not to lock out employees represented by the Federation.

## **ARTICLE 10 – JOB SECURITY**

Section 1. A 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 employee's supervisor, meet the required standard of performance.

The probationary period shall last for twelve calendar months. If the Employer determines at any time during the probationary period that the services of the probationary employee are unsatisfactory, the employee may be separated upon written notice from the Employer. A probationary employee is not covered by the grievance procedure in this collective bargaining agreement.

Section 2. The City may discharge any employee with permanent status only for just cause. The City shall furnish an employee subject to discharge or suspension with a written statement of the grounds and specific reason(s) for such actions and shall in addition notify the Federation of the removal of an employee for cause. An employee with permanent status may appeal his/her dismissal, suspension or other punitive disciplinary action through the grievance procedure.

## **ARTICLE 11 – DISCIPLINARY ACTION**

Section 1. The City shall issue an employee who is subject to disciplinary action a

Written Warning as a first step in formal disciplinary action. If the specific breach of discipline reoccurs, then the City shall use a disciplinary suspension not to exceed one day if there is a reoccurrence of the specific disciplinary action. If the specific disciplinary action reoccurs once again, the City may use a longer term suspension or termination of employment.

Section 2. The City and Federation agree that progressive discipline may not apply when the misconduct or job performance is so egregious that a long term suspension or termination of employment may be justified. Such actions as gross insubordination, physical violence, or verbal abuse that is threatening and demeaning to coworkers or the public are examples of such egregious behavior or misconduct.

Section 3. Formal disciplinary action (Written Warning Letters, Suspension Without Pay) is considered temporary contents of the personnel file. If there is no reoccurrence the specific breach of discipline or other formal disciplinary action within three (3) years of the issuing of the disciplinary action, such disciplinary shall be removed from the employee's personnel file.

Section 4. Formal disciplinary action taken against an employee shall include the signature of the employee, or a statement from a witness that the employee refused to sign the formal disciplinary action. An employee's signature does not indicate that the employee agrees with the disciplinary action, it only indicates that the employee was presented the disciplinary action, and it was reviewed with them by their supervisor.

## **ARTICLE 12 – SENIORITY**

Section 1. Seniority means the length of service with dispatch as a member of the dispatch bargaining unit.

Section 2. Seniority shall cease to accrue if an employee is laid off, transfers out of the bargaining unit, or is in a leave without pay status for sixty days or more. Employees who are laid off shall retain their seniority if they are called back from a layoff.

## **ARTICLE 13 – LAYOFF NOTIFICATION & RETURN TO WORK**

Section 1. The City shall give permanent employees subject to lay-off a minimum of 30 calendar days' notice prior to lay-off.

Section 2. Layoff shall be by seniority. The last permanent employee hired shall be the first employee placed in a layoff status. The last employee in a layoff status shall be the first employee recalled to work. The City shall send a certified letter to the employees last known address offering them

Re-employment. The employee shall have ten calendar days to notify the City that they plan on returning to work.

Section 3. The right to recall a laid off employee shall be for one year from the date the employee was placed in a layoff status. No part-time employees shall be used to fill hours that a laid off full time employee would be entitled to.

## **ARTICLE 14 – DRESS CODE**

Section 1. If the City requires an employee to wear uniform or specific types of clothing, then the City shall purchase such uniform or clothing.

Section 2. Where the City does not require a uniform or specific type of clothing, then the employee must present them self in a neat and clean appearance in accordance with police department policy.

## **ARTICLE 15 – ENTIRE AGREEMENT**

The parties acknowledge that during negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

## **ARTICLE 16 – SEVERABILITY**

In the event that 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 decree, such decision shall not invalidate the entire Agreement, it being the expressed intention of the parties hereto that all other provisions not declared invalid or unenforceable, shall remain in full force and effect.

## **ARTICLE 17 – TERM OF AGREEMENT**

Section 1. This Agreement shall be effective as of the date of ratification, and shall remain in full force and effect from July 1, 2018 through June 30, 2020. Prior to the expiration of this contract either party can give written notice of their intent to open the contract for modifications. If neither party opens the contract prior to the expiration date, said contract shall remain in full force and effect for the preceding year.

Section 2. The terms and conditions of this agreement shall remain in force during collective bargaining, and until such time a new agreement is reached between the parties.

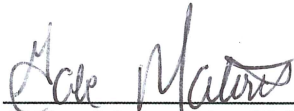


This Agreement is signed and dated the 3 day of Dec, 2018.

FOR: THE CITY OF HAVRE



Tim Solomon, Mayor



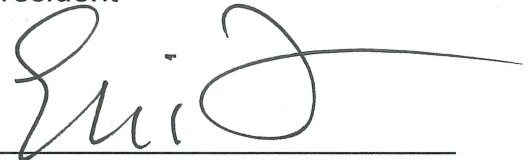
Gabe Matosich, Chief of Police

  
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FOR: MONTANA FEDERATION  
OF PUBLIC EMPLOYEES



Nichole Anderson  
President



Eric Feaver,  
President MFPE



Joseph Dompier  
MFPE Field Consultant

**ADDENDUM A – Pay Matrix  
07/01/2018 - 06/30/2019**

Grade 1 Dispatcher  
Grade 2 Head Dispatcher

	GRADE			
	1	1 – Hourly	2	2 - Hourly
1	2,668	15.39	2,695	15.55
2	2,681	15.47	2,708	15.63
3	2,695	15.55	2,722	15.70
4	2,708	15.62	2,736	15.78
5	2,722	15.70	2,749	15.86
6	2,735	15.78	2,763	15.94
7	2,749	15.86	2,777	16.02
8	2,763	15.94	2,791	16.10
9	2,777	16.02	2,805	16.18
10	2,790	16.10	2,819	16.26
11	2,804	16.18	2,833	16.34
12	2,818	16.26	2,847	16.42
13	2,833	16.34	2,861	16.51
14	2,847	16.42	2,876	16.59
15	2,861	16.51	2,890	16.67
16	2,875	16.59	2,904	16.76
17	2,890	16.67	2,919	16.84
18	2,904	16.75	2,933	16.92
19	2,919	16.84	2,948	17.01
20	2,933	16.92	2,963	17.09
21	2,948	17.01	2,978	17.18
22	2,963	17.09	2,993	17.26
23	2,977	17.18	3,008	17.35
24	2,992	17.26	3,023	17.44
25	3,007	17.35	3,038	17.53
26	3,022	17.44	3,053	17.61
27	3,037	17.52	3,068	17.70
28	3,053	17.61	3,083	17.79
29	3,068	17.70	3,099	17.88
30	3,083	17.79	3,114	17.97
31	3,099	17.88	3,130	18.06

**07/01/2019 - 06/30/2020**

Grade 1 Dispatcher  
Grade 2 Head Dispatcher

	GRADE			
	1	1 - Hourly	2	2 - Hourly
1	2,721	15.70	2,749	15.86
2	2,735	15.78	2,763	15.94
3	2,748	15.86	2,777	16.02
4	2,762	15.93	2,790	16.10
5	2,776	16.01	2,804	16.18
6	2,790	16.09	2,818	16.26
7	2,804	16.17	2,833	16.34
8	2,818	16.26	2,847	16.42
9	2,832	16.34	2,861	16.51
10	2,846	16.42	2,875	16.59
11	2,860	16.50	2,890	16.67
12	2,874	16.58	2,904	16.75
13	2,889	16.67	2,919	16.84
14	2,903	16.75	2,933	16.92
15	2,918	16.83	2,948	17.01
16	2,932	16.92	2,963	17.09
17	2,947	17.00	2,977	17.18
18	2,962	17.09	2,992	17.26
19	2,977	17.17	3,007	17.35
20	2,991	17.26	3,022	17.44
21	3,006	17.34	3,037	17.52
22	3,021	17.43	3,053	17.61
23	3,037	17.52	3,068	17.70
24	3,052	17.61	3,083	17.79
25	3,067	17.69	3,099	17.88
26	3,082	17.78	3,114	17.97
27	3,098	17.87	3,130	18.06
28	3,113	17.96	3,145	18.15
29	3,129	18.05	3,161	18.24
30	3,144	18.14	3,177	18.33
31	3,160	18.23	3,193	18.42

STEP = COMPLETED YEARS OF SERVICE PLUS TWO STEPS

Shift Differential Pay

For hours worked between 18:00 and 06:00 an additional \$.50 per hour shall be paid.

## **ADDENDUM B GRIEVANCE PROCEDURE**

Step 1. Any dispute involving the interpretation, application or alleged violation of a specific provision of this Agreement shall be reduced to writing and taken up with the Chief of Police within 15 working days of the grievance. The Chief of Police shall have 10 working days to respond in writing.

Step 2. If the grievance is not resolved at step 1, the grievance may be presented to the Mayor within 10 working days of receiving the Chief's response. The Mayor shall have 10 working days to respond to the grievance.

Step 3. The Union may submit an appeal to the City Council not later than 10 calendar days from the issuing of the Mayor's response. The City Council will hear the matter at the next opportunity for placing the matter on the agenda of a regular Council meeting. The Council will issue a written decision to the Union not later than 10 calendar days from the Council meeting subsequent to the one during which the grievance was heard.

If the employee is not satisfied with the Council's response, then the grievance shall be reviewed by the MFPE Executive Director for review for arbitration. The Union shall have 15 working days to determine if the grievance is going to final and binding arbitration.

Step 4. A list of arbitrators shall be requested from the State Board of Personnel Appeals. The parties shall mutually agree to one of the arbitrators. If the parties cannot mutually agree to an arbitrator, then they shall strike names from the list to determine who shall be the arbitrator.

## **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. 'Days' or 'Working days' are defined as Monday through Friday excluding holidays.
2. A grievance not filed or advanced 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 set forth in any step will entitle the employee to the next step.

## **RULES OF ARBITRATION**

1. Each party shall share equally the cost of the arbitrator. In the event one of the parties wants transcripts from the proceedings of the arbitration, the party requesting the transcripts shall pay all costs. If each party requests a transcript, they shall equally share the cost.
2. The arbitrator may not add to, subtract from or modify the terms of this Agreement.
3. If an arbitrator charges cancellation fees, then both parties shall share the cost of cancellation fees.

## **ADDENDUM C SCHEDULING**

The established mutually agreed upon schedule shall be an 8, 10, or 12-hour schedule for full time employees. The schedule maybe changed by management when staffing, emergencies, or other legitimate business reasons exist to use another schedule to ensure coverage.