

**Memorandum of Understanding
between
Montana Department of Administration
and
Capitol Complex Craft Union**

This memorandum of understanding (MOU) is entered into by the Montana Department of Administration; herein referred to as the "Department", and the Capitol Complex Craft Union, herein referred to as the "Union".

Management and the union have agreed to the following protocol should the situation arise where there are not sufficient Groundskeepers to remove snow:

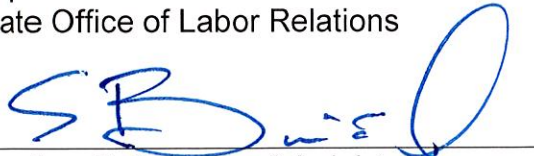
1. Management will seek volunteers to assist in snow removal.
2. If there are not enough volunteers identified, management may assist in performing snow removal.
3. In order to ensure sufficient staffing, management shall have the right to require staff to assist with snow removal. Management will assign duties to employees that have the least seniority and fill needed spots accordingly. In some situations all employees may be required to assist.

Dated this 23 day of Nov, 2015

FOR: STATE OF MONTANA



Mike Manion, Deputy Director
Department of Administration
State Office of Labor Relations



Stephen Baiamonte, Administrator
General Services Administration

FOR: Capitol Complex Craft Council



Kim Rickard, Business Manager
Laborers International Union Local 1686