

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MONTANA FEDERATION OF PUBLIC EMPLOYEES (MFPE)  
&  
DEPARTMENT OF LABOR AND INDUSTRY (DLI)**

This Memorandum of Understanding ("MOU") is entered into by and between the Montana Department of Labor and Industry, Unemployment Insurance Division ( Employer), and the Montana Federation of Public Employees (Union).

**PURPOSE OF MOU**

The Employer and Union set forth the following working arrangements to mitigate a reduction in the federal administrative grant for the Unemployment Insurance program by implementing an employee voluntary reduction in working hours.

**AGREEMENT**

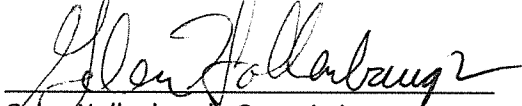
1. This MOU addresses all employees in the Unemployment Insurance Division covered under the Montana Federation of Public Employees collective bargaining agreement.
2. Employer shall seek to identify employees who are interested in working part-time and who are willing to voluntarily reduce their working hours to 20 hours per week; part-time schedules other than 20 hours per week will not be considered.
3. To meet but not exceed the loss in federal dollars, the Employer and Union agree that at any given time, no more than 10 employees will work a voluntary reduced schedule. If one or more employee(s) within the same work unit request a reduction in hours, seniority shall be the determining factor when business needs cannot support a reduced schedule for all employees requesting a reduction.
4. The Employer and Union agree there may be times when the Employer asks an employee voluntarily working a reduced schedule to work more than 20 hours in a given week (see Attachment A: Bureau-Specific, High Workload Constraints); likewise, there may be instances when business needs within a Bureau or work unit cannot support *any* voluntary reduction in work schedule (see Attachment B: Work Units and/or Positions Where Business Needs Preclude Reduction In Schedule).
5. Employees are expected to return to work full-time when notified by the Employer. In accordance with Article 7 Section 8 of the Collective Bargaining Agreement, employees will be given a minimum of 10 days' notice to return to work. Employees who fail to return to work on the specified date may be subject to disciplinary action up to and including termination.
6. The Employer shall continue to monitor its budget and work load on a monthly basis. If, at any time, the voluntary reduction in hours does not meet the Employer's needs, the Employer shall

resume discussions with the Union to devise alternate objectives to meet the Employer's budgetary constraints.

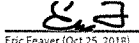
7. Employees interested in pursuing a reduced work schedule for any part or all of fiscal year (ending June 30, 2019) will have 30-days from the date of this notification to notify their Bureau Chief via email. The email should include the employee's schedule preference. However, the Bureau Chief and Administrator will make the final decision on scheduling based on business need. Email notification of interest in a reduced schedule must be received no later than November 24, 2018. If necessary, to meet budgetary requirements, the reduced work schedule offer may be extended beyond FY 2019 with mutual consent from the Union and notice to employees.

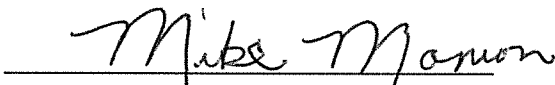
DATED this 30<sup>th</sup> day of October 2018.

FOR: THE STATE OF MONTANA:

  
Galen Hollenbaugh, Commissioner  
Department of Labor and Industry

FOR: MONTANA FEDERATION OF PUBLIC  
EMPLOYEES (MFPE)

  
Eric Feaver (Oct 25, 2018)  
Eric Feaver, President  
Montana Federation of Public Employees  
(MFPE)

  
Mike Manion, Chief Labor Negotiator  
State of Montana Department of Labor Relations

Attachment A

**Bureau-Specific, High Workload Constraints (Black-Out Periods)**

1. Claims Processing:

October 2018 quarter change – April quarter change week; October 2019 quarter change week - April 2020 quarter change week: All Claims Processing staff.

2. Contributions:

Quarterly Reports Due Date Week (Jan. 28 – Feb. 1, 2019; Apr. 29 – May 3, 2019; July 29 – Aug. 2, 2019; and Oct. 28 – Nov. 1, 2019): All Staff in Helena Central Office

Ratings Notices (Dec. 3, 2018 – Jan. 11, 2019): Status & Rating Supervisor and Rating SME Tax Examiner (Jon Andersen)

Service Pack Testing (Mar. 2019; Sept. 2019): Contributions Supervisors and Management Analysts

3. Program Support:

Dec. 2018 – March 2019, Legislature and Pre-Session Prep/Fiscal Notes: Management Analysts

Attachment B

**Work Units And/Or Positions Where Business Needs Preclude Any Reduction In Schedule**

Claims Processing: N/A

Contributions: N/A

Program Support: Fiscal Analysts  
Business & Security Analyst (MontanaWorks Phase 2 project)  
Business and Quality Assurance Analyst (MontanaWorks Phase 2 project)