

Montana Public Employees Association (“MPEA”)

Supplemental Agreement

Department of Justice

Administrative Support

Bargaining Unit 098

2009-2011

**MPEA SUPPLEMENTAL AGREEMENT
MONTANA HIGHWAY PATROL DISTRICT ADMINISTRATIVE SUPPORT
DEPARTMENT OF JUSTICE**

Each of the provisions listed below are intended to supersede similar provisions contained in the MPEA Master Agreement:

A. Hours of Work

The Association recognizes the Employer's right to schedule. Administrative Support will be placed on regular work schedules as provided below, and unless specifically provided in this supplemental, an administrative support's regular work schedule will not be changed unless first being given a minimum of 24 hours notice of the change, except for emergency situations.

1. Work Day and Workweek

The normal work hours and workweek of administrative support shall remain within the discretion of the Employer to establish. It is understood and agreed that the Employer is an 8 hour per day and 5-day per week operation and that nothing in this Agreement shall be construed as prohibiting the rescheduling of employees to suit the needs and requirements of the department as they may change from time to time. It is the exclusive right of the Employer to establish the number and starting time of a shift, work day and work week. The Association recognizes the Employer's right to schedule. Nothing in this Agreement shall prohibit the Employer from establishing alternative work schedules.

B. Holidays

1. The holidays and dates listed in the Master Agreement, Article 9, Section 1, shall be recognized as holidays for pay purposes.
2. Eligible non-exempt part-time employees shall receive benefits granted in this section on a pro-rated basis.

C. Vacancies

When a vacant or newly created permanent position is to be filled, the employer shall notify each bargaining unit member individually of the job opportunity in a notice accompanying the employee's biweekly payroll advice. The posting requirements contained in Article 14 of the MPEA Master Agreement shall not apply.

D. Grievances

The District Captain will serve as the management official designated to hear grievances at Step 2 in the grievance procedure outlined in Addendum B of the MPEA master agreement. The Chief of the Highway Patrol or his designee will serve as the management official to receive the grievance at Step 3, and the Director / Attorney General is the management official to receive the grievance at Step 4. Step 5 will be the stage at which the Association may serve notice of intent to arbitrate.

E. Training

Training of newly hired district administrative support staff the trainer will be compensated an additional \$2 per hour for each hour they serve in a training capacity.

F. Pay range

Job Code	OCCUPATION	Pay Band	HOURLY		
	Title		Entry	Target	Maximum
436113	Administrative Assistant	03	\$9.64	\$12.05	\$14.46

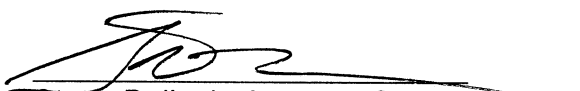
G. Wages


Pursuant to 2-18-303 MCA (2009) full-time employees whose annual base pay is \$45,000 (\$21.635 per hour) or below will receive a one-time lump-sum payment of \$450 for the first full pay period after July 1, 2009. All part-time employees who are regularly scheduled to work 20 hours or more per week and whose base pay is \$21.635 per hour or less will receive a one-time lump-sum payment of \$225 for the first full pay period after July 1, 2009.

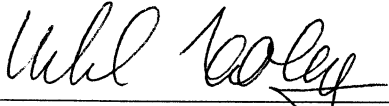
DATED this 2nd of November 2009

FOR THE STATE OF MONTANA:

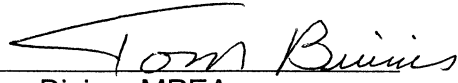
FOR THE MONTANA PUBLIC EMPLOYEES ASSOCIATION:


Steve Bullock, Attorney General
Department of Justice

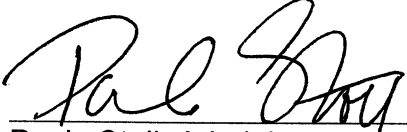

Quinton E. Nyman, Executive Director
Montana Public Employees Association



Colonel Mike Tooley, Chief
Montana Highway Patrol



Tom Bivins, MPEA
Field Representative



Paula Stoll, Administrator
State Human Resources Division

Bargaining Unit Representative