

**COLLECTIVE BARGAINING AGREEMENT  
BETWEEN  
STATE OF MONTANA  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
MONTANA CHEMICAL DEPENDENCY CENTER  
AND  
MONTANA NURSES ASSOCIATION  
LOCAL UNIT #36, AFL-CIO  
2019-2021**

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MONTANA CHEMICAL DEPENDENCY CENTER  
AND  
MONTANA NURSES ASSOCIATION, LOCAL UNIT #36, AFL-CIO**

**PREAMBLE**

**THIS AGREEMENT** is made and entered into 10/1/2020 between the State of Montana Department of Public Health and Human Services, Montana Chemical Dependency Center, hereinafter referred to as the "Employer" and the Montana Nurses Association Local Unit #36, AFL-CIO, hereinafter referred to as the "Union" or "Association". 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 interference with efficient operation of the facility; and to set forth herein a basic and complete agreement between the parties concerning terms and conditions of employment. It is understood 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**

The Employer recognizes the Montana Nurses Association, Local Unit #36, AFL-CIO as the sole and exclusive bargaining agent for all employees within the bargaining unit at the Montana Chemical Dependency Center, defined and certified by the Montana State Board of Personnel Appeals.

**ARTICLE 2  
UNION SECURITY**

**Section 1.** Upon receipt of a written authorization from an employee covered by this Agreement, the Employer shall abide by the terms of the authorization and deduct from the employee's pay the amount owed to the Association by such employee for dues. The Employer will remit to the Association such sums within 30 calendar days. Changes in the Association membership dues rate will be certified to the Employer in writing over the signature of the authorized officer or advance of such change.

The Association shall provide local management with sufficient copies of the Association's membership payroll deduction cards so that each employee who is hired is provided with this form at date of hire.

The Association agrees to make available to new hires a copy of the Agreement and such copies will be provided to the Employer and shall be given to new employees upon hire.

The Employer will provide the Association with a list of newly hired and terminated employees at least monthly. The list may include mutually agreed upon pertinent member information and will be sent to the Association.

**Section 2.** Seniority List. Within thirty (30) calendar days after January 1, of each calendar year, the Employer shall prepare and furnish to the Association and local President or designee, two copies of a seniority list for all employees that shall include the following: numerical rank according to date of hire; the employee's name, present classification title, and seniority date.

**Section 3.** Formal letters of discipline placed in an employee's file will be removed after eighteen (18) months at the employee or Union's written request, if there are no further disciplinary actions. These documents shall be dated, state the reason of the action, corrective action desired, and a copy shall be given to the employee.

**Section 4.** The Union will indemnify, defend, and hold the Employer harmless against any claim made and against any suit brought against the Employer, on account of any check-off of Union dues, or representation fee or for any provision of the Union security article.

### **ARTICLE 3 EMPLOYEE JOB SECURITY**

**Section 1.** All new employees shall be subject to a probationary period of 12 months or 2080 hours, whichever is greater, during which time the Employer will determine individual competency.

**Section 2.** After serving the probationary period no employee shall be disciplined without just cause.

**Section 3.** When an employee is called to an investigatory interview which the employee reasonably believes could result in discipline, the employee has the right to request a representative be present. Such rights shall not unduly delay the investigatory process.

### **ARTICLE 4 MANAGEMENT RIGHTS**

(In compliance with Montana Code Ann. § 39-31-303 (2007))

The Association shall recognize the prerogative of the agency to manage, direct, and control the 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 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 classification, and personnel by which the agency operations are to be conducted;
- 6). take whatever actions may be necessary to carry out the missions of the agency in situations of emergency; and
- 7). establish the methods and processes by which work is performed.
- 8). take whatever actions may be necessary to carry out the mission of the Employer in situations of emergency, immediate jeopardy, a serious, unexpected and often dangerous situation requiring immediate action(s) necessary to remain in compliance with laws and regulations. An emergency shall be defined as unforeseen circumstances which cannot be anticipated through normal planning processes, or the resulting state that calls for immediate action, i.e., an unusual increase in patient load, an unusual and emergent situation, decrease in available staff, or a natural disaster.

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

## **ARTICLE 5** **UNION ACTIVITIES**

**Section 1.** Officials of MNA may have access to work areas of the facility where bargaining unit members are employed to conduct official Union business provided that permission is first obtained from the Facility Administrator or designee. They must not enter patient or other restricted areas and must not interrupt employees in the process of their duties. Such visits must be conducted during nurses' free time and rest periods.

**Section 2.** The internal business of the Union shall be conducted by the employees during their non-duty hours provided, however a designated Union representative and/or the grievant shall be allowed a reasonable amount of paid release time to pursue formal grievances.

**Section 3.** A bulletin board will be provided by the Union and erected in a place mutually agreed upon by the Employer and the Union. This bulletin board will provide a posting place for matters pertinent to Union business, new position vacancies at the Montana Chemical Dependency Center, state and nationwide opportunities, election notices and results, Union meeting dates and other Union business.

**Section 4.** The Employer will allow the Union to hold regular or special meetings in a room designated by Management provided, sufficient notice is given by the Union and the room is not previously scheduled for use and does not interfere with the normal operation of the center.

**Section 5.** A Union official may inspect an employee's personnel file (other than medical) with written permission from the employee and only in the presence of a Management designee in an area designated by the Employer.

**Section 6.** An employee may inspect their personnel file at any time in the presence of a Management designee and in the area designated by the Employer. They may request a copy of any document therein. The Employer may assess a copy charge of ten cents per copy. Any disciplinary document placed into a personnel file shall first be discussed with the employee and the employee shall be provided a copy of the document prior to it being placed into the file.

**ARTICLE 6  
HOLIDAYS**

**Section 1.** For pay purposes the following holidays shall be recognized in compliance with Section 1-1-216, MCA:

New Years Day.....	January 1
Martin Luther King, Jr. Day .....	Third Monday in January
Lincoln's and Washington's Birthdays .....	Third Monday in February
Memorial Day .....	Last Monday in May
Independence Day .....	July 4
Labor Day .....	First Monday in September
Columbus Day .....	Second Monday in October
Veteran's Day .....	November 11
Thanksgiving Day .....	Fourth Thursday in November
Christmas Day .....	December 25
General Election Day.....	In even-numbered years

**Section 2.** Holiday Leave Requests. Holidays will be granted by seniority.

## **ARTICLE 7 JOB POSTING**

**Section 1.** When a newly created position or a vacated position within the bargaining unit represented by Local #36, MNA becomes available, Management will post the details of the position or positions on the designated Union bulletin board. The Union shall be provided with a copy of the posting upon request.

**Section 2.** The employee will make application to the appropriate supervisor or facility HR Specialist for the posted position before the closing date listed on the job posting. In no case shall the position be posted for less than seven calendar days.

**Section 3.** The employer may assign two (2) employees a total of not less than four (4) hours each, per biennium to participate in career fairs and related activities to assist in recruiting high quality nurses for potential employment.

## **ARTICLE 8 GRIEVANCE & ARBITRATION PROCEDURE**

Having a desire to create and maintain harmonious labor relations between them, the parties, hereto agree that they will promptly attempt to adjust all complaints, disputes, controversies or other grievances arising between them involving questions of interpretation or application of terms and provisions of this Agreement. Classification grievances shall be processed through the Board of Personnel Appeals through its established procedures.

### **Section 1. Grievance Steps**

**Step 1:** A grievance shall first be taken up with the employee or employees and their immediate supervisor, within ten (10) calendar days of such grievance, with or without a Union representative present. The immediate supervisor shall have fourteen calendar days in which to respond to the grievance.

**Step 2:** If the grievance cannot be adjusted at Step 1, it shall be presented to the Facility Administrator or designee in writing within fourteen calendar days of the receipt of the Step 1 response. The Facility Administrator or designee shall have fourteen calendar days in which to respond to the grievance in writing.

**Step 3:** If no settlement can be reached at Step 2, it shall be presented in writing to the Director of the Department of Public Health and Human Services, or designee, within fourteen calendar days of the receipt of the written Step 2 response. The Director, or his/her designee, shall have thirty (30) calendar days in which to respond to the grievance in writing.

**Step 4:** Should the aggrieved employee or employees and the Association consider the decision of the Director to be unsatisfactory, the Association may notify the

Director and the Chief of the State Office of Labor Relations, in writing, of its intention to have the grievance referred to arbitration. In such event, notice must be provided within fourteen calendar days of the receipt of the Step 3 response.

## **Mediation**

The parties may mutually agree to go to mediation at any step in the grievance process. Requests for mediation services will be submitted jointly. Timeline for grievance processing will put on a hold until the mediation is final.

In addition, the parties may mutually agree to waive any Step in the grievance process. Within fourteen calendar days after such written notice of intention is delivered to the Director, the parties shall call on the Federal Mediation and Conciliation Service or the Board of Personnel Appeals to provide a list of seven (7) arbitrators.

Each party shall be entitled to strike three (3) names from the list in alternate order and the name so remaining shall be the arbitrator. A coin toss shall be used to determine who shall strike the first name. The arbitrator shall render a decision as soon as possible after the close of the hearing or submission of post hearing briefs.

Each party shall share equally the cost of the impartial arbitrator. In the event one of the parties wants transcripts from the proceedings of the arbitration, the party requesting the transcript shall pay all cost. If each party requests transcripts, they shall equally share the cost.

During the processing of any matter under this or the preceding steps, the Association agrees not to strike, render unfair reports, or cause slow downs, and the Employer agrees not to lock out employees represented by the Association.

Any failure or refusal to abide by the terms of this grievance and arbitration procedure shall constitute a waiver by the party who breaches the Agreement of the rights and constraints created by the above grievance and arbitration clause.

No arbitrator shall have the power to add to, detract from, or modify the terms of this Agreement.

## **ARTICLE 9 WORKING CONDITIONS**

### **Section 1. Work Periods.**

- a. Work Day: A work day normally consists of a minimum of eight (8) to a maximum of twelve (12) hours in any twenty-four (24) hour period. Alternate work schedules may be developed and implemented by the union and the employer. There will be ongoing discussions between management and employees on the effectiveness of 12 hour shifts. Should any existing schedule

be determined to require modification, the applicable union shall be noticed and shall be involved formally in all aspects of decision making prior to the final implementation of a new work schedule.

- b. Work Week: Forty (40) hours shall constitute a work week.
- c. Shifts: The shift for regular RN positions will not be on an alternating basis, except by agreement between the employee and the Employer. Positions designated as "flex" may alternate between shifts.
- d. The employer may make temporary changes for emergent situations in bargaining unit employees' hours of work and days off to meet staffing requirements. Employer will give as much advance notice as possible regarding temporary schedule changes; however, it is understood that advance notice may not be possible in emergency situations. Management reserves the right to modify any existing or proposed work schedule which has been determined by either labor or management to jeopardize patient care, or shall negatively impact the ability of management to facilitate required programming or care. All staff who are directly impacted by a work schedule change shall be noticed a minimum of thirty (30) days prior to the formal implementation date.

**Section 2. Meals and Meal Period.** An uninterrupted thirty (30) minute lunch break will be scheduled for each employee. In the event an employee is not effectively released from work for the entire thirty (30) minute lunch period, the employee shall be compensated for the entire thirty (30) minutes. Employees who elect to take their lunch at the facility may receive a free meal but will not be compensated unless they are on scheduled work time.

**Section 3. Breaks.** Each employee will have a fifteen (15) minute break the first half of the workday, and a fifteen (15) minute break the second half of the workday.

**Section 4. Scheduling.** In determining temporary schedule changes, management will evaluate on a case by case basis with consideration to the needs of the facility, seniority, and employee's interests and availability. Temporary schedule changes not to exceed fifteen (15) days. If the Employer anticipates that a temporary schedule change will exceed fifteen (15) days, the Employer and the Union will meet to discuss terms of schedule change.

**Section 5. Mandatory Meetings.** The Employer may require the employee to attend certain meetings. Should attendance be required, the Employer will provide a minimum of fourteen (14) days advance notice. Employees will be paid for actual time in attendance.

The Employer agrees to schedule staff meetings during regular working hours whenever possible. Employees who choose to attend will be paid for actual time in attendance. Meetings minutes will be posted electronically. Employees who choose not to attend will be responsible for reading staff meeting minutes and following

direction, etc. contained therein.

**Section 6. Pay.** Pay will be in accordance with Addendum A of this Agreement.

**Section 7. Overtime.** It is hereby agreed and understood that the members of this bargaining unit are professionals in their field of nursing. Election for pay or compensatory time for hours of overtime may be made upon hire and thereafter in accordance with MOM policy.

**Section 8. Holdover Time.** By definition any nurse that works past the conclusion of their regularly scheduled shift up to but not to exceed a maximum of two (2) hours is considered to have been held over. Any opportunity for holdover work shall be offered to volunteers first. Should a staff nurse volunteer to cover the vacancy the shift will be awarded in order of seniority with longest tenure being given top preference. In the event no nurse volunteers to accept the work it will be mandatorily assigned to the nurse or nurses on-duty in order of seniority with the shortest tenure used to select the nurse who will perform the work. All future mandatory selections using seniority shall be made using the system which progressively rotates candidates using seniority from the least to greatest in tenure. Each nurse will be required to accept the mandatory tenure using the rotation system. On-duty staff nurses will not be mandated for another holdover work assignment until all on-duty staff nurses have participated in the rotation. The employer will make every effort to provide alternative staffing prior to making the decision to use a holdover assignment.

**Section 9. Shift Extend**

In the event of an unfilled shift as the result of a call-off, the Employer will offer the shift to members of per diem nursing pool first. If no per diem nurse accepts the shift the Employer will offer the shift to all staff RNs and should a staff RN volunteer to cover the vacancy, the shift will be awarded in order of seniority with longest tenure being given top preference.

If the shift is not filled, the on-duty RN shall be required to extend their shift up to the first six (6) hours of the vacant shift. The RN scheduled for the shift following the vacant shift may be expected to extend their shift up to six (6) hours prior to the beginning of said shift, and this shall not be the same nurse, unless there is mutual agreement between the nurse and management. The oncoming RN that is shift extending shall have a minimum of eight (8) hours of notice.

Shift extend shall consist of a minimum of two (2) hours, up to a maximum of six (6) hours past the scheduled conclusion/beginning of an employee's regular shift. Other than during a formal declared emergency situation, no nurse shall work more than one eighteen (18) hours extended shift in any consecutive forty-eight (48) hours period, unless there is mutual agreement between the nurse and management. Any circumstance requiring a nurse to

remain on duty for less than two (2) hours after the conclusion of their scheduled shift shall not be considered a “shift extend”.

**Section 10. Night Shift Differential**

All nurses working 7:00 pm to 7:00 am shall be paid, in addition to their hourly wage, an additional \$1.50 an hour for all hours worked.

**Section 11. Weekend Differential**

Employee hours worked on the weekend, which is defined as hours from 7:00 pm on Friday through 7:00 pm on Sunday, shall be paid a wage differential of \$1.50 an hour in addition to the hourly wage rate and in addition to any other applicable differentials.

**ARTICLE 10**  
**PROFESSIONAL DEVELOPMENT**

Management agrees that continuing education is recognized as a viable concept for staff development. When employees are required by management to attend workshops, training sessions, or conferences they will be paid salary, transportation, per diem, and lodging according to State law and policy. The Employer will continue to compensate each RN for licensure fees.

Section 1. Upon prior approval by Employer and successful completion, the Employer will reimburse RNs the testing and renewal fees set by the American Nurses Credentialing Center (ANCC) or the appropriate certifying body, for certification in one of the following; psychiatric, mental health nursing, medical surgical, and other certifications as deemed appropriate by management.

**ARTICLE 11**  
**LEAVES**

**Section 1. Jury and witness duty.** Employees summoned to serve as jurors or witnesses shall be granted leave in accordance with statute. Employees answering subpoenas for a civil or criminal cause in connection with their official duties will be compensated as provided for in statute.

**Section 2. Sick leave.** Employees shall be granted sick leave as follows:

Subsection 1. Notice Notification of absence because of illness shall be given as soon as possible to either the immediate supervisor or to the individual designated to receive such calls. If the employee fails to give such notification, the absence may be charged to leave without pay, and may be subject to disciplinary action. Absence in excess of one shift without notice to the Employer from the employee shall constitute just cause for immediate discharge, unless failure to give such notification was due to circumstances beyond the control of the employee.

Subsection 2. Sick leave exhaustion. Sick leave used must not exceed the amount accrued by the employee. If an employee is ill and has exhausted all sick leave credits, other accrued leave may be used.

Subsection 3. Employees who become ill on vacation. In the event an employee on annual leave becomes ill, the employee shall be afforded the right to change annual leave to sick leave and to use available sick leave credits upon furnishing the Employer acceptable medical certification.

Subsection 4. Doctor's certification. The Employer may require a doctor's certification to substantiate sick leave usage if the employee is absent over three consecutive days or there is an indication of sick leave abuse.

Subsection 5. Holidays during sick leave. In the event that a holiday falls when an employee is on sick leave, the employee shall be changed from sick leave status to holiday status.

Subsection 6. Sick leave payout. An employee who terminates employment with the agency is entitled to a lump-sum payment equal to one-fourth (1/4) of the pay (or a like amount deposited in an authorized VEBA account) attributed to the accumulated sick leave, however, abuse of sick leave may be cause for dismissal and forfeiture of the lump-sum payments provided for in this Section.

**Section 3. Annual leave.** Employees shall earn leave credits as follows:

Rate Earned. Vacation leave credits are earned at a yearly rate calculated in accordance with the following schedule which applies to the total years of an employee's employment with any agency whether the employment is continuous or not:

<u>Years of Employment</u>	<u>Credit</u>	<u>Working Days</u>
1 day through 10 years .....	15	
10 years through 15 years .....	18	
15 years through 20 years .....	21	
20 years on .....	24	

Annual leave of five days or more must be requested three months in advance and will be approved or denied no later than one month prior to the leave. Preference shall be given to the first request. Should simultaneous requests occur, seniority shall prevail. If equal seniority, a coin flip will determine.

Annual leave of less than five days will be granted on a case by case basis.

**Section 4. Emergency leave.** In accordance with sick leave policy, accrued and available sick leave will be allowed for necessary attendance to the illness of the Employee's immediate family until other attendance can be reasonably attained, to

attend a funeral in the immediate family, to received medical, dental or eye examination, or for other disability related emergencies. Absence in excess of one shift without notice to the Employer from the employee shall constitute just cause for immediate discharge, unless the failure to give such notification was due to circumstances beyond the control of the employee.

**Section 5. Military Leave.** Military leave shall be granted in accordance with statute.

**Section 6. Business Leave.** The President and Vice-President of the Local Union may be granted annual leave, accrued compensatory leave time, or if accrued time is not available, leave without pay, to attend the annual convention of the MNA, AFL-CIO.

## **ARTICLE 12** **SENIORITY**

**Section 1.** The Employer shall award newly created or vacated positions within the bargaining unit represented by Local #36, MNA, AFL-CIO on the basis of qualifications, capabilities, experience and seniority.

**Section 2.** Seniority means length of continuous service in the bargaining unit since the last date of hire. If seniority dates are the same, then seniority shall be determined each time the need arises to break a tie through a drawing of names in which the first name drawn temporarily gains seniority.

- a. No permanent employee shall be separated while there are temporary employees serving in the same occupational job title.
- b. An employee who is scheduled to be laid off shall have the right to return to a formerly held classification as a Registered Nurse providing seniority accrued is greater than any employee presently assigned therein.
- c. An employee's seniority date will not be changed because of disciplinary suspensions.

**Section 3. Lay-off and Re-employment.**

- a. Lay-offs will be in order of seniority. The employee with the least seniority will be the first released. Rehire will be in the reverse order: i.e., that employee with the most seniority will be the first rehired. Ten days notice will be given in the event of lay-off via certified mail.
- b. In the case of rehire an employee who has been notified to return to work but fails to notify the Employer of their intent to continue employment within seven calendar days will be considered to be terminated.

**Section 4.** To be absent from the job due to a leave of absence without pay exceeding fifteen (15) calendar days will be considered lost time for purposes of seniority; however, previous service within a covered position in the bargaining unit shall count toward seniority. The Union will be responsible for informing the Employer of a change in an employee's seniority date in following this provision.

**Section 5.** A seniority roster shall be maintained by the Employer. A copy shall be provided to the Union upon written request. A seniority roster shall be provided once annually by Management and more often by mutual agreement.

**Section 6.** Seniority shall be forfeited by discharge for cause or voluntary termination.

### **ARTICLE 13 LABOR MANAGEMENT COMMITTEE**

**Section 1.** The parties agree to form a joint Labor Management Relations Committee.

The Committee shall be constituted as follows:

- a. Two members from the Union designated in writing.
- b. Two members designated by the Employer.

**Section 2.** The purpose of the Committee shall be to address any problems of mutual concern arising from the administration of this Agreement or any other concerns with respect to the operation of the Montana Chemical Dependency Center. It is understood that this Committee shall not be used to replace the grievance procedure.

**Section 3.** The Committee shall meet quarterly or by mutual consent. At least one week prior to any meeting the parties agree to submit an agenda in writing. Meetings may be cancelled by mutual consent.

### **ARTICLE 14 NO STRIKE NO LOCKOUT**

**Section 1.** During the term of this Agreement, neither the Union nor its agents or representatives will cause, sanction or take part in any strike, sympathy strike, or any other interference with the operation of the Employer's business, except as provided in Article 16 and in accordance with MCA 39-32-110.

**Section 2.** During the term of this Agreement, there shall be no lockouts by the Employer.

### **ARTICLE 15 SEVERABILITY**

**Section 1.** In the event that any provision of this Agreement shall be declared invalid or unenforceable by any court of competent jurisdiction, 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. Either party may initiate negotiations on the provision declared invalid.

**ARTICLE 16**  
**TERM OF AGREEMENT**

**Section 1.** This Agreement is effective as of the 1st day of July 2019 and shall remain in full force and effect through the 30th day of June, 2021.

**Section 2.** Should either party seek to modify this Agreement, it shall give written notice of such intention not less than ninety (90) days prior to the expiration date of this Agreement. With mutual agreement, negotiations may commence at any time thereafter.

**Section 3.** The Union shall have the right to engage in concerted activities after December 31, 2020 for matters pertaining to wages and economic benefits in the 2022-2023 biennium in accordance with Article 14.

**ARTICLE 17**  
**ENTIRE AGREEMENT**

**Section 1.** 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.

Therefore, the Employer and the Union for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter specifically referred to or covered by this Agreement.

10/1/2020

Executed and entered into \_\_\_\_\_.

**FOR: State Of Montana  
Department of Public Health and  
Human Services  
Montana Chemical Dependency Center**

DocuSigned by:

*Sheila Hogan*

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Sheila Hogan, Director  
Department of Public Health and  
Human Services

DocuSigned by:

*Shannon LaTray*

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Shannon LaTray, Administrator  
MCDC

DocuSigned by:

*Mike Manion*

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Michael P. Manion ,Chief  
State Office of Labor Relations

**FOR: Montana Nurses Association**

DocuSigned by:

*Nancy Maddock*

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Nancy Maddock, Representative  
Montana Nurses Association #36

DocuSigned by:

*Jim Gallagher*

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Jim Gallagher, Representative  
Montana Nurses Association #36

DocuSigned by:

*Robin Haux*

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Robin Haux, Labor Representative  
Montana Nurses Association

## **Addendum A Broadband Pay Plan Provisions**

**This agreement represents the parties' full and complete agreement for all provisions of the Broadband Pay Plan under the term of this contract.**

**Section 1.** Across the Board Pay Adjustments. The State shall increase each employee's base salary to \$.50 per hour effective the first full pay period that includes January 1, 2020 and \$.50 per hour the first full pay period that includes January 1, 2021.

**Section 2.** The Health Care and Benefits Division is managing the State Employee Group Health Plan to contain costs and minimize member cost impacts. Member contributions, copay amounts, deductibles, coinsurance levels, and maximum out of pocket levels will not increase through December 31, 2020. The State's share contribution (currently, \$1054 a month) will not change during the same period.

**Section 3.** Longevity. All of the calculations are base rates and not inclusive of longevity. Longevity allowances will be paid in accordance with M.C.A. 2-18-304.

**Section 4.** Hiring rates. Employees new to state government will typically be hired at the entry for the occupation. In determining a new employee's hiring rate above entry, the Supervisor, or designee, shall consider criteria such as: the employee's job-related qualifications and competencies; existing salary relationships within the job class, band and work unit; department affordability; and the competitive labor market.

**Section 5.** Training Assignments. The Supervisor or designee may establish written training assignments to enable an employee to gain the additional experience and training required for the job for a period of time not to exceed two years. At the completion of the training assignment, the employee's pay will be set no less than the entry rate of pay for the occupational pay band.

**Section 6.** Market-based pay. Pay awarded to employees based on comparisons to how other employers compensate employees in similar jobs. Market-based comparisons consider not only base pay, but also other types of compensation and benefits having a definable dollar value. The Department may consider market-based pay adjustments on a case-by-case basis.

**Section 7.** Competency-based pay. Pay based on an assessment of an employee's job-related competence. The Department may consider competency-based pay adjustments on a case-by-case basis.

**Section 8.** Results-based pay. Pay awarded to employees or employee teams based on accomplishments. Results-based pay may be awarded for specific outcomes or outputs. The Department may consider results-based pay adjustments on a case-by-

case basis.

**Section 9** Strategic pay. Pay awarded to attract and retain key employees with competencies critical or vital to achievement of the Department's mission or strategic goals. The Department may consider strategic pay on a case-by-case basis.

**Section 10.** Situational pay. Pay based on circumstances that occur that are not encountered in either the majority of jobs in state government or jobs used to make market comparisons. It is intended to address difficulties in recruitment and retention. It may be considered when atypical requirements exist in a position, for example, unusual hours, extreme physical demands, or environmental hazards that are causing recruitment and retention problems. The Department may consider situational-based pay on a case-by-case basis.

## SCHEDULE A

### Pay Range Based on DPHHS Market Pay Plan

TITLE	PER	MINIMUM	MIDPOINT	MAXIMUM
Registered Nurse	HOUR	\$31.00	\$34.85	\$38.70