

MEMORANDUM OF UNDERSTANDING
to contract effective
July 1, 2025 THROUGH June 30, 2027
by and between
State of Montana
Department of Military Affairs
Youth Challenge Project
and
Montana Federation of Public Employees

This Memorandum of Understanding (MOU) is entered into this 3/10/2026 by and between the State of Montana, Department of Military Affairs, Youth Challenge Project (“Employer”), and Montana Federation of Public Employees (“Union”).

Justification Summary:

Whereas the High School Equivalency Test (Hi-SET) is a standardized high school equivalency exam administered to MYCA cadets.

Whereas the Employer recognizes that serving as a Hi-Set Chief Examiner, Proctor, or Room Supervisor requires additional responsibilities and specialized training.

Whereas the Parties recognize the need to provide a stipend to staff serving as Hi-set Chief Examiners, Proctors, or Room Supervisors.

The above-named Parties agree to the following:

Effective and retroactive to October 1, 2025, eligible employees assigned to the following roles for a MYCA Cycle shall receive a lump-sum stipend per Cycle as follows:

Lump-sum Amount

- Chief Examiner: \$1,500 per Cycle.
- Proctor: \$1,500 per Cycle.
- Room Supervisor (if needed): \$500 per Cycle.

An employee may not be assigned to more than one role in a Cycle and only is eligible to receive one lump-sum payment per Cycle. If an employee performs duties in one or more of these roles for less than a full Cycle, the lump-sum amount may be prorated at the Employer’s discretion, based on the number of testing days completed divided by total testing days that cycle.

Candidate Criteria

Assignments to the Chief Examiner, Proctor, and Room Supervisor roles shall be made from among bargaining unit employees. The Employer retains the right to select from among qualified employees based on operational needs, relevant experience, performance, and availability.

- **Qualifications:**
 - Must hold a four-year degree in education or a related field.
 - Must have experience with standardized testing.
 - Must complete 10 hours of Hi-SET proctor training and certification.
- **Responsibilities:**

Employees assigned to these roles are expected to dedicate approximately 6-8 working days per Cycle for test administration duties in addition to their regular responsibilities. The specific scheduling of these days and hours shall be determined by the Employer based on the program and testing needs.

All time spent performing duties as Chief Examiner, Proctor, or Room Supervisor shall be considered hours worked for purposes of overtime, leave accrual, and other applicable provisions of the CBA. The lump-sum stipend provided under this MOU is in addition to, and does not replace, any overtime compensation or other contractual entitlements.

Funding Contingency

In accordance with the Department of Military Affairs Pay Policy and the Montana Operations Manual Broadband Pay Policy, this performance pay plan is contingent on funding. If funding is insufficient, this agreement may be discontinued upon a 30-day notification to affected employees.

Definitions

MYCA: Montana Youth Challenge Academy

Cycle: 22-week semester-like program offered by the Montana Youth Challenge Academy.

Chief Examiner: Certified individual responsible for overall test administration.

Proctor: Certified individual responsible for supervising and enforcing testing rules.

Room Supervisor: Additional support staff assisting with test administration.

This MOU amends Labor Agreement No. 086 as described herein. These amounts shall remain in effect for the term of the 2025-2027 contract unless modified by mutual written agreement. In all other respects, Labor Agreement 086 remains unchanged.

Dated this 3/10/2026.

THE STATE OF MONTANA

Signed by:

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Karol Anne Davis, Chief Negotiator
State Office of Labor Relations

Signed by:

D6A645F5E4B94EE...
Trent Gibson, Adjutant General
Director, Department of Military Affairs

Signed by:

47235AE6E00F416...
Melissa Robbins, Director
Montana Youth Challenge Academy

MONTANA FEDERATION OF PUBLIC EMPLOYEES

DocuSigned by:

D7FE7E88F749444...
Jenny Weigand, Field Representative
MFPE

Signed by:

8AD8721449714A0...
Eric Banick
MYCA Local Union, MFPE