

RESOLUTION NO. 4534

A RESOLUTION APPROVING A REVISED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF MILES CITY AND THE LOCAL NO. 283-A UNION.

WHEREAS, the City of Miles City ("City") and the Local No. 283-A of the American Federation of State, County and Municipal Employees, AFL-CIO ("Local 283A") have negotiated and desire to enter into a new collective bargaining agreement (CBA), which covers certain City employees who work for the City;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:

1. The Collective Bargaining Agreement between the City of Miles City and the Local 283-A, attached hereto as Exhibit "A" and made a part hereof, is hereby approved and adopted by the City Council of the City of Miles City.
2. The Mayor of the City of Miles City is hereby authorized and empowered to execute the same, and to bind the City thereto.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 22nd DAY OF AUGUST, 2023.


John Hollowell, Mayor

ATTEST:


Mary Rowe, City Clerk

**COLLECTIVE BARGAINING
AGREEMENT**

between

CITY OF MILES CITY, MONTANA

and

**MONTANA STATE COUNCIL NO. 9 OF
THE AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO LOCAL NO. 283A**

JULY 1, 2023 – JUNE 30, 2025

283A COLLECTIVE BARGAINING AGREEMENT

JULY 1, 2023 – JUNE 30, 2025

TABLE OF CONTENTS

AGREEMENT	1
ARTICLE 1 – RECOGNITION	1
ARTICLE 2 - DUES ASSIGNMENT	1
A. Union Security	1
B. New Employee Orientation	1
C. Statutory Rights/Inquiries	2
D. Voluntary Assignments	2
E. Amount Deducted	2
F. Indemnification	2
ARTICLE 3- EMPLOYEE RIGHTS	2
A. Union Activities.....	2
B. Nondiscrimination.....	3
C. Representation :.....	3
D. Personnel File.....	3
E. Just Cause	3
ARTICLE 4- SENIORITY, LAYOFF & RECALL	3
A. Seniority	3
B. Layoff.....	4
C. Recall	5
ARTICLE 5 - EMPLOYMENT POLICY	5
A. Probationary Period	5
B. Operator's License Required	5
ARTICLE 6- HOURS OF WORK	6
A. Workday	5
B. Workweek	5
C. Shifts	6
D. Rest Periods.....	6
E. Lunch Period	6
F. Double-shift	6
G. End of Shift	6
H. Water/Wastewater Plant Work Week.....	7
ARTICLE 7- COMPENSATION.....	7
A. Salaries, Wages, & Longevity	7
B. Overtime.....	7
C. Compensatory Time	8
D. Call-outs & Standby Time	8
E. Deduction Slips.....	9
F. Equal Pay for Equal Work	9
ARTICLE 8- HOLIDAYS.....	9

283A COLLECTIVE BARGAINING AGREEMENT
JULY 1, 2023 – JUNE 30, 2025
TABLE OF CONTENTS

A. Holidays	9
B. Holiday or Sunday Work	9
C. Scheduled Days Off	9
ARTICLE 9- VACATIONS	10
A. Accrual & Use	10
B. Maximum Accrual	10
C. Pay-off.....	11
D. Death.....	11
E. Vacation Dates	11
F. During a Holiday	11
G. On a Split Basis.....	11
H. Running Total	11
ARTICLE 10- SICK LEAVE.....	11
A. Defined.....	11
B. Accrual of Sick Leave.....	11
C. Payment of Sick Leave	12
D. Other Sick Leave Provisions.....	12
E. Emergency Sick Leave	14
ARTICLE 11 -OTHER LEAVE WITH PAY	14
A. Military Leave	14
B. Jury & Witness Duty	14
C. Funeral of Co-Workers.....	15
D. Union Leave	15
E. Personal Leave Day	15
ARTICLE 12 - LEAVE WITHOUT PAY	15
A. Entitlement	15
B. Requests	15
C. Response	15
D. Public Service Leave	15
ARTICLE 13- FAMILY & MEDICAL LEAVE	15
A. Grant & Use	15
B. Seniority	16
C. Transfer.....	16
D. Violations.....	16
ARTICLE 14- LEAVE AUTHORIZATION & VERIFICATION.....	16

283A COLLECTIVE BARGAINING AGREEMENT

JULY 1, 2023 – JUNE 30, 2025

TABLE OF CONTENTS

A. Authorization	16
B. Verification	16
C. Frequent Absences	17
ARTICLE 15 - WORKING CONDITIONS.....	17
A. Work Rules	17
B. Separation	17
C. Visits by Union Representative	17
D. Union Bulletin Boards	17
E. Personal Property	18
F. Safety Equipment	18
G. Replacement of Tools	18
H. Description of Heavy Equipment	18
I. Supervisors Operating Equipment	18
J. Immunizations.....	18
K. Commercial Drivers Licenses.....	19
L. Safety Toed Boots.....	19
M. Foreman Pay	19
N. Clothing Stipend.....	19
O. Gym Membership.....	19
ARTICLE 16- HEALTH, SAFETY & WELFARE.....	19
A. Industrial Accident Insurance.....	20
B. Health Insurance.....	20
C. Unemployment Insurance	20
D. Safety Committee	20
ARTICLE 17- JOB POSTING.....	20
A. Posting.....	20
B. Transfers.....	21
C. Seasonal Employees	21
D. Short-term Employees.....	21
E. Hiring	21
ARTICLE 18- CONTRACTING & SUBCONTRACTING OF PUBLIC WORK	23
ARTICLE 19- GRIEVANCE & ARBITRATION PROCEDURE	22
A. Grievance	23
B. Stewards & Grievance Committee.....	23
C. Time Limits Are Critical	24

283A COLLECTIVE BARGAINING AGREEMENT

JULY 1, 2023 – JUNE 30, 2025

TABLE OF CONTENTS

D. Procedure	24
ARTICLE 20- MANAGEMENT RIGHTS	27
ARTICLE 21 - SAVINGS CLAUSE	27
ARTICLE 22 - STRIKES & LOCKOUTS	27
ARTICLE 23- TERM, AMENDMENTS & MODIFICATIONS OF BASIC AGREEMENT	28
SIGNATURES	28
ADDENDUM "A"	
283A WAGE MATRIX	1
ADDENDUM "B"	
Heavy Equipment Operator Program	1
Evaluation Sheet	2

AGREEMENT

The City of Miles City, hereinafter referred to as the "City"; and Local No. 283-A of the American Federation of State, County and Municipal Employees, AFL-CIO, representing the employees covered by this Agreement, and hereinafter referred to as the "Union"; in order to increase the general efficiency of the City Government of the City of Miles City and to eliminate, as far as possible, political consideration from city employment and to promote the moral well-being and security affected hereby, do mutually agree as follows:

ARTICLE 1 - RECOGNITION

The City recognizes the Union as the sole and exclusive bargaining agent for all employees of the City of Miles City employed in the Operations and Utilities Department, Library, and all other employees of the City, excluding employees of the Fire Department, Police Department, Central Dispatch, Appointive Officers and their deputies, and supervisors and confidential, management and probationary employees. The Union recognizes the Mayor and his or her designated agent as the representative of the City of Miles City.

ARTICLE 2 - DUES ASSIGNMENT

- A. **Union Security:** The Employer agrees to accept and honor voluntary written assignment of wages or salaries due and owing employee covered by this Agreement for initiation, reinstatement, and dues. Authorized deductions shall be revocable in accordance with the lawful terms under which an employee voluntarily authorized said deductions.
- B. **New Employee Orientation:** The Union shall have the opportunity to attend new employee orientation sessions conducted by the employer. The Employer shall provide notice at least ten (10) days prior to such sessions. The Union shall have thirty (30) minutes during the session to explain contractual rights and introduce new employees to the Union. In the event the employer does not hold a formal orientation within thirty (30) days of the initial employment of an employee, the union shall be provided with the name of the employee and his/her duty location,

and the Union shall have an opportunity to meet with the employee for thirty (30) minutes on duty time to explain contractual rights and introduce new employees to the Union.

The Employer will include in the packet of personnel and payroll forms provided to new employees covered by the Agreement, authorization for payroll deductions of union fee forms. Any union materials that require the employee's signature shall be returned to the Union by the Employer upon completion.

- C. **Statutory Rights/Inquiries:** The Union and the City agree that the City may not interfere with, restrain, or coerce employees in the exercise of rights guaranteed in 39-32-201, MCA. The parties further agree that the City shall direct all newly hired employees and current employees who have questions and concerns regarding Union membership to contact the Union-designated representatives.
- D. **Voluntary Assignments:** The City agrees to accept and honor voluntary written assignments of wages or salaries due and owing employees covered by this Agreement for Union dues.
- E. **Amount Deducted:** The amounts to be deducted shall be certified to the City by the Treasurer of the Union, and the aggregate deductions of all employees shall be remitted, together with an itemized statement, to the Treasurer by the tenth of the succeeding month, after such deductions are made.
- F. **Indemnification:** The Union indemnifies and holds harmless the City and its administrators from any claim and/or award that may result from the execution of this Article, including attorney fees and other defense costs.

ARTICLE 3 - EMPLOYEE RIGHTS

- A. **Union Activities:** No employee shall be disciplined, discharged or illegally discriminated against by the City for upholding legal Union activities.
- B. **Nondiscrimination:** It is the policy of the City and the Union to assure that

employees are treated during employment, without regard to their race, religion, sex, color, or national origin. Such action shall include: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training. Complaints are to be processed under the applicable statute.

- C. **Representation:** Employees may have a Union representative present during an investigatory meeting when the employee believes that information he or she gives may be used against him or her. These rights shall be governed by the Weingarten Rule.
- D. **Personnel File:** An employee may view and obtain one copy of anything in his or her official personnel file except confidential letters of recommendation. No written reprimand or greater disciplinary document may be placed in the personnel file without the employee having been first notified of said complaint and given a copy. Only documents contained in the employee's official personnel file or documents which the employee has verified by his or her signature that he or she has read and/or received, can be used against the employee. An employee may author a rebuttal to any derogative document, which will be filed together with such document. All disciplinary documents will contain a sunset clause reflective of the severity of the infraction and the corrective action taken. Any documents added before July 1, 2023 will have reasonable sunset provisions retroactively discussed on a case-by-case basis.
- E. **Just Cause:** No non-probationary employee will be disciplined or discharged except for just cause, and no probationary employee will be suspended without pay except for just cause.

ARTICLE 4 - SENIORITY, LAYOFF AND RECALL

A. Seniority:

1. *Definition:* Seniority is the number of years employed since the last date on

which an employee was hired by the City in a position covered by this Agreement. Ties shall be broken by alphabetical order of the employee's last name, and by lot if a tie continues.

2. *Calculation:* One year of credit is earned for each 12 months of full-time employment or an equivalent total of part-time and/or seasonal employment.
3. *Roster:* On or about each January 1, the City will produce and post in places normally used for employee notices, a dated roster which lists each employee's name and the number of years and partial years of seniority earned to that date. An employee may appeal the number of credits credited to him or her through the grievance procedure contained herein. Absent an appeal, the data on the roster shall be deemed valid from that point forward.

B. Layoff:

1. *Layoff Notices:* When the City intends to layoff an employee or employees due to a reduction in force, the City will give a 21-day advance notice to the Union and the employee or employees.
2. *Order:* Layoffs caused by a reduction in force shall be in order of seniority within the affected classification, after all Seasonal employee(s) within the affected classification are dismissed. A junior employee may be bypassed if he or she is the sole possessor of particular skills and/or abilities which are required to perform a remaining position. An individual remaining on layoff status for three calendar years from the date of layoff shall be deemed dismissed thereafter.
3. *Bumping:* An employee subject to layoff may by written notice to the Mayor not later than ten calendar days from being notified of a pending layoff, bump the least senior employee in the bargaining unit when the employee subject to layoff is more senior and can demonstrate that he or she has the minimum qualifications and ability to perform the duties of that position, or when the nature of the duties would allow the employee to attain the minimum qualifications and abilities within the first four weeks of work in the new position through orientation and/or regular on the job training. A bumped employee shall be placed on layoff status.
4. *Classifications:* For the purpose of the Article, the classifications shall be:

Grade 1 – Laborer, Assistant Utility Billing Clerk, Deputy City Court Clerk
Grade 2 – Librarian, Administrative Assistant, Commercial Driver's License
Grade 3 – Heavy Equipment Operator II, Non-certified Plant Operator, Utility
Billing Clerk
Grade 4 – Heavy Equipment Operator III, Plant Operator Single Certification, City
Court Clerk
Grade 5 – Heavy Equipment Operator IV
Grade 6 – Mechanic, Plant Operator Dual Certification
Grade 7 – Foreman

- C. **Recall:** When the City intends to permanently fill a vacant or newly created bargaining unit position, the most senior employee on layoff status who can demonstrate that he or she has the minimum qualifications and ability to perform the duties of the position, or when the nature of the duties would allow the employee to attain the minimum qualifications and abilities within the first four weeks of work in the new position through orientation and/or regular on the job training, shall be recalled by certified, return-receipt letter to the employee's last known address. The employee must notify the City in writing of his or her intention to return to work not later than ten calendar days from the issuing of the recall notice, and must return to work on the date specified by the City.

ARTICLE 5 - EMPLOYMENT POLICY

- A. **Probationary Period:** Whenever new or additional employees are employed who do not possess rights of re-employment, they shall work in such position subject to a trial period of 1,040 hours of actual work from the first day of work, except seasonal employees shall be probationary during their first cumulative full season of work. All time worked during the previous three years shall count toward satisfying the probationary period. During the trial period, the employee may be released from service without recourse to the grievance procedure.
- B. **Operator's License Required:** The City shall require 1B water and 1C wastewater operator certifications issued from the State of Montana for filling the respective positions at the water and wastewater plants. An employee will

be allowed 18 months or 4 attempts to pass one of the Montana Department of Environmental Quality (DEQ) certification exams. The exam type and date the test is to be taken will be determined by the plant superintendent. Termination of the employee after 4 attempts or 18 months will be at the discretion of the City.

ARTICLE 6 - HOURS OF WORK

- A. **Workday:** A standard workday shall consist of eight hours continuous, except for a normal lunch period not to exceed one hour, in any 24-hour period.
- B. **Workweek:** A standard workweek shall consist of forty hours, composed of any five consecutive workdays immediately followed by two days off. An employee's workweek is a fixed and regularly recurring consecutive 5-day period, beginning on the same day of each 7-day period. In some circumstances and in some City operations, a "nonstandard" work week with different and perhaps nonconsecutive days off, may be established with consent of the Union.
- C. **Shifts:** The shift for employees shall not be on an alternating basis, except by mutual agreement; provided, however, that in case of any emergency, the shift may be temporarily altered.
- D. **Rest Periods:** All employees shall be granted a fifteen-minute rest break during the first four hours of the shift and another fifteen-minute rest period during the second four hours of the shift. The supervisor may, at his/her discretion, require the rest period to be taken at the job site.
- E. **Lunch Period:** All employees shall be granted a lunch period during each work shift. Whenever possible, the lunch period shall be scheduled at the middle of each shift.
- F. **Double-shift:** The City may schedule a double-shift for any project, and the senior employee assigned to the project may then request his or her shift preference.

- G. **End of Shift:** Employees shall be granted a reasonable length of time for personal cleanup prior to the end of each work shift, when the type of work requires such.
- H. **Water/Wastewater Plant Work Week:** It is understood that the Water Plant and Wastewater Plant must be manned on a 7-day week basis, therefore requiring a Sunday work shift; and that it has been established that the work period for employees at the Water and Wastewater Plant is a Calendar Week (Sunday through Saturday) and that Sunday will not be at Holiday pay. However, for overtime purposes, the sixth day after the start of an employee's shift shall be a time and one-half day and the seventh day shall be paid at two and one-half times the employee's pay scale, if the employee is required to work on those days. Any Water or Wastewater shift which begins between the hours of 2:01 PM and 12:00 AM will be considered an "evening" shift. The shift differential for "evening" shifts will be applied to all hours worked during that shift. If the employee's shift begins between 12:01 AM and 2:00 PM, it is considered a day shift, and not eligible for the shift differential.

ARTICLE 7 – COMPENSATION

- A. **Salaries, Wages, and Longevity:**
1. Conditions relative to and governing wages or salaries and extraordinary pay rates are contained in Addendums "A" and "B" Classification Programs to this Agreement, which are attached and by this reference made a part hereof as though fully set forth herein.
 2. Each employee covered hereby will retain their present level received as longevity. For each additional year of service after the effective date of this Agreement, each employee will receive an additional amount of 1% per year, factored into the Pay Matrix.
 3. An error on a paycheck shall be paid within the first day in which the City has been notified, with deductions accurate and correct.
- B. **Overtime:**
1. Employees required to work in excess of eight hours in any 24-hour period, or in excess of forty hours in any week, will be compensated at the rate of one and

- one-half times their normal rate of pay for additional time worked.
2. No overtime shall be worked, except in cases of emergency, without the direction of proper authority.
 3. Employees shall not be required to suspend work during regular hours to absorb overtime.
 4. Overtime shall be paid in 1/10th hour increments. Six minutes equals 1/10th of an hour.
 5. Overtime shall be distributed equally to employees as is reasonable and possible.
 6. When computing overtime, holidays, sick leave, or vacation time taken during the workweek will be considered as time worked.
 7. The Union and City are not in favor of overtime, and nothing in this section shall be construed as encouraging such procedure.

C. Compensatory time:

1. In lieu of receiving overtime compensation an employee may elect to receive credit for overtime hours worked. The election to credit overtime hours to compensatory time must be submitted on the form provided by Human Resources Office at the beginning of each fiscal year.
2. Not more than 120 hours of work may be credited by the City to compensatory time. Compensatory time credited is available for use as time off with pay by the employee. The employee may use accumulated compensatory time credits with sufficient prior notice; except in the case of an emergency. All requests shall be on the standard leave request form, and shall be submitted to the employee's immediate supervisor. The City reserves the right to refuse use of compensatory time when, in the opinion of the City, such use would disrupt City operations. The employee has the right to accumulate 120 hours of compensatory time, the City shall cash out any or all of an employee's accumulated compensatory time credits semi-annually with the November 30 and June 30 paydays. Employees shall be provided, by the Human Resources Department, a cash out slip stating number of hours available to cash out, employee must return the completed cash out slip stating the number hours the employee wishes to cash out to the Human Resources Department on the payroll cutoff date prior to the payday to receive pay out of compensatory hours.

Should the employee have credits remaining upon termination, he/she shall be paid in cash for all such time at his/her regular rate of pay at the time of termination.

D. Call-outs and Standby Time:

1. Each call-out will be for a minimum of two hours at one and one-half times the employee's regular rate of pay. For additional time worked, the employee will be compensated for actual time worked at one and one-half times pay.
2. Standby time will be compensated at \$10.00 per day; however, if standby time is required on a holiday, the employee will be compensated at \$20.00 per day. For actual time worked, the employee will be compensated at one and one-half times the employee's regular rate of pay.

E. Deduction Slips: Payroll deduction slips will be provided with each payroll warrant.

F. Equal Pay for Equal Work: There will be equal pay for equal work in each job classification.

ARTICLE 8 – HOLIDAYS

A. Holidays: Employees shall be granted the following holidays, without loss of pay. Employee must be in a paid time status prior to or after the holiday.

1. January 1 - New Year's Day
2. Third Monday in January - Martin Luther King Day
3. Third Monday in February - President's Day
4. Last Monday in May - Memorial Day
5. July 4 - Independence Day
6. First Monday in September - Labor Day
7. Second Monday in October - Columbus Day
8. November 11 - Veteran's Day
9. Fourth Thursday in November - Thanksgiving Day
10. December 25 - Christmas Day
11. Every day in which a general election is held throughout the State of Montana.

- B. **Holiday or Sunday Work:** Employees required to work on Sunday, a holiday or on a day which is observed in lieu of a holiday, shall be paid at two times their regular rate of pay for all hours worked.
- C. **Scheduled Day Off:** Any employee who is scheduled for a day off on a day which is observed as a legal holiday shall be entitled to receive an alternate day off which shall be scheduled by mutual agreement.

ARTICLE 9 - VACATIONS

- A. **Accrual and Use:** Each full-time employee is entitled to and shall earn annual vacation leave credits from the first full pay period of employment. For calculating vacation leave credits; 2,080 hours (52 weeks x 40 hours) shall equal one year. Proportionate vacation leave credits shall be earned and credited at the end of each pay period. However, employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six calendar months. Persons regularly employed nine or more months each year, but whose continuous employment is interrupted by the seasonal nature of the position, shall earn vacation credits. However, such persons must be employed six qualifying months before they can use the vacation credits. In order to qualify, such employees must immediately report back to work when operations resume in order to avoid a break in service. Vacation leave credits shall be earned in accordance with the following schedule:
1. From one pay period through ten years of employment, at the rate of fifteen working days for each year of service;
 2. After ten years through fifteen years of employment, at the rate of eighteen working days for each year of service,
 3. After fifteen years through twenty years of employment, at the rate of twenty-one working days for each year of service;
 4. After twenty years of employment, at the rate of twenty-four working days for each year of service.
- B. **Maximum Accrual:** Vacation leave may be accumulated to a total not to exceed

two times the maximum number of days earned annually as of the last day of any calendar year. Excess vacation time is not forfeited if taken within 90 calendar days from the last day of the calendar year in which the excess is accrued. If an employee makes a reasonable request to use excess vacation leave before such leave must be forfeited and such request is denied, the excess leave is not forfeited and the City shall ensure that the employee may use the excess leave before the end of the calendar year in which the excess would have been forfeited. Vacation leave shall not accrue during a leave of absence without pay.

- C. **Pay-off:** Unused earned vacation time shall be paid to the employee at his/her regular rate of pay at the time of separation from service.
- D. **Death:** In the event of death of an employee, unused earned vacation time shall be paid to the employee's heirs at his/her regular rate of pay.
- E. **Vacation Dates:** The dates when employee's vacations shall be granted shall be determined by agreement between each employee and the City, with regards to seniority and the best interest of the City; providing, however, the best interest of the City shall include the City's right to ensure that there is an adequate number of equipment operators during vacation periods. Leaves of absence without pay may be used to extend regular vacation.
- F. **During a Holiday:** If a holiday(s) occur(s) during the period in which vacation is taken by an employee, the holiday(s) shall not be charged against the employee's annual leave.
- G. **On a Split Basis:** Vacation time may be taken on a split-vacation basis. Also, all employees have the privilege of taking vacation at any time during the year subject to the provisions of Section F.
- H. **Running Total:** Vacation days shall either be on the check-off stub every pay day with a running total or supplied every third month in writing by the City.

ARTICLE 10 - SICK LEAVE

- A. Defined:** Sick leave is the necessary absence from duty caused when an employee has suffered illness, injury, disability, exposure to contagious disease, or the necessary absence from duty to receive a medical examination or treatment.
- B. Accrual of Sick Leave:** A permanent full-time employee earns sick leave credits from the first day of employment. For calculating sick leave credits, 2,080 hours equals 1 year. Sick leave credits are earned at the rate of 12 working days for each year of service without restriction as to the number of working days that may be accumulated. Employees must be employed continuously for ninety calendar days before they may use earned sick leave, or are eligible for a lump sum payment for unused sick leave credits. Employees will not accrue sick leave during a leave of absence without pay.
- C. Payment of Sick Leave:**
1. Employees are entitled by law to receive a lump sum payment upon termination equal to one-fourth of the pay attributed to the unused sick leave accrued after July 1, 1971. The computation of the value of the unused sick leave is based on the employee's salary rate at the time of this termination.
 2. Employees transferring between City, County, or State agencies may request the receiving agency to accept their accrued balance of sick leave credits. If the agency agrees to the transfer of sick leave credits, all credits and the lump sum payment shall become the fiscal responsibility of the receiving agency.
 3. Employees shall not be credited with sick leave for which they have previously been compensated.
- D. Other Sick Leave Provisions:**
1. Sick leave charges and credits shall be charged to the nearest full hour.
 2. By mutual agreement between the employee and the City, available annual leave credits may be used when an employee is absent and has no sick leave credits available. If the employee has no leave credits available, the employee may request a leave without pay.
 3. Denial of Maternity Leave Unlawful:
 - a. It shall be unlawful for the City or its agent:

- (1) to terminate a woman's employment because of her pregnancy, or
 - (2) to refuse to grant to the employee a reasonable leave of absence for such pregnancy, or
 - (3) to deny to the employee, who is disabled as a result of pregnancy, any compensation to which she is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by her Employer; provided that the City may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform her employment duties, or
 - (4) to retaliate against any employee who files a complaint with the commissioner under the provisions of this contract; or,
 - (5) to require that an employee take a mandatory maternity leave for an unreasonable length of time.
- b. Upon signifying her intent to return at the end of her leave of absence, such employee shall be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits unless, in the case of a private Employer, the Employer's circumstances have so changed as to make it impossible or unreasonable to do so.
4. Employees covered by the Workers' Compensation Act are entitled to benefits administered by the Industrial Accident Board when they suffer injury or illness as a result of their employment. An employee may elect to use his or her accrued sick leave credits to supplement his or her Workers' Compensation payments.
5. Any holiday(s) that fall during a period when an employee is on sick leave will not be charged against sick leave credits.
6. An employee shall notify his or her supervisor of the need to use sick leave as soon as possible prior to the commencement of his or her shift, or as soon as possible thereafter in the case of an emergency.
7. The City shall provide, at the City Clerk's office, a form to be designated as a leave form. Any employee claiming leave under the sick leave provisions of this contract shall complete and submit to the City a leave form for sick leave claimed.
8. Abuse of sick leave is cause for reprimand or dismissal. Abuse of sick leave

occurs when an employee misrepresents the actual reason for charging an absence to sick leave or when an employee uses sick leave for unauthorized purposes. In reprimands or dismissal resulting from this paragraph, the City shall notify the employee, in writing, of such dismissal or reprimand and shall state the reasons therefore.

9. Sick leave days shall either be on the check-off stub every payday with a running total or supplied every third month in writing by the City.

E. Emergency Sick Leave:

1. *Defined:* Emergency sick leave is a necessary absence due to:
 - a. The illness of a member of the employee's immediate family requiring the attendance of the employee; or
 - b. The death of a member of the employee's immediate family.
2. *Immediate Family Defined:* An employee's immediate family includes: spouse, parents, grandparents (including all generations), brothers, sisters, children, grandchildren (including all generations), step relations, household dependents and all the same relations of the employee's spouse in like degree.

ARTICLE 11 - OTHER LEAVE WITH PAY

- A. **Military Leave:** Any permanent employee of the City who is a member of the organized National Guard of the State of Montana or who is a member of the organized or unorganized reserve corps or forces of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard shall be given leave of absence with pay for attending regular encampments, training cruises, and similar training programs, not to exceed fifteen working days per calendar year under military orders properly issued by military authorities. Such absence shall not be charged against other leave credits earned by the employee.
- B. **Jury and Witness Duty:** An employee under proper summons as a juror, or subpoena as a witness, shall collect all allowances and fees payable as a result of such service and forward the fees to the City. An employee may elect to charge his or her juror/witness time against annual leave and in such case will not be required to surrender any fees to the City. An employee shall not be required to remit any

mileage or expense fees to the City.

- C. **Funeral of Co-Workers:** Employees shall be granted up to four hours of paid leave to attend the funeral of another employee in the bargaining unit. In the event an employee cannot be released due to the vital nature of an assignment, up to four hours of paid leave will be provided to attend other functions related to the death.
- D. **Union Leave:** Designated Union representatives may with prior approval take a reasonable leave of absence without pay to employees whenever required in the performance of duties as "duly authorized representative of the Union." "Duly authorized representative" means members of regularly constituted committees and/or officers of the Union, a list to be supplied to the City.
- E. **Personal Leave Day:** Employees shall be granted one shift of paid leave per year, to be used at the discretion of the employee and with the approval of the department head. The personal leave day will be used prior to June 30 of each year and cannot be carried forward.

ARTICLE 12 - LEAVE WITHOUT PAY

- A. **Entitlement:** All employees are entitled to take leave of absence without pay when authorized by the City.
- B. **Requests:** Requests for leave of absence without pay shall be submitted in writing by the employee to his or her immediate supervisor. The request shall state the reason for the leave and the approximate length of time off the employee desires.
- C. **Response:** The City's reply shall be given in writing to the employee not later than five calendar days after receipt of such request.
- D. **Public Service Leave:** Any employee subject to this Agreement elected or appointed to public office shall be entitled to a leave of absence not to exceed one hundred eighty days per year while such employee is performing public service. Any employee granted such leave shall make arrangements to return to work within

ten days following the completion of the service for which the leave was granted unless such employee is unable to do so because of illness or disabling injury, certified to by a licensed physician.

ARTICLE 13 - FAMILY AND MEDICAL LEAVE

- A. **Grant and Use:** When an employee is absent from work for a reason that qualifies under the Family and Medical Leave Act (FMLA), such leave shall be deemed to have begun and the employee will use available sick leave credits. An employee may arrange to use FMLA leave intermittently or to reduce a regular work schedule in the case of family or personal health issues which qualify under the Act, and with the advance permission of the City in the case of birth or adoption.
- B. **Seniority:** Notwithstanding the provisions of the FMLA, an employee who takes FMLA leave to which he or she is entitled shall accrue seniority for all purposes during the period of FMLA leave.
- C. **Transfer:** The City will not transfer an employee taking FMLA leave on an intermittent or reduced schedule basis for planned medical treatment without the permission of the employee.
- D. **Violations:** Any alleged violation of the FMLA shall be submitted in accordance with the provisions of that Act.

ARTICLE 14 - LEAVE AUTHORIZATION & VERIFICATION

- A. **Authorization:** An employee who is absent from duty without prior permission or acceptable reason, shall be subject to deduction of pay and discipline or discharge under the just cause standard.
- B. **Verification:** Any time an employee obtains a written verification of an illness or injury necessitating use of sick leave from a physician, a copy will be provided to the City. Any time an employee requires sick leave in excess of three days, the employee shall, at the City's request, obtain a physician's written verification and

provide it to the City. The City will reimburse the employee for any cost thereof not paid by insurance. Whether or not a written verification for use of sick leave is provided or requested, all use of sick leave under this Agreement is subject to the provision concerning abuse.

- C. **Frequent Absences:** The mere existence of leave credits does not in and of itself allow an employee to be absent, and shall not be interpreted to in any way restrict the City from addressing frequent absences so long as such is in compliance with the just cause provision of this Agreement. Except in cases of emergency, all leaves must be requested and authorized in advance.

ARTICLE 15 - WORKING CONDITIONS

A. **Work Rules:**

1. The City agrees to furnish each newly hired employee a copy of all existing work rules.
2. All changes, deletions or additions to work rules affecting terms or conditions of employment will be negotiated by the City and the Union before implemented and shall be prominently posted on all bulletin boards for a period of five consecutive work days. The City may avoid negotiations over proposed changes as described in this Section by notifying the Union in writing of any proposed changes and receiving written consent from the Union to implement any such changes.

- B. **Separation:** Employees who terminate their service will be furnished, upon request, a letter stating their classification and length of service.

- C. **Visits by Union Representative:** Accredited AFSCME representatives shall have full and free access to the workplace during working hours to conduct Union business, with prior notification to the City. The representative will not disrupt the work of any employee without obtaining prior express permission from the City.

- D. **Union Bulletin Boards:** The City agrees to allow the Union to maintain a suitable bulletin board in a convenient place where the employees work. The Union shall

limit the posting to notices and bulletins. No posting shall reflect adversely upon the City, the department, or any of its members and shall not be in the nature of political activities.

- E. **Personal Property:** When loss or damage of an employee's personal property, which is of a type reasonably required in the performance of assigned duties, results from employment but not the employee's misconduct, the City will provide reasonable compensation to the extent the employee could not be made whole by Workers' Compensation or other insurance, as long as the employee reports evidence of such loss or damage to his or her immediate supervisor prior to the end of the shift during which it occurred.
- F. **Safety Equipment:** Safety equipment such as gloves, protecting glasses, dust masks, hard hats, safety vests, flashlights and/or lanterns, rain coats and rubber boots shall be provided. All items will be replaced when worn or damaged. One pair of safety lenses will be provided every two years, if deemed necessary by an optometrist.
- G. **Replacement of Tools:** The City will reimburse the Mechanic(s) for replacement costs of tools in the case of fire, theft, destruction or other loss when such tools are on the inventory of the individual Mechanic's tools previously supplied to the City.
- H. **Description of Heavy Equipment:**
 - 1. Commercial Drivers' License
 - 2. Front End Loader
 - 3. Front End Loader/Backhoe
 - 4. Front End Load / Backhoe / Excavator or Motor graderThis clause is to differentiate between regular and heavy equipment.
- I. **Supervisors Operating Equipment:** Supervisors will not operate equipment on non-working hours in lieu of call-out of appropriate personnel, except in cases of emergency.
- J. **Immunizations:** The City will pay the cost of the following immunizations:

Hepatitis A, Hepatitis B, Influenza, Tetanus/Diphtheria and Pneumococcal Disease. Such immunizations will be administered only through the office of the County Health Nurse.

- K. **Commercial Drivers Licenses:** As a condition of employment you must obtain a CDL within one year of employment and timeframe may be extended at management's discretion. The City shall pay the costs of the physical examinations required of said employees to obtain CDL's. The City will ensure that no out-of-pocket expense will be accrued by the employee in the renewal of the CDL driver's license. The City will pay for the difference in cost between a regular driver's license and the type of CDL the employee acquires. All employees who possess a CDL are subject to random drug/alcohol testing pursuant to Federal regulations set forth in 49 CFR Part 382, 391, 392 and 395, as amended, and adopted by the City's Drug and Alcohol Testing Policy, June 24, 1997.
- L. **Safety Toed Boots:** The City will pay the price of safety toed boots up to \$200.00 pending receipt. This applies to not more than one pair of boots per year. New employees may receive a \$200 allowance for a second pair of seasonally appropriate boots once they complete their 6-month probation.
- M. **Foreman Pay:** When an employee is assigned by the Department Director the duty of acting as the lead worker, because of the absence of the lead worker, that employee will be paid the foreman wage that the lead worker receives, after that employee has completed that duty for more than one consecutive regular shift. Then that employee will receive that foreman wage for the time he or she has been assigned that duty.
- N. **Clothing Stipend:** Each employee will receive an annual clothing allowance of \$200 on a separate check.
- O. **Gym Membership:** Each employee may receive \$240 annually for a gym membership, billed by the gym facility; management may request proof of attendance.

ARTICLE 16 - HEALTH, SAFETY AND WELFARE

- A. **Industrial Accident Insurance:** The City shall carry Industrial Accident Insurance on all employees. Employees must report in writing all personal injuries received in the course of employment not later than 24 hours from the injury. The City will ensure that First Aid Kits are maintained in each work area.
- B. **Health Insurance:** The City shall contribute toward each participating employee's monthly medical insurance premium that amount which the City Council decides to contribute to non-organized employees.
- C. **Unemployment Insurance:** The City shall make all the necessary arrangements to ensure that all employees covered by this Agreement will be covered with Unemployment Insurance.
- D. **Safety Committee:** The City will maintain a safety committee in accordance with the Montana Safety Culture Act and shall take reasonable steps to correct identified hazards.

ARTICLE 17 - JOB POSTING

- A. **Posting:** When the City intends to permanently fill a vacant or newly created nonseasonal bargaining unit position, if no individual on layoff status or transfer is available, the City will deliver to the Union Secretary and post the following information for at least five (5) working days on bulletin boards normally used for employee postings:
 - a. The location and title of the position
 - b. The wage
 - c. The minimum qualifications
 - d. The starting date
 - e. Assigned hours and days of work
 - f. The deadline for applying
 - g. If the position is temporary the anticipated length
 - h. With whom the application must be filed

- B. **Transfers:** Any open position will be eligible for voluntary transfer first, if no employee requests transfer in five (5) working days the position will be open to the public. An employee may at any time request in writing a transfer to any open position. In the event the City grants the transfer, the employee will serve a probationary period of 520 actual hours of work in that new position. Should the City determine within the probationary period that the employee has failed to perform satisfactorily, he or she shall be returned to his or her former position and former pay and the newly hired employee will be laid off.
- C. **Seasonal Employees:** A position shall be deemed "seasonal" if it lasts not longer than four months in a calendar year. Unless the employee was dismissed, the City shall offer a seasonal position to the individual who held that position in the previous year. If the previous employee does not accept the offer by the end of the fifth calendar day of the making of the offer, the position shall be subject to the other sections of this Article. The City will not change permanent positions to seasonal. Union employees will maintain all Union rights, management will set wages through resolution.
- D. **Short-term Employees:** A position shall be deemed "short-term" if it lasts not longer than four months in a calendar year. Unless the employee was dismissed, the City shall offer a short-term position to the individual who held that position in the previous year. If the previous employee does not accept the offer by the end of the fifth calendar day of the making of the offer, the position shall be subject to the other sections of this Article. The City will not change permanent positions to short-term.
- E. **Hiring:** Non-probationary employees in the bargaining unit may apply and shall be given preference for any posted bargaining unit position. The City will recognize seniority, qualifications and work history in awarding positions. The City may hire an external applicant only if he or she is substantially more qualified than any internal applicant, in which case one internal applicant may file a grievance alleging that he or she should have been awarded the position. If the City awards a position to a less senior internal applicant, one more-senior applicant may file a grievance

alleging that he or she should have been awarded the position. If qualifications include possession of a high school diploma and if qualifying experience is allowed as a substitute for education, it shall be considered an equivalent. Management may insert new hires into the wage matrix (Addendum A) based on relevant experience; this does change or advance the new hires seniority; longevity ends at year 30 in the matrix regardless of insertion point.

ARTICLE 18 - CONTRACTING & SUBCONTRACTING OF PUBLIC WORK

The Union recognizes that the City has statutory and other rights and obligations in contracting for matters relating to municipal operations. The right of contracting or subcontracting is vested in the City. The right to contract or subcontract shall not be used for the purpose or intention of contracting out any public work being performed by the City to undermine the Union, nor to discriminate against any employee because of Union activities.

ARTICLE 19 - GRIEVANCE AND ARBITRATION PROCEDURE

- A. **Grievance:** An employee may file a grievance in accordance with the time limits established herein when he or she feels that a provision of this Agreement or City Policies and Procedures, has been violated or misapplied and after first attempting to resolve the matter informally with the immediate supervisor. An employee may be represented at any disciplinary meetings by a Bargaining Unit Representative. Grievances shall be filed and appealed in writing, with the filing of the grievance containing at least: name of grievant, date of grievance, contract or policies provision violated, narrative, and action or relief requested. Allegations of the violation of a statute or regulation shall be processed under the procedure provided by such statute or regulation, and not through this procedure.
- B. **Stewards & Grievance Committee:** Employees selected by the Union as Union representatives shall be known as "Stewards." The name of at least three employees selected as Stewards and the names of other Union Representatives who may represent employees shall be certified in writing to the City by the local Union. The individuals so certified shall constitute the Union Grievance Committee. A Grievance Committee chairman shall be selected or elected by the Union members. Grievance Committee members may process grievances during working hours without loss of pay, with prior notice to the City. Union Representatives from the council or international level may be called in to assist any step during a grievance.

C. **Time limits are critical.** Departure from the established procedure by the Union or any Union member shall automatically nullify recourse through the grievance procedure. Departure from the established procedure by the City at any step shall allow the grievant or the Union to process the grievance to the next step of the grievance procedure under the established time limits. Time limits may be modified by written mutual agreement between the City and Union.

D. **Procedure:**

Step 1 – When an employee and/or the Bargaining Unit cannot resolve the complaint informally, the employee and/or the Bargaining Unit shall bring the matter formally in writing to their Department Head/Managing Supervisor within ten (10) working days of the event giving rise to the grievance, or of the time the employee could reasonably expect to have knowledge of the event. The Supervisor shall provide the grievant with a written answer within ten (10) working days after the Step 1 grievance is submitted.

Before Step 2 may commence, the grievant must bring their grievance to Local 283A membership for a vote to continue the grievance.

Step 2 – If the Union is not satisfied with the Department Head/Managing Supervisor's disposition of the grievance, or the Department Head/Managing Supervisor fails to respond, the Union may vote to appeal the grievance to the Mayor or their designee within (10) working days from receipt of the response of the Department Head/Managing Supervisor, or if the Department Head/Managing Supervisor has not responded within the allotted time frame. The Mayor will review the disposition by the Department Head/Managing Supervisor and may hold a hearing with the Grievant/Union. The Mayor shall have ten (10) working days in which to issue a decision in writing to the Grievant with a copy to the Bargaining Unit.

Step 3 – If the Union is not satisfied with the decision of the Mayor, the grievance may be escalated to the City Council within five (5) working days of the receipt of the Mayor's decision. The City Council will hear the grievance at the next regular meeting for which the matter can be placed on the agenda. The City Council shall respond in writing to the Union no later than ten (10) working days following its next regular

meeting.

Step 4– If the Union is not satisfied with the City Council's decision, they may appeal to a Grievance Committee. The Union must notify the Mayor within three (3) business days of the receipt of the City Council's decision that they intend to appeal to the Grievance Committee.

The Grievance Committee shall constitute three members: one Union member, one Employer representative and a Mediator from the Montana Department of Labor and Industry, Board of Personnel Appeals, or if unavailable, a neutral third member agreed upon by both parties. The Grievance Committee for each grievance shall be formed and selected by random name draw. The Union and City shall each provide three names for their side of the draw. The Grievance Committee shall include only those members who have not had any active participation in the current grievance before the Grievance Committee.

The Grievant/Union President/their designee and the Mayor/their designee shall meet and form the Grievance Committee by random draw five (5) working days after Step 4 is initiated, with one Union name and one City name drawn. The Grievance Committee shall convene within ten (10) calendar days, or as soon as possible dependent on the mediator's schedule, and shall conduct a hearing where the Union and Employer may present their arguments and any documentary evidence as part of the record. The Grievance Committee shall render a written decision within fifteen (15) calendar days after the hearing. The Grievance Committee decision is final unless the Union or Employer elects to proceed to Step 5.

Step 5– Either side may appeal the decision of the Grievance Committee to an impartial Arbitrator. Notice of the decision to appeal to an arbitrator must be made to the City Mayor within ten (10) working days of the receipt of the response from the Grievance Committee. The decision to arbitrate will be subject to the Bargaining Unit's Representation Policy and By Laws. Within ten (10) days after submission of a written request to arbitrate, a request for a list of seven potential Arbitrators will be made to the Montana Department of Labor, Board of Personnel Appeals jointly by the City and Union. Within ten (10) days of the receipt of the list, the parties shall then toss a coin

to determine the order of striking names, and each party will alternately strike names from the list and the name remaining shall be the Arbitrator. The Union will notify the Board of Personnel Appeals of the name of the Arbitrator chosen.

The parties will work with the chosen Arbitrator to schedule a hearing date and manner of presentation.

It is mutually agreed that representatives of the Employer and the Union are the only proper parties to the arbitration proceedings, and the proceedings shall not be open to the public unless required to be an open meeting pursuant to law.

The Employer and the Union shall each bear their own attorney fees and expenses incurred through the arbitration. However, the party deemed unsuccessful, shall pay the cost of the Arbitrator.

The Arbitrator shall have no authority to alter, amend, or delete any Policy of the City or terms of this Agreement. There shall be no interest Arbitration. The Arbitrator shall render a decision within thirty (30) calendar days of any Hearing and such decision shall be final and binding on both the aggrieved employee, the Bargaining Unit, and the City.

The time limits, as specified in any of the above steps, may be extended by mutual consent of the parties.

Retaliation and Confidentiality: The City of Miles City does not tolerate any form of retaliation against employees availing themselves to this procedure. Information concerning employee grievances is confidential information and is to be discussed only with individuals involved in the investigation or on a need-to-know basis.

ARTICLE 20 - MANAGEMENT RIGHTS

Management retains the right to manage, direct, and control functions in all particulars except as limited by the terms of this Agreement, or state law. Such rights shall include, but not be 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 be inefficient and nonproductive;
4. Maintain the efficiency of government operations;
5. Determine the methods, means, job classifications, and personnel by which government operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the agency in situations of emergency;
7. Establish the methods and processes by which work is performed.

ARTICLE 21 - SAVINGS CLAUSE

Should any Article, Section, or portion thereof of this Agreement be held unlawful or invalid by a court or board of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof directly specified in the decision. Upon issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 22 - STRIKES AND LOCKOUTS

During the term of this Agreement, the Union agrees that there shall not be any strikes, slowdowns, sympathy strikes, interference in the operations of the City, and the City agrees that there shall not be any lockouts.

ARTICLE 23 - TERM, AMENDMENTS AND MODIFICATIONS OF BASIC AGREEMENT

This Agreement shall be for a period effective as of July 1, 2023, and shall continue in full force and through June 30, 2025 and from year to year thereafter unless either party gives written notice of its desire to modify, amend or terminate this Agreement to the other party not less than sixty days prior to the date of expiration of this Agreement or any of the annual renewal dates.

In Witness Whereof, the parties hereto, acting by and through their respective and authorized officers and representatives, have hereto executed.

FOR THE CITY OF MILES CITY:

FOR THE AMERICAN FEDERATION OF
OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO LOCAL NO. 283A

Date Ratified: 9-7-23

Date Ratified: _____



Mayor

 8-29-23


President, Local 283A



City Clerk



Vice President, Local 283A



Secretary/Treasurer, Local 283A

 Hannah Wase 8/29/23

Field Representative

Montana Council #9 AFSCME AFL-CIO

Executive Director

Montana Council #9 AFSCME AFL-CIO

283A Wage Matrix

ADDENDUM "A"

FY 23/24

Years of
Service
Increase 1.01

Grade 1 Laborer, Asst UBC, Dep City Court Clerk

Grade 4 HEO III, Plant Op Single Test Passed, City Court Clerk, UBC

Grade 2 Librarian, Admin Asst, CDL

Grade 5 HEO IV

Grade 3 HEO II, Non-certified Plant Operator

Grade 6 Mechanic, Plant Op 2 Tests Passed

Grade 7 Foreman

GRADE

Years of
Svc
(Beginnin
g of year

	1	2	3	4	5	6	7	
0	\$ 17.76	\$ 18.31	\$ 18.87	\$ 19.42	\$ 19.98	\$ 20.59	\$ 23.03	0
1	\$ 17.93	\$ 18.50	\$ 19.06	\$ 19.62	\$ 20.18	\$ 20.79	\$ 23.26	1
2	\$ 18.11	\$ 18.68	\$ 19.25	\$ 19.81	\$ 20.38	\$ 21.00	\$ 23.49	2
3	\$ 18.30	\$ 18.87	\$ 19.44	\$ 20.01	\$ 20.58	\$ 21.21	\$ 23.73	3
4	\$ 18.48	\$ 19.06	\$ 19.63	\$ 20.21	\$ 20.79	\$ 21.42	\$ 23.96	4
5	\$ 18.66	\$ 19.25	\$ 19.83	\$ 20.41	\$ 21.00	\$ 21.64	\$ 24.20	5
6	\$ 18.85	\$ 19.44	\$ 20.03	\$ 20.62	\$ 21.21	\$ 21.85	\$ 24.45	6
7	\$ 19.04	\$ 19.63	\$ 20.23	\$ 20.82	\$ 21.42	\$ 22.07	\$ 24.69	7
8	\$ 19.23	\$ 19.83	\$ 20.43	\$ 21.03	\$ 21.63	\$ 22.29	\$ 24.94	8
9	\$ 19.42	\$ 20.03	\$ 20.63	\$ 21.24	\$ 21.85	\$ 22.52	\$ 25.19	9
10	\$ 19.61	\$ 20.23	\$ 20.84	\$ 21.45	\$ 22.07	\$ 22.74	\$ 25.44	10
11	\$ 19.81	\$ 20.43	\$ 21.05	\$ 21.67	\$ 22.29	\$ 22.97	\$ 25.69	11
12	\$ 20.01	\$ 20.63	\$ 21.26	\$ 21.89	\$ 22.51	\$ 23.20	\$ 25.95	12
13	\$ 20.21	\$ 20.84	\$ 21.47	\$ 22.10	\$ 22.74	\$ 23.43	\$ 26.21	13
14	\$ 20.41	\$ 21.05	\$ 21.69	\$ 22.32	\$ 22.96	\$ 23.66	\$ 26.47	14
15	\$ 20.62	\$ 21.26	\$ 21.90	\$ 22.55	\$ 23.19	\$ 23.90	\$ 26.74	15
16	\$ 20.82	\$ 21.47	\$ 22.12	\$ 22.77	\$ 23.42	\$ 24.14	\$ 27.00	16
17	\$ 21.03	\$ 21.69	\$ 22.34	\$ 23.00	\$ 23.66	\$ 24.38	\$ 27.27	17
18	\$ 21.24	\$ 21.90	\$ 22.57	\$ 23.23	\$ 23.90	\$ 24.63	\$ 27.55	18
19	\$ 21.45	\$ 22.12	\$ 22.79	\$ 23.46	\$ 24.13	\$ 24.87	\$ 27.82	19
20	\$ 21.67	\$ 22.34	\$ 23.02	\$ 23.70	\$ 24.38	\$ 25.12	\$ 28.10	20
21	\$ 21.88	\$ 22.57	\$ 23.25	\$ 23.94	\$ 24.62	\$ 25.37	\$ 28.38	21
22	\$ 22.10	\$ 22.79	\$ 23.48	\$ 24.17	\$ 24.87	\$ 25.63	\$ 28.66	22
23	\$ 22.32	\$ 23.02	\$ 23.72	\$ 24.42	\$ 25.11	\$ 25.88	\$ 28.95	23
24	\$ 22.55	\$ 23.25	\$ 23.96	\$ 24.66	\$ 25.37	\$ 26.14	\$ 29.24	24
25	\$ 22.77	\$ 23.48	\$ 24.20	\$ 24.91	\$ 25.62	\$ 26.40	\$ 29.53	25
26	\$ 23.00	\$ 23.72	\$ 24.44	\$ 25.16	\$ 25.88	\$ 26.67	\$ 29.83	26
27	\$ 23.23	\$ 23.96	\$ 24.68	\$ 25.41	\$ 26.13	\$ 26.93	\$ 30.13	27
28	\$ 23.46	\$ 24.20	\$ 24.93	\$ 25.66	\$ 26.40	\$ 27.20	\$ 30.43	28
29	\$ 23.70	\$ 24.44	\$ 25.18	\$ 25.92	\$ 26.66	\$ 27.47	\$ 30.73	29
30	\$ 23.93	\$ 24.68	\$ 25.43	\$ 26.18	\$ 26.93	\$ 27.75	\$ 31.04	30

283A Wage Matrix

ADDENDUM "A"

FY 23/24

Stipends: \$0.55/hour each

Pool license, Arborist or Pesticide license, HEO Competent Operator, Distribution license for non-plant operator/PUD, State Library Certification, Mechanic's Tool Stipend, Water Certification, and Wastewater Certification.

Differentials:

Water/Waste evening and weekend shift differential \$1/hour, weekend day shift differential is \$1/hour.

Weekend-evening shift differential is \$2/hour.

283A Wage Matrix

ADDENDUM "A"

FY 24/25

Years of
Service
Increase 1.01

Grade 1 Laborer, Asst UBC, Dep City Court Clerk

Grade 2 Librarian, Admin Asst, CDL

Grade 3 HEO II, Non-certified Plant Operator

Grade 4 HEO III, Plant Op Single Test Passed, City Court Clerk, UBC

Grade 5 HEO IV

Grade 6 Mechanic, Plant Op 2 Tests Passed

Grade 7 Foreman

GRADE

Years of
Svc
(Beginning of year

		1	2	3	4	5	6	7	
0	\$	18.64	\$ 19.23	\$ 19.81	\$ 20.39	\$ 20.98	\$ 21.62	\$ 24.18	0
1	\$	18.83	\$ 19.42	\$ 20.01	\$ 20.60	\$ 21.19	\$ 21.83	\$ 24.42	1
2	\$	19.02	\$ 19.61	\$ 20.21	\$ 20.80	\$ 21.40	\$ 22.05	\$ 24.67	2
3	\$	19.21	\$ 19.81	\$ 20.41	\$ 21.01	\$ 21.61	\$ 22.27	\$ 24.91	3
4	\$	19.40	\$ 20.01	\$ 20.61	\$ 21.22	\$ 21.83	\$ 22.49	\$ 25.16	4
5	\$	19.60	\$ 20.21	\$ 20.82	\$ 21.43	\$ 22.05	\$ 22.72	\$ 25.41	5
6	\$	19.79	\$ 20.41	\$ 21.03	\$ 21.65	\$ 22.27	\$ 22.95	\$ 25.67	6
7	\$	19.99	\$ 20.61	\$ 21.24	\$ 21.86	\$ 22.49	\$ 23.18	\$ 25.92	7
8	\$	20.19	\$ 20.82	\$ 21.45	\$ 22.08	\$ 22.71	\$ 23.41	\$ 26.18	8
9	\$	20.39	\$ 21.03	\$ 21.67	\$ 22.30	\$ 22.94	\$ 23.64	\$ 26.45	9
10	\$	20.60	\$ 21.24	\$ 21.88	\$ 22.53	\$ 23.17	\$ 23.88	\$ 26.71	10
11	\$	20.80	\$ 21.45	\$ 22.10	\$ 22.75	\$ 23.40	\$ 24.12	\$ 26.98	11
12	\$	21.01	\$ 21.67	\$ 22.32	\$ 22.98	\$ 23.64	\$ 24.36	\$ 27.25	12
13	\$	21.22	\$ 21.88	\$ 22.55	\$ 23.21	\$ 23.87	\$ 24.60	\$ 27.52	13
14	\$	21.43	\$ 22.10	\$ 22.77	\$ 23.44	\$ 24.11	\$ 24.85	\$ 27.79	14
15	\$	21.65	\$ 22.32	\$ 23.00	\$ 23.68	\$ 24.35	\$ 25.10	\$ 28.07	15
16	\$	21.86	\$ 22.55	\$ 23.23	\$ 23.91	\$ 24.60	\$ 25.35	\$ 28.35	16
17	\$	22.08	\$ 22.77	\$ 23.46	\$ 24.15	\$ 24.84	\$ 25.60	\$ 28.64	17
18	\$	22.30	\$ 23.00	\$ 23.70	\$ 24.39	\$ 25.09	\$ 25.86	\$ 28.92	18
19	\$	22.53	\$ 23.23	\$ 23.93	\$ 24.64	\$ 25.34	\$ 26.12	\$ 29.21	19
20	\$	22.75	\$ 23.46	\$ 24.17	\$ 24.88	\$ 25.59	\$ 26.38	\$ 29.50	20
21	\$	22.98	\$ 23.70	\$ 24.41	\$ 25.13	\$ 25.85	\$ 26.64	\$ 29.80	21
22	\$	23.21	\$ 23.93	\$ 24.66	\$ 25.38	\$ 26.11	\$ 26.91	\$ 30.10	22
23	\$	23.44	\$ 24.17	\$ 24.90	\$ 25.64	\$ 26.37	\$ 27.18	\$ 30.40	23
24	\$	23.67	\$ 24.41	\$ 25.15	\$ 25.89	\$ 26.63	\$ 27.45	\$ 30.70	24
25	\$	23.91	\$ 24.66	\$ 25.41	\$ 26.15	\$ 26.90	\$ 27.72	\$ 31.01	25
26	\$	24.15	\$ 24.90	\$ 25.66	\$ 26.41	\$ 27.17	\$ 28.00	\$ 31.32	26
27	\$	24.39	\$ 25.15	\$ 25.92	\$ 26.68	\$ 27.44	\$ 28.28	\$ 31.63	27
28	\$	24.64	\$ 25.41	\$ 26.18	\$ 26.95	\$ 27.71	\$ 28.56	\$ 31.95	28
29	\$	24.88	\$ 25.66	\$ 26.44	\$ 27.21	\$ 27.99	\$ 28.85	\$ 32.27	29
30	\$	25.13	\$ 25.92	\$ 26.70	\$ 27.49	\$ 28.27	\$ 29.14	\$ 32.59	30

283A Wage Matrix

ADDENDUM "A"

FY 24/25

Stipends: \$0.55/hour each

Pool license, Arborist or Pesticide license, HEO Competent Operator, Distribution license for non-plant operator/PUD, State Library Certification, Mechanic's Tool Stipend, Water Certification, and Wastewater Certification.

Differentials:

Water/Waste evening and weekend shift differential \$1/hour, weekend day shift differential is \$1/hour.

Weekend-evening shift differential is \$2/hour.

Addendum “B”

Heavy Equipment Operator Program

The City’s Heavy Equipment Operator Program recognizes previous equipment experience, provides for the training of new operators and includes a means of objectively evaluating all operators. HEO qualification into 4 equipment categories as follows:

- Commercial Driver’s License
- HEOII Front End Loader
- HEOIII Front End Loader / Backhoe
- HEOIV Front End Loader / Backhoe / Excavator or Motor grader

There will be a training and evaluation form (example attached) associated with each piece of equipment. The form will include the most common tasks a city operator will be required to perform throughout the year under normal working conditions for each piece of equipment. The form will be used to document training, note deficiencies, make recommendations and validate promotions to each operator category.

All official HEO testing for the advancement of an employee in the Wage Matrix must be conducted by an HEO certified Grade 7 Foreman, with an acting Department Head/Director required to sign a form stating that the employee is qualified for the Grade advancement. The acting Department Head/Director may but need not be present during testing.

The training and documentation part of the program will be implemented to provide a fair and objective means of evaluating abilities, training and provide a means of documenting training as required by the Montana Department of Labor and Industry.

Addendum "B"
Heavy Equipment Operator Program
Evaluation Sheet
Front End Loader

Operator Name: _____

	Competent		Competent Operator	
	Yes	No	Date	Signature
Initial Training				
Read Operators Manual				
Location & Function of Safety Devices/Equipment				
Walk Around Inspection				
Critical Wear Areas				
Daily Lubrication / Maintenance Checks				
Specific Task Training				
Push up spoils piles, sweepings, snow piles etc.				
Needs more training				
Competently performs tasks				
Hours this session				
Comments				
Load Trucks				
Dirt Bucket				
Needs more training				
Competently performs tasks				
Hours this session				
Comments				
Snow bucket				
Needs more training				
Competently performs tasks				
Hours this session				
Comments				
Operate around asphalt recycler preparing asphalt				
Needs more training				
Competently performs tasks				
Hours this session				
Comments				
Cut, level , backdrag and prep with bucket				
Needs more training				
Competently performs tasks				
Hours this session				
Comments				
Operate snow blower / Forks / Stinger				
Needs more training				
Competently performs tasks				
Hours this session				
Comments				
Cut snow & Ice				
Needs more training				
Competently performs tasks				
Hours this session				
Comments				

HEO Certification

Operator's Signature _____

Competent Operator/Trainer Signature _____

Department Director Signature _____

Date: _____

Date: _____

Date: _____