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IDnum 327 **Language** English **Country** United States **State** MT

Union AFSCME (American Federation of State, County and Municipal Employees) AFL-CIO

Local 118, 156, 225, 243, 616, 852, 1073, 1621, 1900

Occupations Represented
Multiple occupations represented

Bargaining Agency State of Montana

Agency industrial classification (NAICS):

92 (Public Administration)

BeginYear 2001 **EndYear** 2003

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Notes

Contact

Full text contract begins on following page.

**AGREEMENT
BETWEEN THE
STATE OF MONTANA
AND THE
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES
HIGHWAY MAINTENANCE**

THIS AGREEMENT is made and entered into this _____ day of _____, 2001, by and between the State of Montana, Department of Transportation, hereinafter called the EMPLOYER and the AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFL-CIO), its Montana State Council No. 9 and its Local Unions Nos. 118, 156, 225, 243, 616, 852, 1073, 1621, 1900, and any locals of the Union representing Department of Transportation's employees, all of which are hereinafter called the UNION, for the purpose of promoting and improving the relations between the Employer, its employees, and the Union, establishing a formal understanding relative to all conditions of employment and providing a means for amicable and equitable adjustment of any and all differences or grievances which may arise, all of which the parties hereto believe and affirm will insure to the welfare and benefit of the people of the State of Montana;

WITNESSETH:

In consideration of the mutual covenants herein set forth which have been mutually determined at negotiating conferences the Employer and the Union agree shall be bound as follows:

**ARTICLE 1.
RECOGNITION**

Section 1. The Employer recognizes the Union as the sole and exclusive bargaining agent for all Maintenance employees of the Montana State Department of Transportation, classified under Addendum "A" attached, employed to do highway maintenance work covered by the terms of this Agreement.

Section 2. The jurisdiction of the Union shall be that unit duly certified by the Board of Personnel Appeals.

Section 3. The jurisdiction between the local unions shall be the sole responsibility of the Union.

ARTICLE 2.
UNION SECURITY

Section 1. To assist the employees covered by this Agreement as a group in meeting the costs of planning, negotiating, and administering this Agreement and of protecting and promoting their interests, each employee as a condition of initial and continuing employment shall be required to either maintain membership in or pay to the union a representation fee to be established by the union.

Section 2. All employees shall have 30 days from the date of the signing of this Agreement or date of employment, whichever is greater, to pay the fees properly assessed in Section 1 of this Article.

Section 3. The Employer agrees to accept and honor voluntary written assignments of Union dues from wages or salaries due and owing employees covered by this Agreement provided that such assignments can be grouped and the total made payable to one assignee.

Section 4. The Union will indemnify, defend and hold the Department of Transportation and the State of Montana harmless against any claim made and against any suit instituted against the Department of Transportation, including attorney's fees and costs of defense thereof, on account of any provision of this Article.

ARTICLE 3.
SENIORITY

Section 1. Seniority shall be recognized after three months of continuous service in a field maintenance area and shall include the first three months of employment time from the most recent date of hire.

Section 2. Layoffs: The last person hired within a field maintenance area shall be the first person laid off or transferred.

Section 3. Recall: If a position is vacated by the layoff of the least senior employee and then later restored by the employer, the vacated position will be posted within the field maintenance area. If the vacated position remains unfilled after the bidding process is completed, laid off employees shall be recalled in reverse order of layoff to the vacated position providing the position is in the previous grade and classification of the laid off employee. Recalled employees must respond within 15 days to a certified letter offering re-employment or forfeit all rights to re-employment.

Section 4. Seniority shall be revoked if an employee: retires or otherwise terminates employment; is discharged; transfers out of the bargaining unit; or refuses or fails to respond to a recall from layoff, or refuses to return to work on the date requested, as long as the date requested allows an employee who has obtained interim employment to give

two weeks notice of termination to the interim employer.

Section 5. Seniority shall continue to accrue for up to a period of 18 months if an employee is on layoff or is granted an authorized leave of absence. All of an employee's seniority shall be revoked if the employee has not been recalled from a layoff by the end of the 18-month period. Also, an employee on an approved leave of absence at the end of the 18-month period shall cease to accrue seniority until his/her return to work or revokes seniority in accordance with Section 4.

Section 6. Discharge shall be subject to review in accordance with grievance and arbitration provisions of this Agreement.

Section 7. When crews of differing jurisdictions (Crafts/AFSCME) are combined, seniority shall prevail for work assignments. No employee will receive differential pay, as outlined in Article 15, because of this provision.

Permanent employees shall have seniority over temporary or seasonal employees regardless of jurisdiction.

ARTICLE 4. **SHOP STEWARD CLAUSE - NON-DISCRIMINATION**

Section 1. The Employer shall grant a reasonable amount of time off without pay, to Union members whenever required in the performance of duties as a "duly authorized representative of the Union," provided such absences do not interfere with the operation of the Department of Transportation. "Duly authorized representative" means members of regularly constituted committees and/or officer of the Union.

Section 2. The Union(s) shall furnish the Maintenance Chief lists of the names of said representatives and shall update those lists when appropriate.

Section 3. This Agreement shall allow three shop stewards at each field maintenance area in the Union's jurisdiction. If an employee is located away from the steward's work location such employee shall contact the steward on his/her own time and at his/her own expense.

Section 4. No employee shall be discharged or discriminated against by the Employer for upholding Union principles or working under the instructions of the Union, so long as such activity does not interfere with the operations of the Department of Transportation. The parties further agree that each will fully comply with applicable laws and regulations regarding discrimination against any applicant for employment or any applicant for Union membership because of such person's race, religion, color, national origin, or sex.

ARTICLE 5. **RULES, REGULATIONS AND POLICIES**

Section 1. All existing rules, regulations, and policies of the Department of Transportation that are not specifically covered by this Agreement shall remain in full force and effect,

provided such rules, regulations, and policies are not in conflict with the terms of this Agreement.

The union shall notify the Administrator, Department of Transportation Human Resources Division, when discrepancies in application and enforcement of rules, regulations and policies are discovered. The Administrator shall then investigate such discrepancies and notify the union of resolution.

Section 2. The Employer agrees to notify the Union, in writing, of, and the Union may discuss with the Employer, the establishment of new rules, regulations, and policies affecting maintenance employees or changes in such rules, regulations, or policies prior to placing them in effect. Such changes shall be posted on bulletin boards for a period of 15 consecutive work days before becoming effective, excepting in cases of emergencies requiring immediate action.

Section 3. Employees shall comply with all reasonable rules, regulations, and policies that are not in conflict with the terms of this Agreement, provided they are uniformly applied and enforced. Questions concerning the reasonableness of rules will be addressed informally and, if not resolved, will be addressed through the grievance procedure.

Section 4. Any unresolved complaints as to the reasonableness of any new or existing rules, regulations, or policies, or discrimination in their application, shall be resolved through the grievance procedure.

ARTICLE 6. MANAGEMENT RIGHTS

Management retains the rights 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. Directing employees.
2. Hiring, promoting, demoting, transferring, assigning, and retaining employees.
3. Relieving employees from duties because of lack of work or funds, or under conditions where continuation of such work would be inefficient or non-productive.
4. Maintaining the efficiency of government operations.
5. Determining the methods, means, job classifications, and personnel by which the employer's operations are to be conducted.
6. Taking whatever actions may be necessary to carry out the missions of the Employer in situations of emergency.
7. Establishing the methods and processes by which work is performed.

The retention of these rights does not preclude any employee, or the Union, from filing a grievance or seeking a review of the exercise of this right in a particular case.

ARTICLE 7.

POSTING/FILLING VACANCIES OF PERMANENT POSITIONS

Section 1. This section provides the system for promoting permanent employees within the maintenance technician series.

Subsection 1: Definitions.

- A. Certification Board. The certification board will consist of four members: two members from AFSCME and two members from management of the Montana Department of Transportation. In the Glendive District, where there are three field maintenance areas, one committee representative from each area may be used rather than having three separate committees. Alternate committee members may be substituted when current members are on leave. The board will approve test bank questions and answers and certification requirements in the maintenance career ladder program, resolve any disputes regarding career ladder decisions, determine the number of questions on each test, update written tests, and determine appropriate practical test items and criteria for evaluating the exams.
- B. Certification Committee. The certification committee will consist of three members selected by the Field Maintenance Chief in each maintenance area. Committee membership will be voluntary and for an established term on a staggered schedule determined by the Field Maintenance Chief. The Field Maintenance Chief may also utilize certification committees from other field maintenance areas.

Certification committee members must have considerable knowledge of the maintenance series equipment and be at least at the same grade level of the positions they are reviewing. At least two members must be experienced operators of the equipment covered by the practical tests.

The committee will administer existing practical tests until the certification board amends the tests and will review the information packet submitted by the employee.

- C. Information Packet. The information packet, which is to be maintained by the employee, will include documentation of required experience at the appropriate maintenance technician level and a list of documented classroom and practical experience. The completed information packet must be submitted to the certification committee by March 1 to be considered for the April testing date, and by September 1 to be considered for the October testing date. Only years of time in grade, practical experience and classroom training received will be considered for evaluation through March 1 or September 1, depending on the test cycle.

Subsection 2: Career Ladder Policy.

- A. A permanent employee will be eligible for promotion when s/he has met the requirements of this provision. The effective date for promotion will be either the first full pay period in May or November (depending on which testing cycle the employee participates in.)

- B. Promotion to the Maintenance Technician II (grade 8) and Maintenance Technician III (grade 9) is allowed without a vacancy provided an employee has met the certification requirements.
- C. Time in grade, classroom and practical experience must be completed before an employee can be tested.
- D. A permanent employee in the maintenance technician series will be “grandfathered” at his/her present level and given credit for experience from the date of his/her last promotion.
- E. A permanent employee in grade 7 or 8 who has sufficient experience to move to the next level will be allowed to test at that higher level. If the employee does not pass the test, s/he will be required to take the classroom, and if applicable, the practical training in the subject areas s/he did not pass before being allowed to test again.
- F. As a one-time option available when the career ladder is implemented, an employee will be allowed to test twice in the first year of the program. After that, an employee may test twice in each contract period. An employee may only test for the next grade level.
- G. No differential will be paid for work performed in a higher classification within the maintenance technician series (grades 7, 8 and 9).
- H. A permanent employee in the classification of Laborer (grade 5), Service Combination A (grade 6), Service Combination B (grade 8), or Stock Person (grade 7) can be included in this policy provided s/he begins as a Maintenance Technician I after successfully completing the selection process and being selected for the vacancy.
- I. A temporary will be considered for a permanent Maintenance Technician I vacancy where there are no permanent or seasonal employees. Each year of temporary employment as a Maintenance Technician I with MDT will count as one point, with a maximum of ten points for seniority. The point(s) will be added to the total passing score. S/he must also successfully complete a competitive selection process both at the selection for initial hire and permanent hire. This seniority provision applies only to the selections indicated above.
- J. This provision supersedes the staffing levels outlined in Section 6 of the addendum to the contract for the maintenance technician series.
- K. Seniority within the field maintenance area will be the controlling factor for an employee desiring to transfer to a vacant position within the maintenance technician series.

Subsection 3: Certification Requirements.

- A. The certification committee will certify employees at two levels: Maintenance

Technician II (grade 8, cc 999308), and Maintenance Technician III (grade 9, cc 999309).

- B. To be considered for promotion, an employee must submit the information packet noted above and meet the time-in-grade requirements, complete classroom and practical experience requirements, and pass written and practical exams as outlined in this policy.
- C. An employee classified as a Maintenance Technician I (grade 7) will be promoted to a Maintenance Technician II (grade 8) when s/he has completed the following:
 - a. Twenty-eight hours of classroom training on the following topics: four hours traffic control; eight hours MMS; four hours manual review (the requirement for this training is waived until the training is developed); eight hours management and communications training; and eight hours instruction on tandem trucks and in-grade equipment. (Note: Up to four hours of approved videos by the Maintenance Chief may substitute for the classroom training required by this section.)
 - b. Sixty hours of practical experience on the following in-grade equipment within the Maintenance Technician II series: tandem axle truck, loader, mower, roller (larger than five ton), and tilt-top trailer. The 60 hours must include 10 hours of direct supervision and 50 hours of on-the-job training (in-direct supervision), with a maximum of 30 hours on one piece of equipment.
 - c. Two years' experience as a Maintenance Technician I.
 - d. Testing: passed a written exam with at least a 70 percent score; and passed a practical test with at least a 70 percent score using actual equipment listed above.
- D. An employee classified as a Maintenance Technician II (grade 8) will be promoted to a Maintenance Technician III (grade 9) when s/he has:
 - a. Forty-two hours of classroom training on the following topics: four hours of advanced traffic control; 16 hours of MMS and computer training; eight hours management and communications training; six hours general math; and eight hours instruction on in-grade equipment. (Note: Up to four hours of approved videos by the Maintenance Chief may substitute for the classroom training required by this section.)
 - b. Ninety hours of practical experience on the following in-grade equipment within the Maintenance Technician III series: motor patrol, loader, backhoe, belly dump pups, mobile pickup broom (if equipment has been assigned to this field maintenance area). The 90 hours must include 30 hours of direct supervision and 60 hours of on-the-job training (indirect supervision) with a maximum of 40

hours on one piece of equipment.

- c. Three years' experience as a Maintenance Technician II.
- d. Testing: passed a written exam with at least a 70 percent score; and passed a practical test with at least a 70 percent score using actual equipment listed above.

Subsection 4: General Testing.

- A. Hours of training in one grade does not count for hours toward a higher grade. For example, a grade 7 (Maintenance Technician I) employee needs 28 hours of classroom instruction and 60 hours of practical experience. Once s/he obtains a grade 8 (Maintenance Technician II) position, s/he needs to start to accrue necessary hours of classroom instruction and practice experience to qualify for a grade 9 (Maintenance Technician III) position.
- B. An employee shall receive a printout in January showing hours spent in classroom training. The employee is responsible for keeping records to be included in the information packet of his/her classroom and work experience that relates to the certification level s/he seeks.
- C. Trainers who give practical training must verify training by completing the safety and training form and sending it to the Organizational Development Bureau after the training is completed. Supervisors who give practical training should submit this form to the Organizational Development Bureau after the employee has completed and the supervisor verified the required hours of practical experience has been completed for the upgrade position. A copy should also be given to the employee to be included in their information packet.
- D. Other department-sponsored courses may be required as a condition of employment but are not required for career ladder advancement.

Subsection 5: Testing.

- A. The District Personnel Specialist will be responsible for administering and scoring written exams and any other duties outlined in the Department's Recruitment and Selection Policy. Test questions will be taken from the test bank approved by the certification board.
- B. Testing is the final step in the process. To be eligible to test, an employee must have the required in-grade experience, classroom training and the practical experience.
- C. An employee will be allowed to test twice in the first year of this program. After that, an employee may test twice in each contract period, and only for the next grade level above them.

- D. Written tests will be administered during the months of April and October of each year except in emergency situations as determined by the Maintenance Chief. Testing will be completed as soon as possible after the emergency is over.
- E. Practical tests may be administered at any time during the months of April and October.

Section 2 – Filling of Openings Not Covered Under the Maintenance Career Ladder (Section 1)

- A. Posting. The position will be posted in the field maintenance area, and employees covered under the AFSCME contract will be given first consideration for vacant positions within the maintenance area. If there are no permanent applicants or if none of the permanent applicants qualify for the position, the Employer shall then fill the position within the seasonal classification. If there are no seasonal employees signed up for the position, or if none of the seasonal applicants qualify for the position, the Employer shall then fill the position from the temporary applicants signed up for the position. If there are no temporary employees signed up for the position, or if none of the temporary applicants qualify for the position, the Employer may hire from whatever source the Employer wishes to utilize. Nothing in this provision precludes the Employer from exercising other management selection rights, such as reference checks.
- B. Selection. The selection of applicants for all other positions outside the career ladder will be filled according to MDT policy.

Section 3 – General Conditions for All Maintenance Positions

- A. A CDL learner's permit (Class A Type II, with endorsements for hazardous materials, air brakes and tankers) is required to test for any opening within the bargaining unit. Within 30 days of hire, the full CDL with appropriate endorsements will be required for continued employment.
- B. Vacancies for Maintenance Superintendent, Shop Superintendent, and Field Maintenance Bureau Chief or other equal or higher-rated positions are not covered by this Agreement.
- C. Qualifications for job openings shall include a requirement that the successful applicant establish their permanent residence within 30 road miles from the section house within 30 calendar days of the effective date of the appointment, and that the applicant must have a telephone or reasonable access to the section hour.
- D. For applicants outside the section, qualifications for section person openings shall include a requirement that the successful applicant establish their permanent residence within 15 road miles from the section headquarters within 30 calendar days

of the effective date of the appointment, and that the applicant have a telephone or reasonable access to the section headquarters. All permanent employees as of November 21, 2000, who live within a 30-mile radius of any section will be grandfathered and protected from the 15-mile requirement in the event these become section persons in any of those sections.

ARTICLE 8. PAY AND HOURS

Section 1. Definition of Work Day and Week. A regular work day shall consist of eight hours continuous except for a normal lunch period not to exceed one hour. A regular work week shall consist of 40 hours, five consecutive work days immediately followed by two days off. The schedule for a designated work week will be established by the Employer.

Alternate work schedules (four ten-hour days, or four nine-hour days and one four-hour day) will be discussed and mutually agreed to in writing with the Union prior to implementation.

Section 2. Application of Work Day and Week.

- A. For routine highway maintenance work the regular work week shall prevail.
- B. The assignment of the duties of janitor, serviceman, watchman, and similar type work will normally be confined to the classification within an area headquarters maintenance section of serviceman or combination man on a designated work week basis. Maintenance employees in other classifications within an area headquarters maintenance section, may by mutual agreement be assigned to these duties on a designated work week basis in cases of emergency or approved leave. In case mutual agreement cannot be reached with any employee, the employee with the least seniority within an area headquarters maintenance section in grades 5 through 8 will be assigned this duty.
- C. Maintenance employees may by mutual agreement be assigned to duties on a designated work week basis in cases of emergency, approved leave, or winter weather conditions. In case mutual agreement cannot be reached with any employee, this duty will be assigned beginning with the least senior employee for a period not to exceed two weeks.
- D. Employees will be given 24 hours notice prior to a change of shift.

Section 3. All time worked in excess of eight hours in any one work day, or all time worked in excess of 40 hours in any one work week, or on days other than the designated work week, shall be paid at the rate of one and one-half times the regular rate. Time and one-half will be paid for work performed prior to or after a designated shift. Work days will commence at midnight except where a designated shift extends through the midnight hour, or where the employee is working on an overtime rate immediately prior to midnight, in which case the overtime rate will continue until the employee is released.

The overtime provisions of the labor agreement are intended to provide a premium for employees working under said provisions. With this understanding, the employees covered by the labor agreement are encouraged to avail themselves to said premium pay in accordance with the Employer's needs.

Section 4. The Employer will attempt to equalize overtime during the period from October 1 through September 30 of each year, between permanent employees in each field Maintenance Section, with all employees being considered equal each October 1. Overtime for each employee will be posted in the section headquarters.

Section 5. If an employee works on any holiday as set forth in Article 9, s/he shall be compensated two and one-half times his/her regular rate of pay for all hours worked on said holiday. If an employee works on an additional day as set forth in Article 9, s/he shall be compensated at two and one-half times his/her regular rate of pay for all hours worked on said additional day. If, however, an employee works the additional day and receives pay as described herein and the employee also works the actual day of the holiday, then such work on the actual day of the holiday shall be compensated at one and one-half times pay if such time is in excess of the employee's 40-hour work week.

Section 6. Sunday. Employees working on a Sunday shall receive one and one-half times the regular rate for all hours worked.

Section 7. Call Out. If an employee is called out on a Saturday, Sunday, or holiday, each and every call out shall be for a minimum of four hours. If time is over four hours, the minimum will be eight hours. Compensation for Saturday and Sunday shall be at one and one-half times pay and for holidays shall be two and one-half times pay. If the employee is called out on any other day, each and every call out shall be for a minimum of two and one-half hours at one and one-half times pay. Time spent on a call shall be relieved after the emergency is satisfied and all work stemming from the emergency has been completed. Time spent on all emergency work shall be designated at the time of the call out work.

Section 8. Casual or seasonal storm emergency employees may be used to achieve and complement a proper work force. It is understood that the hiring of casual or seasonal storm emergency employees shall not offset overtime for regular employees.

Section 9. The Department of Transportation agrees to pay Field Maintenance Section Persons "A" and "B" overtime compensation for hours worked in excess of eight hours per day or 40 hours per week, according to Article 8, Section 4, within the following criteria:

1. Field Maintenance Section Person A or B accumulated overtime hours must not ordinarily exceed the lowest accumulated hours of any person on his/her crew. Special unforeseen situations may occur that the Field Maintenance Section Person A or B may temporarily exceed the lowest accumulated hours of any person on his/her crew. This condition should occur infrequently and should be corrected at the first opportunity.

2. Claims for overtime by Field Maintenance Section Person A or B will be subject to audit by the Department and abuse of the foregoing policy or failure to adequately schedule subordinates' work schedules are grounds for corrective or disciplinary actions.

ARTICLE 9.
HOLIDAYS AND LEAVES

Section 1. Employees shall be granted the following holidays without loss of pay:

- | | | |
|-----|---|--|
| 1. | New Year's Day | 1st Day of January |
| 2. | Martin Luther King Jr. Day | 3rd Monday in January |
| 3. | President's Day | 3rd Monday in February |
| 4. | Memorial Day | Last Monday in May |
| 5. | Independence Day | 4th Day of July |
| 6. | Labor Day | 1st Monday in September |
| 7. | Columbus Day | 2nd Monday in October |
| 8. | Veteran's Day | November 11 |
| 9. | Thanksgiving Day | 4th Thursday in November |
| 10. | Christmas Day | 25th Day of December |
| 11. | State General Election Day | 1st Tuesday after the 1st Monday in November in even-numbered years. |
| 12. | Any other day declared a legal holiday for state employees. | |

Section 2. Should the holiday fall on a Sunday, the following Monday shall be the holiday. Should the holiday fall on a Saturday, the preceding Friday shall be the holiday.

Section 3. Observance of a holiday falling on an employee's day off (Additional Day Provision). Any employee who is scheduled for a day off on a day which is observed as a legal holiday, except Sundays, shall be entitled to receive a day off either on the day preceding or the day following the holiday, whichever allows a day off in addition to the employee's regularly scheduled day off.

Section 4. There shall be no regular scheduled holiday work except that emergency work may be performed on holidays at time and one-half rate in addition to holiday pay. (Regular pay plus one and one-half times regular pay.)

Section 5. Annual Leave (Vacation).

Subsection 1. Annual leave time shall accrue at the rate established by law as follows:

- a) From one full pay period through 10 years of employment at the rate of 15 working days per year.
- b) After 10 years through 15 years of employment at the rate of 18 working days per

year.

- c) After 15 years through 20 years of employment at the rate of 21 working days per year.
- d) After 20 years of employment at the rate of 24 working days per year.

Subsection 2 There shall be no annual leave granted until the employee has worked continuously for a period of six calendar months. Annual leave time shall be granted at the time requested insofar as possible subject to the requirement of maintaining Department of Transportation operations:

- a) Leaves of three days or less require a day's notice to the Maintenance Chief or designee. Unforeseen circumstances which do not allow the employee to give a day's notice may be approved at the discretion of the Maintenance Chief or designee provided the employee has contacted the Maintenance Chief or designee one hour prior to the beginning of the employee's shift.
- b) When leave requests of more than three days are submitted at least 10 days in advance, the employer shall approve or disapprove the request in writing not less than five days before the beginning of the requested leave period. The reason for disapproval shall be in writing.
- c) In instances when it is necessary for an employee to make an early request for annual leave, the employer will respond to the leave request at least 30 days prior to the beginning of the requested leave period. The reason for disapproval shall be in writing.

Subsection 3. Part-time employees who work at least 20 hours per week normally shall accrue annual leave credits on a pro-rata basis.

Subsection 4. The amount of annual leave permitted to accrue past the beginning of a new calendar year shall be two times the number of days earned annually.

Subsection 5. Annual leave time earned but not used at the time of termination shall be paid the employee at his/her regular permanent classification and salary grade rate.

Section 6. Sick leave for employees shall be governed by regulations of the State Department of Administration, subject to any future revisions made by the Department of Administration.

ARTICLE 10.

GRIEVANCE AND ARBITRATION PROCEDURE

A grievance shall be processed in accordance with the following procedure:

Step 1

If informal efforts between the employee and his/her supervisors have failed to resolve a grievance, the employee may refer the matter to his/her Local Union in writing within 15 working days of the occurrence of the alleged grievance. If the Local Union decides to pursue the grievance, the Union shall, no later than the 30th day after the occurrence of the alleged grievance, present the grievance in writing stating the nature of the grievance and the remedy sought, and discuss such grievance with the Maintenance Chief (except in the case of the Helena Headquarters, to the Equipment Bureau Chief). Within 10 working days thereafter, the Maintenance Chief shall submit his/her reply in writing to the Local Union.

Step 2

Should the Local Union decide that the reply of the Maintenance Chief is unsatisfactory, the Local Union shall submit the grievance, within five working days after receipt of the Maintenance Chief's decision, to the District Administrator, (except in the case of the Helena Headquarters, to the Maintenance Division Administrator). Within 15 working days thereafter, the District Administrator shall submit his/her reply in writing to the Local Union.

Step 3

Should the Local Union decide that the reply of the District Administrator is unsatisfactory, the Local Union shall resubmit the grievance to the District Administrator, (except in the case of the Helena Headquarters, to the Maintenance Division Administrator), within five working days after receipt of the District Administrator's decision at Step 2. Within 15 days thereafter, a four person fact-finding panel, two persons from the Union, one of whom is not a party to the grievance or been involved in processing the grievance and two persons from Management, one of whom is neither involved with the grievance nor supervised by someone involved with the grievance, will be selected to establish facts, hear witness testimony, and determine whether the grievance should be sustained or denied. The fact-finding panel will then hear both parties' case. In non-disciplinary cases, the union will present their case first. Within 15 calendar days thereafter, the fact-finding panel by a majority decision will submit its findings in writing to both parties. The decision of the fact-finding panel shall be the final solution to the grievance: no other recourse shall be available to any party to the grievance except in the case of a deadlocked fact-finding panel.

Step 4

Should the fact-finding panel not resolve the grievance, the Union shall notify the Director of the Department of Transportation of its desire to move the grievance to arbitration. Such notice shall be in writing and mailed within 10 days after the fact-finding panel reached deadlock. The Director or his/her designee and the affected Union shall mutually agree

upon an arbitrator within 10 days of the Director's receipt of notice from the union, or if mutual agreement cannot be reached, then the parties shall jointly request a list of seven possible persons to serve as arbitrator from the Federal Mediation and Conciliation Service or the Board of Personnel Appeals within five days of failing to mutually agree upon an arbitrator. Each party shall be entitled to strike three names from the list in alternate order and the name so remaining shall be the arbitrator. The arbitrator shall consider the grievance and shall render a decision within 30 days of the hearing, and that decision shall be final and binding on all parties to the grievance.

The Department of Transportation and the Local Union shall share equally the costs of the impartial arbitrator.

During the processing of any matter under this or the preceding Steps 1, 2, 3, or 4, the Union agrees not to strike, render unfair reports, or cause slowdowns, and the Employer agrees not to lock out employees represented by the Union.

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

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

ARTICLE 11. HEALTH AND SAFETY

Section 1. There shall be a Safety Committee in each district and area office, and in the Helena headquarters, as required by the Montana Safety Culture Act. The Safety Committee will consist of an equal number of employees and management, including each local union. The local union will provide a list of three persons to the Maintenance Chief for selection of the union committee representative.

The Safety Committee will also be responsible for reviewing accidents/incidents in the area to determine if they were preventable or non-preventable. For preventable accidents, the Safety Committee will also try to determine the cause to prevent a similar accident/incident from occurring in the future and make recommendations to management for their prevention.

Section 2. As required by the Family Medical Leave Act (FMLA), the Employer agree to provide individual insurance contributions, as set forth in 2-18-703, MCA, for a period up to 12 weeks for bargaining unit employees who are injured and on workers' compensation or otherwise qualify for leave under FMLA. This provision applies only to employees who are injured and become eligible to receive workers' compensation benefits on or after July 1, 1993.

Section 3. The Employer agrees to provide the following towards the State of Montana's group health insurance premium:

Beginning the first pay day in January, 2002 -- \$325 per month

Beginning the first pay day in January, 2003 -- \$366 per month

Section 4. The employer agrees to provide individual insurance contributions, as set forth in 2-18-703, MCA, for a period up to three months, for bargaining unit employees who are injured and on workers' compensation. This provision applies only to employees who are injured and become eligible to receive workers' compensation benefits on or after July 1, 1993.

ARTICLE 12. ALLOWABLE PER DIEM EXPENSES

Section 1. Adjustments in salary structures have been made for noon meal allowance, and therefore, employees shall not be entitled to a meal reimbursement for noon meals while they are carrying out work activities within their assigned Field Maintenance Areas.

The only exception to the foregoing rule is when "special travel" has been requested and prior approval for "special travel" has been approved by the Maintenance Chief or authorized designee. Special travel is defined as travel to meetings, seminars, or other special circumstances.

Employees may be reimbursed for noon meals in situations where they have been assigned to travel outside their regular assigned Field Maintenance Area. The Maintenance Chief has the discretion to approve or disapprove the reimbursement.

Section 2. Statutory expenses will be allowed employees engaged in regular operations which require overnight stays away from home, traffic line striping, equipment transfers (when not assigned to traveling crews), emergency snow removal, washouts or emergency assignments away from regular headquarters for a duration of time. This expense will be paid by claim in accordance with Section 2-18-501, MCA.

ARTICLE 13. GENERAL

Section 1. Each maintenance employee shall be paid a monthly salary rate, or its hourly equivalent shown on Addendum "A", attached, which is hereby made a part of this contract.

Section 2.

A. Fringe benefits will be allowed as follows, in accordance with the Employer's practice for all full-time regular monthly employees:

a. Annual Leave

- b. Military Leave
- c. Social Security
- d. Public Employees' Retirement System
- e. Sick Leave
- f. Paid Holidays
- g. Longevity - See Addendum "A"

B. Rate of pay for vacation, sick leave, military and paid holidays will be based on employee's permanent classification and salary grade at the time such leave is taken.

Section 3. Shift Differential.

- A. All time worked between the hours of 4:30 p.m. and the first assigned shift of the next working day shall receive a \$.75 per hour shift differential.
- B. Employees will also not be paid overtime and shift differential for the same hours worked. Employees shall be paid the appropriate grade differential if assigned to work in a higher grade, and the shift differential.
- C. Field Maintenance Persons A and B shall not be paid the shift differential.

Section 4. For callout assignments on an employee's days off, reasonable excuses will be honored, however each employee shall realize it is essential that s/he make an effort to cooperate with callout requests during winter weather conditions or emergency situations. It is understood storm emergency employees may be used to achieve and complement a proper work force after making an attempt to contact all regular employees. It is further understood that Article 8, Section 4, may not be complied with in the application of this clause.

Section 5. The Employer agrees that all classes of foreman, excluding working shop foremen, shall not operate maintenance equipment or perform routine maintenance operations except for purposes of instruction or during emergency situations only.

Section 6. The Employer will allow a reasonable amount of time off with pay, up to a maximum of six hours, for employees to acquire or renew required commercial driver's licenses or endorsements. There must be prior approval by the maintenance chief for times, dates, and actual hours approved.

Section 7. Letters of caution, consultation, warning, admonishment and reprimand shall be considered temporary contents of the personnel file for an employee and shall be destroyed no later than 24 months after they have been placed in the file unless such items can be used in support of possible disciplinary action arising from more recent employee action or behavior patterns or is applicable to pending legal or quasi-legal proceedings. It will be the employee's responsibility to notify the human resource office, through their

supervisor, once the 24-month period has lapsed.

ARTICLE 14.
JOB CLASSIFICATIONS

Section 1. Employees may be temporarily assigned to do work in or below the level of their permanent classification without a reduction in pay.

When assembling crews or intermixing employees of another union affiliation, qualified AFSCME employees shall be given the opportunity to do the work within their Union's geographical jurisdiction.

Qualified employees within the Field Maintenance Area (Division) where the work is to be performed shall be given the opportunity to do the work before other employees from other Field Maintenance Areas (Divisions) are considered.

Section 2. Differential will be paid to employees who perform in a higher graded classification in grade 7, 8, 9, or 10. The differential paid shall be a minimum of four hours for any accumulated time spent for four hours or less, minimum of six hours for more than four but less than six, minimum of eight for more than six but less than eight, except that any time worked in a higher classification of less than one full hour will not be paid at a differential rate (such time may not be accumulated to add up to one hour). Employees are required to place all activities on the employee's time sheet when the activity is above his/her permanent classification.

Section 3. Journey level employees shall receive 40 cents differential for each grade above the employee's permanent classification and grade in which work activity is performed in accordance with Section 2 above. Newly-hired employees performing such work will, for the first six months of their employment, receive a 38 cents per hour differential.

Section 4. Any employee who is assigned supervisory duties three or more other employees (Maintenance Crew Leader) shall be paid at the rate of grade 10 for a minimum of four hours for four hours or less work per day, or eight hours for more than four hours work per day.

Section 5. The parties will establish a Blue Collar Classification Committee, comprising two Craft Council representatives, two AFSCME representatives, four Department of Transportation Representatives, and one representative from the State Labor Relations Bureau. Representatives from other interested bargaining units representing Department of Transportation maintenance employees covered by the Blue Collar matrix will also be allowed to attend committee meetings. The purpose of the committee is to factor Blue Collar classifications according to the inventory review agreement dated April 7, 1992.

Section 6. If a Field Maintenance Section Person A or B is absent for a shift, an employee assigned to temporarily replace the Section Person A or B shall receive the appropriate differential rate for all hours worked.

Section 7. It is agreed that there shall be one permanently classified Field Maintenance Section Person in each highway maintenance section; and that there shall be one permanently classified Working Shop Foreman in a division shop.

ARTICLE 15.
MUTUAL AGREEMENT

This Agreement, together with those Addenda which are referenced to herein, and which by specific reference, are made a part hereof, constitutes the complete and sole Agreement which exists between the Employer and the Union. It is agreed that neither party will attempt to add to or alter the terms of this Agreement except as provided immediately below. It is further agreed that the acts, practices, or Agreements of the Employer's supervisory employees will not be construed to add to or alter this Agreement.

ARTICLE 16.
SAVINGS CLAUSE

If any section, subdivision, paragraph, sentence, clause, phrase, or other part of this Agreement is determined or declared to be contrary to or in violation of any State or Federal Law, the remainder of this Agreement shall not be affected or invalidated.

ARTICLE 17.
EFFECTIVE DATE – TERM

This Agreement shall become effective the 1st day of July, 2001, and shall remain in full force and effect through the 30th day of June, 2003, and shall remain in effect from year to year thereafter, except that either party shall notify the other in writing at least 60 days prior to the expiration date if they desire to modify this Agreement.

The Union shall have the right to take concerted actions after December 1, 2002, on wages and fringe benefits concerning the 2004-05 biennium.

If the Union gives notice to reopen the Agreement, it shall also notify the Chief of the Labor Relations Bureau in writing of such requested negotiations at the same time such notice is given, to the Employer agency. In the event such notice is given, negotiations shall begin not later than 30 days prior to the expiration date. Every effort will be made by both parties to conclude negotiations before the expiration date of this Agreement.

The Union may request negotiations on applicable economic issues covering the 2004-05 biennium no sooner than five months prior to the convening of the regular 2003 Legislative Session so that there will be sufficient time for adequate negotiations to take place.

IN WITNESS WHEREOF, the parties hereto acting by and through their representative and duly authorized officers or representatives, have hereunto set their hands and seals the day and year first above written.

FOR: AMERICAN FEDERATION OF
STATE, COUNTY, AND MUNICIPAL
EMPLOYEES, COUNCIL NO. 9

FOR: STATE OF MONTANA

Executive Director
Council No. 9

Paula Stoll, Chief
Labor Relations Bureau

AFSCME Policy Chair

David A. Galt, Director
Montana Department of
Transportation

First Vice-President

Second Vice-President

ADDENDUM 'A'
CLASSIFICATION AND WAGE SCHEDULE

Section 1. The following table represents the blue collar grade levels and classifications-activities applicable to this Agreement, and the pay rates for the years covered in the terms of this Agreement.

Class Code	Grade	Classification Title	Journey Wage Oct '01	Journey Wage Oct '02
99805	5	Laborer	13.435	13.995
999101 999101	6	Service/Combination A Building Service/Combination A	13.835	14.395
999307	7	Maintenance Technician I <i>single axle trucks (classes 19, 21, 22 or 28)</i> <i>tar pot (under 1,000 gallons)</i> <i>pulvi-mixer</i> <i>push-pull brooms</i> <i>crack sealers</i> <i>rollers (under 5 tons)</i> <i>auger-type drills</i> <i>recyclers (under 15 TPH)</i>	14.235	14.795
992204		Stockperson		
999308	8	Maintenance Technician II <i>loader (Under 1 ½ cu yd)</i> <i>tandem axle trucks (w/plow, sander, flush tanks or tilt trailers)</i> <i>single axle trucks (FWD) w/sander or small lowboy (class 23 and higher)</i> <i>striping nurse truck (tandem axle)</i> <i>power sweepers</i> <i>mowers (over 30 HP)</i> <i>power chip box</i> <i>rollers (over 5 ton)</i> <i>pavers (towed)</i> <i>screening plant/conveyors</i> <i>athey loader</i> <i>post driver (tractor mounted)</i> <i>bucket truck</i>	14.635	15.195
999102		Service/Combination B		
999309	9	Maintenance Technician III <i>loader (over 1 ½ cu yd)</i> <i>backhoe</i> <i>motor patrol</i> <i>track mounted dozer/excavator</i> <i>distributor (over 1,000 gallons)</i> <i>snooper operator/driver</i> <i>rotary plow</i>	15.035	15.595

		<i>wing plow</i>		
		<i>crusher</i>		
		<i>hot plant</i>		
		<i>recycler (over 15 TPH)</i>		
		<i>paver (self-propelled)</i>		
		<i>mobile crane (w/license)</i>		
		<i>weed spray operator</i>		
		<i>pug mill</i>		
		<i>transport driver (tandem tractor)</i>		
		<i>crack sealing machine</i>		
		<i>mobile brooms</i>		
		<i>attenuator truck</i>		
		<i>belly dump or truck and pup</i>		
998401		Painter		
998404		Striping Machine Operator/Driver		
998403	10	Painter (Sign Shop)	15.435	15.995
998909		Maintenance Crew Leader		
996301		Mechanic/Machinist		
998402		Painter Foreman		
998904		Utility Worker		
998405		Striping Foreman		
998610		Maintenance Carpenter		
998410	11	Sign Shop Foreman	15.835	16.395
996302		Working Shop Foreman		
998907	12	Field Maintenance Person A	16.235	16.795
998912	13	Field Maintenance Person B	16.635	17.195

Section 2. Training assignments for up to one year may be considered when there are no minimally qualified applicants for either the Maintenance Technician I or Field Maintenance Section Person A or B positions. If job posting is utilized, it should reflect that a training assignment will be considered if there are no qualified applicants. Salary during the training assignment will be at one grade below the classified grade until the employee meets the minimum requirements.

Section 3. New employees hired shall be paid 95 percent of the journeyman rate in effect for the first six months of their employment.

Section 4. An employee required to provide and maintain a tool chest valued at \$1,000.00 or more shall be provided a tool allowance, to be paid bimonthly at the rate of:

- A. FY 2000
\$70.00 per month (Receipts required)
- B. FY 2001
\$75.00 per month (Receipts required)

Employees can be reimbursed for the actual cost of tool replacement up to the above rate

by providing receipts to the employer for eligible expenses. Any amount not reimbursed during a quarter can be carried forward during the term of the contract and be reimbursed later by providing receipts for eligible expenses. Tool receipts can be carried forward from year to year. Unused tool allowances may not be carried from one biennium to the next.

Mechanics covered by this provision will be responsible to supply their basic hand tools, excluding those tools deemed to be special shop tools, power tools (electric or air) or expendable tools such as hack saw blades, chisels, easy out, drill bits, etc.

If an employee is off work for more than 90 calendar days on industrial accident, disability leave, or leave without pay, the employee will not be eligible for reimbursement for any tool expenses until the employee returns to work.

Employees may elect to purchase safety equipment not provided by the State (coveralls, specialized safety glasses, safety shoes/boots, CDL-required physicals). Employees will be reimbursed in the amount not to exceed \$200 for the term of the agreement, for purchasing safety equipment items from a product list approved by the employer. Receipts must be submitted to the employer for approval prior to reimbursement. An employee will not be reimbursed more than once a month. Seasonal and temporary employees who work full-time are eligible for an allowance of up to \$75 per year based on the number of months worked, divided by 12, payable at the time of termination of temporary employment, with receipts. Seasonal or temporary employees who work less than full time are not eligible for the safety allowance.

The Employer shall continue to provide and pay for safety equipment currently provided.

Mechanics/machinists may utilize the \$200 for the purchase of coveralls, safety glasses, safety shoes/boots, etc.

Employees will wear required safety equipment. Failure to do so will be grounds for disciplinary action.

Section 5. Blue Collar Longevity Allowance.

Subsection 1. Longevity pay shall be in addition to an employee's base salary and shall be computed as follows:

Effective the first day of the pay period that includes October 1, 1999 each classified employee who has completed at least five years of uninterrupted state service shall receive 1.5% of the employee's base salary for his/her Blue Collar Grade, multiplied by the number of completed contiguous five-year periods of uninterrupted service s/he has with the State.

Beginning October 1, 1999, in addition to the longevity allowance provided above, each employee who has completed 15 years of uninterrupted state service or completed 20 years of uninterrupted state service will receive an additional 0.5% of the employee's base salary for each of those additional five years of uninterrupted

service.

Subsection 2. All employees who have earned longevity prior to the effective date of this Agreement at a rate higher than that provided for in Subsection 1 above shall continue to receive longevity at that higher rate.

Section 6. Crew Sizes and Permanent Classifications.

A. The following permanent classifications will be assigned to maintenance sections depending on the size of the crew of permanent employees:

<u>Crew Size</u>	<u>Permanent Classifications for the Crew</u>
1 person	1 Field Maintenance Section Person A
2 person	1 Field Maint. Sec. A and 1 Maintenance Tech 2 (Grade 8)
3 person	1 Field Maint. Sec. A, 1 Maint. Tech. 3, and 1 Maint. Tech. 1
4 person	1 Field Maint. Sec. A, 1 Maint. Tech. 3, and 2 Maint. Tech. 1
5 person	1 Field Maint. Sec. A, 1 Maint. Tech. 3, 1 Maint. Tech. 2 and 2 Maint. Tech. 1
6 person	1 Field Maint. Sec. B, 1 Maint. Tech. 3, 1 Maint. Tech. 2 and 3 Maint. Tech. 1
7 person	1 Field Maint. Sec. B, 1 Maint. Tech. 3, 2 Maint. Tech. 2 and 3 Maint. Tech. 1
8 person	1 Field Maint. Sec. B, 2 Maint. Tech. 3, 2 Maint. Tech. 2 and 3 Maint. Tech. 1

Nine to Seventeen Person Crews

9 10 11 12 13 14 15 16 17

F.M. Sec.. B	1	1	1	1	1	1	1	1	1
Crew Leader	1	1	1	1	1	2	2	2	2
Maint. Tech III	2	3	3	3	3	3	4	4	5
Maint. Tech. II	2	2	2	3	3	3	3	4	4
Maint. Tech. I	3	3	4	4	5	5	5	5	5

B. Crew sizes and classifications are based on permanent employees only. There would be no change in classifications or crew sizes if temporary, seasonal, Area Headquarters positions, etc., are added to a crew.

C. Classifications shown for each crew are minimum levels. There may be special circumstances in a section that would warrant assigning a higher classification or an equivalent classification of a different title to a crew.

D. Classifications that are not included on section crews but are attached to an Area

Headquarters are: Carpenter, Hot Plant Operator, Laborer, Mechanic/Machinist, Painter, Painter Foreman, Service/Combination A, Service/Combination B, Stockman, Stockman with Terminal, Striping Machine Driver (in most cases), Striping Machine Operator (in most cases), Transport Drivers, Utility Worker, and Working Shop Foreman.

- E. No employee shall suffer a downgrade as a result of implementation of this section. Employees that could be downgraded will be red-circled and protected unless the employee transfers or terminates.

**AGREEMENT
BETWEEN THE
STATE OF MONTANA
AND THE
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES
HIGHWAY MAINTENANCE**

TABLE OF CONTENTS

ARTICLE 1. <u>RECOGNITION</u>	1
ARTICLE 2. <u>UNION SECURITY</u>	2
ARTICLE 3. <u>SENIORITY</u>	2
ARTICLE 4. <u>SHOP STEWARD CLAUSE - NON-DISCRIMINATION</u>	3
ARTICLE 5. <u>RULES, REGULATIONS AND POLICIES</u>	3
ARTICLE 6. <u>MANAGEMENT RIGHTS</u>	4
ARTICLE 7. <u>POSTING/FILLING VACANCIES OF PERMANENT POSITIONS</u>	4
ARTICLE 8. <u>PAY AND HOURS</u>	10
ARTICLE 9. <u>HOLIDAYS AND LEAVES</u>	12
ARTICLE 10. <u>GRIEVANCE AND ARBITRATION PROCEDURE</u>	13
ARTICLE 11. <u>HEALTH AND SAFETY</u>	15
ARTICLE 12. <u>ALLOWABLE PER DIEM EXPENSES</u>	16
ARTICLE 13. <u>GENERAL</u>	16
ARTICLE 14. <u>JOB CLASSIFICATIONS</u>	18
ARTICLE 15. <u>MUTUAL AGREEMENT</u>	19
ARTICLE 16. <u>SAVINGS CLAUSE</u>	19
ARTICLE 17. <u>EFFECTIVE DATE – TERM</u>	19
ADDENDUM 'A' CLASSIFICATION AND WAGE SCHEDULE	21