

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, AUGUST 15, 2023**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:29 p.m. on August 15, 2023.

COUNCIL MEMBERS PRESENT:

☒ Emelie Eaton	☒ Heidi Sparks
☒ Michelle Mize	☒ Richard Herr
☒ Casey Wheeler	☒ Irv Wilke
☒ Richard Klose	☒ Jodi Mackay

OTHERS PRESENT:

Kelly Strecker, Clerk/Treasurer
Stan Langve, Police Chief
Brittney Harakal, Administrative Assistant

Public Input:

There were none.

Executive Review

General Items

1. Resolution-Resolution Authorizing The Mayor To Approve An Agreement With Savage Cat Rescue, Inc.

Council asked if the proposed contract addressed the needs. Savage Cat Rescue stated that the contract did meet their needs.

A Council Member stated recently he had his dog barking at a cat on the roof of his garage. He asked if a dog owner would be cited if their dog was barking. It was clarified that dog owners could possibly be cited if the barking becomes a nuisance. However, citation is the last resort.

Savage Cat Rescue had sent over their 2023 data to the City. Of the 91 cats listed as being picked up in Laurel, 35 were out of city limits. It was clarified that out of those 56 within the City limits, 9 or 10 were kittens. There is still the cost of feeding, spaying, microchipping, and adopting out to families. They tend to be more expensive to care for because they require eight weeks of care.

It was questioned what happens if the cat trapped is someone's pet. It was clarified that they make attempts to reunify with the owner.

This contract would require a quarterly report to Council on the activity within the city limits.

It was questioned where these funds would come from. It was clarified that the funds would need to come from the General Fund. They would need to be budgeted for under Animal Control.

Council noted that when they passed the YVAS contract earlier this spring, it was discussed that adding cats would cost an additional \$2,000 per year. The contract presented with Savage Cat Rescue is almost double that amount. Council asked what the Police Chief's preference was.

Police Chief Langve stated that if we had a cat ordinance, he would prefer to go with YVAS since we already have an established relationship with them. He cannot recommend moving forward with a contract with Savage Cat Rescue as he does not see the need against all the other priorities.

A Council Member noted that a few years ago, LURA had paid for trapping the pigeons within the business district.

Council asked if the budget could absorb this contracted amount. It was clarified that the funds would need to be added to the Animal Control budget. The Police Department's budget does not have any padding within its budget to absorb this. They did not even have maintenance budgeted for the Animal Control vehicle.

Clerk/Treasurer Strecker stated that the money should stay within the Laurel city limits. She questioned if Savage Cat Rescue traps a cat and if they take donations from those who requested the service.

It was clarified that Savage Cat Rescue does accept donations from the public. Currently, the vet used is located in Molt, and she only charges \$50 for males and \$75 for females. Local vets are charging approximately \$200 for the same services. She does shop at the Laurel Walmart and Tractor Supply. Ms. Howard noted that YVAS does not come out and trap cats within the community.

Council noted that these are taxpayer dollars, and they would expect that those funds only be used within the city limits. With 56 cats in 8 months, they are on pace to collect 100 cats this year.

Police Chief Langve clarified that cats are not the biggest public safety threat.

Council asked if there was a city ordinance in place addressing cats. It was clarified that there is no ordinance regarding cats. It was further questioned if other communities have a cat ordinance. It was clarified that we did not ask if other communities have a cat ordinance. It was asked where it would need to be budgeted.

It was questioned if there is no budget authority, could the City use reserves to cover this contract. It was clarified that they would need budget authority to do so.

It was further clarified that not every dog is taken to YVAS; after so many hours, those dogs are taken into YVAS. The use of social media has made it easier for dogs to be reunited with their owners.

Ms. Howard noted that the recent animal cruelty case involving Shawn Robinson required him to donate \$5,000 to YVAS, who will not assist Laurel with the cats.

Council noted that initially when Savage Cat Rescue approached them, the discussion was focused on the work that they were doing. A not-for-profit chooses to come into Laurel and provide a service; now, the focus is on making this problem the City's responsibility. The Police Department needs more officers and to replace vehicles.

Council asked for clarification on whether this would open the door for other non-profits to request financial assistance from the City. Many good causes exist, but many non-profits are created to service a need that a city cannot.

Council Issues

Other Items

The 316 Union ratified their contract; see the attached email from the Civil City Attorney.

One request this year was to include Juneteenth as a holiday. The City follows all State holidays; the State has not recognized Juneteenth as a holiday. Instead, it was agreed upon that union members be given one floating holiday to use when they want.

It was questioned if they could all take the same day off as their floating holiday, and if they would, would it leave the City without services for that day. It was clarified that the Department Head has to approve all time off requests. This benefit will not affect the service to residents.

Attendance at Upcoming Council Meeting

Announcements

Council questioned when S. 4th Street will be paved. It was clarified that the portion of S. 5th Street in front of the school would receive a thin overlay before the start of the school year. The paving of S. 4th Street will be completed in September.

The next Public Works Committee meeting will be on Monday, August 21, 2023, at 6:00 p.m. in Council Chambers.

Heather Cuning, Wold Road, spoke about Laurel's long history of animal rescue. One organization was euthanizing the cats they trapped. She used to run Hope Haven. There is no support for animal rescues within this community. She did help YVAS get started on their cat program, but there are some flaws in that process. When she moved outside the City limits, she had 312 cats dropped off on her property.

She further commented on no longer being able to comment on Facebook posts. It was clarified that a decision was made to encourage residents to engage with their City government in a public forum.

Ms. Cunning spoke in favor of adding Juneteenth as a holiday recognized by the City.

The council workshop adjourned at 7:26 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Brittney Harakal". The signature is fluid and cursive, with the first name "Brittney" written in a larger, more prominent script than the last name "Harakal".

Brittney Harakal
Administrative Assistant

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, FEBRUARY 07, 2023**

A Council Workshop was held in Council Chambers and called to order by Mayor Dave Waggoner at 6:30 p.m. on February 7, 2023.

COUNCIL MEMBERS PRESENT:

☒ Emelie Eaton	☒ Heidi Sparks
☒ Michelle Mize	☒ Richard Herr
☒ Casey Wheeler	☒ Irv Wilke
☒ Richard Klose	☒ Jodi Mackay

OTHERS PRESENT:

Michele Braukmann, Civil City Attorney
Brittney Moorman, Administrative Assistant
Kurt Markegard, Public Works, and Planning Director
Stan Langve, Police Chief
Kelly Strecker, Clerk/Treasurer, at 6:54 p.m.

Public Input:

Brennen Corey, 703 W. 5th Street, stated he is working to identify an Eagle Scout service project. He wants to construct a flag retirement pit at the City Cemetery; see the attached example picture. It would take up approximately 10 to 12 square feet. He would also like a flag receptacle where people can place their flags waiting to be retired.

It was questioned what the timeframe would be for this project. It was clarified that he still has merit badges to complete. However, the troupe will help build this project.

It was questioned if they would need anything from the City to complete this project. It was clarified that he would seek donations of materials to build this project.

It was questioned if there would be any ongoing maintenance. It was clarified that this project would be dedicated to the City so that the City would maintain. However, maintenance is expected to be minimal. It was further clarified that anyone could use the pit to retire their flags.

It was requested that Mr. Corey take this proposal to Cemetery Commission, who will bring forward a formal recommendation to Council.

General Items

1. Appointment of Dylan Figg and Collin White to the Laurel Emergency Medical Service.

There was no discussion on this item.

Executive Review

2. Resolution - A Resolution Of The City Council Authorizing The Mayor To Sign A Memorandum Of Understanding For Operation And Cost Sharing For Public Transportation Services With The Adult Resource Alliance Of Yellowstone County.

This is the annual resolution to help run the transit program. It provides bus drivers.

It was questioned what this costs the City, and clarified that it costs the City 54% of the bus.

3. Resolution - A Resolution Of The City Council Authorizing The Mayor To Accept The Service Order From ClearGov, Inc. And Execute All Related Documents.

This software is to help the budgeting process. It simplifies budgeting, allows for easier communication on budget items, collaborates in real-time, gives long-term forecasts for all budgets, and automated workflows.

It was questioned whether this software would replace Black Mountain, and it was clarified that it works with Black Mountain to help make the budgeting process more streamlined.

It was questioned how the budget process currently works. The process starts on May 1st when the memo goes out to Department Heads.

This software has a 60 to 90-day implementation period, so we may not be able to use it until the 24-25 budget cycle. The City will pay for the software as of July 1, which will be in the next fiscal year.

4. Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute The Agreement Between The City Of Laurel And The Yellowstone Valley Animal Shelter, For The Provision Of Animal Shelter Services.

This resolution formalizes an agreement between the City and the Yellowstone Valley Animal Shelter. There is a \$5,000 yearly fee. The Police Department takes approximately 15 to 20 dogs into YVAS each year. It will cost an additional \$2,000 yearly if the City chooses to add cats. YVAS is a great resource when an animal needs to be euthanized. They are also very helpful in the event of a hoarder case, and those cases can be very expensive.

It was questioned if the City had contacted Laurel Vets to see if they would be willing to partner with us. And could the City list no surgeries over x number of dollars? It was clarified that the YVAS is the best option available to the City.

It was questioned if they could drop off animals after hours, and it was clarified that yes, they could drop off animals outside of regular business hours.

5. Resolution - A Resolution Of The City Council Authorizing The Mayor To Accept The Proposal From In Control, Inc. For City Of Laurel Wastewater Treatment Plant Upgrades And Execute All Related Documents.

This resolution is to upgrade the plc's at the Wastewater Treatment Plant. The plc's are the technology that keeps the sewer plant running. In Control is currently upgrading the Water Treatment Plant and will then begin work at the Wastewater Treatment Plant. The City will save \$63,500 by doing both plants simultaneously. The plc's are obsolete and need to be replaced. This project is budgeted for and will be paid for out of the sewer fund.

6. Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute An Independent Contractor Service Contract With Advanced Pump And Equipment, Inc.

Approximately six weeks ago, the computer and alarm system at the Elm lift station went down, and it needs to be replaced. The lift station is working on the back-up pumps and doing daily manual checks. The control panel will be located outside so the H₂S will no longer damage it.

It was questioned what this small service contract would cover. It was clarified that APE would install the computer wiring. The City may also need Ace Electric to come in and do some wiring. It will be approximately 10 to 12 weeks before this can be installed.

7. Resolution - A Resolution Of The City Council Authorizing The Mayor To Execute An Amendment To Task Order For The Water System Preliminary Engineering Report With KLJ Engineering, LLC.

The draft PER was presented at the Public Works Committee in January. KLJ is working on finalizing the document. They are \$15k over budget, and there was a delay in getting financial data for approximately 7 to 9 months. This resolution is to approve half the cost of the overage, and KLJ will cover the other half of the overage.

The Steel tank is from 1968 and was recoated in 1998. There are paint chips that need to be dealt with, and the City needs to have another reservoir before it can do the needed maintenance on the current tank.

It was questioned what the timeframe would be to build a new reservoir, and it was clarified that we hope to build within the next year or two. It will take approximately a year or two to design. The City also needs to purchase land, which should help remove the need to use booster stations.

It was questioned if this would be a bond issue, and it was clarified that it would be an SRF loan. The City is also looking at the TESP grants, which are due next April. There are also Federal Infrastructure grants that the City can look at applying for.

8. Resolution - A Resolution Of The City Council Authorizing The Mayor To Consent To Assignment Of Agreement By And Between Exxon Mobil Pipeline Company LLC And Par Pacific Holdings, Inc.

Exxon has sold all of its assets associated with the Billings plant. One of those assets is a pipeline that runs through Riverside Park. This resolution is to give consent to the easement to continue the same agreement with the new company.

Council Issues

CHS has planned very well for the upcoming turnaround, and the traffic impacts this turnaround will have. They are planning on bussing contractors in and using the East Laurel exit. April will be the peak of this turnaround. They will also be staggering the start and end of shifts to keep the traffic flows down as much as possible. There will be a formalized agreement for the OT provided by the Police Department.

It was questioned if there would be a four-way stop at 5th Avenue, and it was clarified that is not in the works. The City has requested it, but there is no update. A speed sign in the area will remind people to go the speed limit.

Other Items

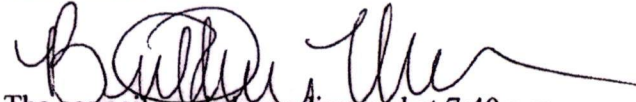
There were none.

Attendance at Upcoming Council Meeting

Council Member Mackay will be absent.

Announcements

There were none.



The council workshop adjourned at 7:40 p.m.

Respectfully submitted,

Brittney Moorman
Administrative Assistant

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.



RESOLUTION NO. R23-08

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO
EXECUTE THE AGREEMENT BETWEEN THE CITY OF LAUREL AND THE
YELLOWSTONE VALLEY ANIMAL SHELTER, FOR THE PROVISION OF
ANIMAL SHELTER SERVICES.**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The Agreement by and between the City of Laurel and the Yellowstone Valley Animal Shelter, a copy attached hereto and incorporated herein, is hereby approved.

Section 2: Execution. The Mayor is hereby given authority to execute the Agreement with the Yellowstone Valley Animal Shelter on behalf of the City of Laurel.

Introduced at a regular meeting of the City Council on the 14th day of February 2023, by Council Member Mize.

PASSED and APPROVED by the City Council of the City of Laurel the 14th day of February 2023.

APPROVED by the Mayor the 14th day of February 2023.

CITY OF LAUREL



Dave Waggoner, Mayor

ATTEST:



Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:



Michele L. Braukmann, Civil City Attorney



CONTRACT FOR SERVICES

This Agreement is made this 24th day of January, 2023, between the City of Laurel, Montana ("City"), and Yellowstone Valley Animal Shelter, Billings, Montana ("Contractor").

City and Contractor, in consideration of the material covenants set forth in this Agreement, agree as follows:

1. **TERM:** This Agreement is effective as of the date of its execution and will begin on July 1, 2023 and terminate on June 30, 2024. The parties may extend this Agreement, by mutual concurrence, for four (4) additional one-year periods, in writing, prior to termination of each term.
2. **SCOPE OF WORK:** Contractor shall provide the following services:
 - a. **Dog Impounds:** Contractor agrees to admit and accept responsibility for the care and custody of all dogs impounded at the Contractor facility by personnel of the City and within the City boundaries, subject to the limitations set forth in this Agreement. The Contractor agrees to take reasonable care of such dogs in a manner consistent with good standard practices of animal shelters to include, but not be limited to, providing proper food, water and shelter.
 - i. It is understood that City has a facility to keep dogs for a 72-hour hold period. Under the terms of this Agreement, City may bring dogs to Contractor for veterinary treatment for illness or injury during this 72-hour hold period. If Contractor determines that such dogs require any vaccinations or other treatment in order to protect the greater population of animals, the Contractor may administer such treatment.
 - ii. All dogs not reclaimed by an owner within City's 72-hour hold period shall become the property of the Contractor. Additionally, all dogs brought to Contractor's facility by the City beyond the City's 72-hour period shall become the property of the Contractor.
 - iii. Payment of all boarding fees and surgery costs shall initially be the responsibility of the animal owner. If the dog is not reclaimed within 72 hours, Contractor will notify the City and the dog will be placed for adoption and the unpaid boarding fees and surgery costs shall then be borne by the City.
 - iv. Any dog impounded for rabies quarantine will be held 10 days from the time of the bite or whatever time is required by the Yellowstone County Health Department, whichever is longer. The City may authorize an earlier release to the owner. No dog will be released from quarantine without a signed Rabies Quarantine Release Form that is provided by the City.

- v. All dogs impounded pursuant to this section will be held by the Contractor until they are released to Contractor by a signed release from the owner, the owner's legal representative, or by a court of law. The dog may be released to the owner with a release signed by the City. If the owner does not respond within 72 hours, the Contractor assumes ownership of the animal.
 - b. **Limitation:** This Agreement applies only to dogs and no other animals. Contractor will not accept any more than ten (10) dogs from one incident from the City, or any other entity, without prior notification. The City (or other entity) shall reasonably communicate with Contractor when it receives a report of an incident which could result in bringing more than 10 dogs to Contractor. Further, the City shall communicate and coordinate with Contractor regarding non-emergency incidents involving more than 10 dogs. Upon a minimum of six (6) hours' notification, Contractor will make every effort to accept the dogs but may choose not to accept all. The City will be responsible for seeking care for those animals elsewhere.
 - c. **Euthanasia During Impound Period:** The Contractor shall only euthanize a dog during the impound period within 72 hours upon written request by the City, order of a court of law, or if such dog is seriously injured, hopelessly sick or injured beyond any reasonable chance of recovery.
 - d. **Veterinary Care:** In the event a dog is brought to Contractor by an officer or citizen from within the City and logged in as a City impound, appropriate veterinary care will be provided if the situation arises. The Contractor will notify the officer of the veterinary care and the City will reimburse the Contractor for the cost of the veterinary services if not paid by the owner.
3. **PAYMENT:** For the services provided in this Agreement, City shall pay contractor an annual fee of Five-Thousand and no/100 Dollars (\$5,000.00) for the first year of the term of this Agreement. Subsequent annual fees shall be adjusted based on U.S. Bureau of Labor Statistics Consumer Price Index, West Region figures. Payment shall be made in equal monthly installments after invoicing by Contractor.
4. **OTHER FEES:**
- a. For impounded dogs, Contractor may collect daily boarding/reclaim fees from the owner at the time the dog is reclaimed. The boarding and reclaim fees will be set by Contractor.
 - b. In addition to all other fees allowed by this Agreement, if City brings ten (10) or more dogs into the shelter from any one given situation, City will pay an additional fee of Three Hundred and no/100 Dollars (\$300.00) to Contractor as emergency funding for each group of ten (10) dogs.
 - c. In addition to the foregoing, City will pay Contractor the cost of additional veterinary services requested by the City for any impounded dog authorized by the

City and not paid by the owner. Such services include but are not limited to workups for animal cruelty cases or other veterinary care.

- d. Contractor will bill the City monthly for all fees due under this Agreement, and such fees are due and payable within 30 days of receipt of the bill. Contractor may add finance charges for any bill not paid within 30 days, and City agrees to pay such charges.

- 5. **CITY DUTIES:** City will make every reasonable effort to locate the dog's owner before transporting the dog to Contractor. City will give six (6) hours' notice to Contractor of the surrender or capture of more than 10 dogs. City will not accept owner surrenders in the field. Persons surrendering a dog must make arrangements with Contractor.

6. **RECORDS:**

- a. The City, upon impounding a dog, will provide a written record to the Contractor to include:
 - i. The date and time the dog was impounded;
 - ii. A description of the dog by breed, gender, physical characteristics, collar and/or tags and assigned identification number;
 - iii. Location where the dog was found and reason for impoundment;
 - iv. Name, address, telephone number and location of the dog's owner, if known; and
 - v. Name and badge number of the officer impounding the dog.
- b. Contractor will provide upon request a written record of the disposition of all dogs impounded by the City, to include:
 - i. Disposition, date and time of same;
 - ii. Name, address and phone number of owners reclaiming their dog;
 - iii. Name, current address and telephone number of any citizen turning a dog into the shelter and logged in under the City account;
 - iv. Name of the Contractor representative releasing or euthanizing the dog; and
 - v. A monthly itemized account of all dogs impounded within the City and any additional charges for related services.
- c. Contractor agrees to attempt to verify the identity of the citizen by confirming identification with a photo identification card and making appropriate notations regarding such verification. And, with the individuals' consent, may photocopy that identification for use by the City.

- 7. **INDEPENDENT CONTRACTOR STATUS/LABOR RELATIONS:** The parties agree that Contractor is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Contractor is not subject to the terms and provisions of the City's personnel policies handbook and may not be considered a City employee for workers' compensation or any other purpose. Contractor is not authorized to represent the City or otherwise bind the City in any dealings between Contractor and any third parties. Contractor shall comply with the applicable requirements

of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Contractor shall maintain workers' compensation coverage for all employees of Contractor's organization, except for those who are exempted by law. Contractor must give preference to the employment of bona fide residents of Montana in the performance of this work.

8. **INDEMNITY:** The Contractor shall defend, indemnify and hold harmless City from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated therewith (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractor's negligence and for which City's sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph shall not be limited by any assertions or finding that City is liable for any damages by reason of a non-delegable duty.

The City shall defend, indemnify and hold harmless Contractor from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated therewith (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of City's negligence and for which Contractor's sole basis of liability is vicarious liability for the acts or omissions of City. The defense and indemnification obligations under this paragraph shall not be limited by any assertions or finding that Contractor, is liable for any damages by reason of a non-delegable duty.

9. **INSURANCE:** Contractor shall maintain at its sole cost and expense, commercial general liability insurance naming City as additional insured against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars, (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractor's negligence while performing any work or service and for which the City's sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with work or service by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the period.

Contractor shall name on the Certificate of liability insurance the City of Laurel as additional insured. In addition, Contractor will furnish to City a copy of the policy endorsement, CG 32 87 05 10, indicating that the City of Laurel is named as an additional insured under the Contractor's insurance policy. Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work.

Contractor is required to maintain workers compensation insurance, or an independent contractor's exemption issued by the Montana Department of Labor covering Contractor and Contractor's employees. Contractor is not, nor are Contractor's workers, employees of City. Workers Compensation insurance or the exemption from the workers compensation obligation must be valid for the entire period.

10. **COMPLIANCE WITH LAWS:** Contractor agrees to operate the shelter in accordance with local, state and federal laws, ordinances, rules, and regulations, and national standards, including the Montana Human Rights Act, Civil Rights Act of 1964, The Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. Any subletting or subcontracting by the Contractor subjects contractors to the same provisions. In accordance with section Mont. Code Ann. § 49-3-207, Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualification and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the person performing under the contract. City agrees to comply with all local, state and federal laws, ordinances, rules and regulations.
11. **LIAISON:** City's designated liaison with Contractor is Stan Langve, and Contractor's designated liaison with City is Triniti Halverson, Yellowstone Valley Animal Shelter Executive Director.
12. **DEFAULT AND TERMINATION:** If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, other party may, at its option, terminate this Agreement and be released from all obligations if the default is not cured with thirty (30) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Subject to Section 14 of this Agreement, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

Either party may terminate this Agreement by providing the other with a written notice of intent to terminate at least ninety (90) days in advance of the termination date. Said notice shall be in writing and delivered to the other party.
13. **NON-WAIVER:** A waiver by either party, any default or breach by the other party of any terms or conditions of this Agreement does not limit the other party's right to enforce such term or conditions or to pursue any available legal or equitable rights in the event of any subsequent default or breach.
14. **DISPUTE RESOLUTION:** Any claim, controversy, or dispute between the parties, their agents, employees, or representatives shall be resolved first by negotiation between senior-level personnel from each party duly authorized to execute settlement agreements. Upon mutual agreement of the parties, the parties may invite an independent, disinterested mediator to assist in the negotiated settlement discussions. If the parties are unable to

resolve the dispute within thirty (30) days from the date the dispute was first raised, then such dispute may only be resolved in a court of competent jurisdiction in compliance with this Agreement.

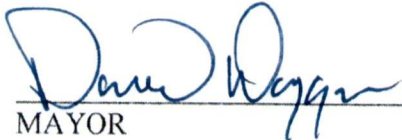
15. **GOVERNING LAW AND VENUE:** This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the Montana Thirteenth Judicial District Court, Yellowstone County.
16. **ATTORNEY'S FEES AND COSTS:** In the event it becomes necessary for either party of this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney's fees and costs, including fees, salary, and costs of in-house counsel to include City Attorney.
17. **BINDING EFFECT:** This Agreement is binding upon and inures to the benefit of the heirs, legal representatives, successors, and assigns of the parties.
18. **NO ASSIGNMENT:** Neither the City nor the Contractor shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without written consent of the other.
19. **NO THIRD-PARTY BENEFICIARY:** This Agreement is for the exclusive benefit of the parties, does not constitute a third-party beneficiary agreement, and may not be relied upon or enforced by a third party.
20. **HEADINGS:** The headings used in this Agreement are for convenience only and are not be construed as a part of the Agreement or as a limitation on the scope of the particular paragraphs to which they refer.
21. **SEVERABILITY:** If any portion of this Agreement is held to be void or unenforceable, the balance thereof shall continue in effect.
22. **REPORTS/ACCOUNTABILITY/PUBLIC INFORMATION:** Both parties agree to develop and/or provide documentation as reasonably requested by the City or Contractor demonstrating both parties' compliance with the requirements of this Agreement.
23. **COUNTERPARTS:** This Agreement may be executed in counterparts, which together constitute one instrument.
24. **INTEGRATION:** The Contract Documents, which comprise the entire agreement between City and Contractor, consist of the following:
 - This Agreement;
 - Contractor's proposal; and
 - Contractor's current Certificate of Insurance and Workers Compensation coverage.

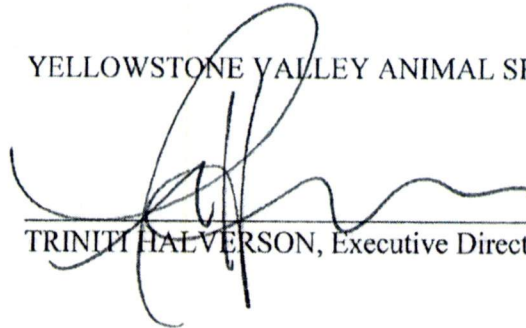
All communications, either verbal or written, made prior to the date of this Agreement are withdrawn unless specifically made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF LAUREL, MONTANA

YELLOWSTONE VALLEY ANIMAL SHELTER


MAYOR


TRINITI HALVERSON, Executive Director

2023 LAUREL CITY LIMITS CATS HELPED BY SAVAGE CAT RESCUE
(January 1 - 15 Aug)

<u>CAT NAME</u>	<u>INTAKE DATE</u>	<u>ADDRESS WHERE FROM</u>	<u>DATE LEFT SCR</u>	<u>OUTCOME</u>	<u>TIP/CHIP?</u>
1) Thing 1	1/11/2023	1701 E Main st	1/13/2023	TNVR	Tip
2) Thing 2	1/11/2023	1701 E Main st	1/13/2023	TNVR	Tip
3) Suki	1/11/2023	1701 E Main st	1/13/2023	TNVR	Tip
4) Midnight	1/23/2023	512 Birch	1/28/2023	TNVR	Tip
5) Maryland	25-Jan	2106 E Maryland	3-Jul	Adopted	Chip
6) Cambridge Kitten	25-Jan	2106 E Maryland	1-Feb	Deceased	n/a
7) Baltimore	25-Jan	2106 E Maryland	22-Mar	Adopted	Chip
8) Frederick Kitten	25-Jan	2106 E Maryland	31-Jan	Deceased	n/a
9) Annapolis	25-Jan	2106 E Maryland	7-Jul	Adopted	Chip
10) Sporty	1/30/2023	512 Birch	2/4/2023	TNVR	Tip
11) Diamond	1/30/2023	512 Birch	2/4/2023	TNVR	Tip
12) Caboose	1-Feb	505 Round House	4-Feb	TNVR	Tip
13) Burlington	1-Feb	505 Round House	14-Jul	Adopted	Tip
14) Santa Fe	1-Feb	505 Round House	4-Feb	TNVR	Tip
15) Short Line	4-Feb	505 Round House	12-Feb	TNVR	Tip
16) Lanie	4-Feb	501 Sante Fe	11-Feb	TNVR	Tip
17) Sizzler	10-Feb	1701 E Main st	17-Feb	TNVR	Tip
18) Brake Man	12-Feb	415 Round House	17-Feb	TNVR	Tip
19) Doodle Bug	12-Feb	415 Round House	25-Feb	TNVR	Tip
20) Milk Train	12-Feb	415 Round House	25-Feb	TNVR	Tip
21) Gracie	14-Feb	801 Alder	15-Feb	TNVR	Tip
22) Conductor	15-Feb	505 Round House	18-Feb	TNVR	Tip
23) Venus	16-Feb	1303 E 6th Ave	17-Feb	TNVR	Tip
24) D'Batch	18-Feb	411 Badger Square	25-Feb	TNVR	Tip
25) Station Master	19-Feb	409 Round House	25-Feb	TNVR	Tip
26) Porter	19-Feb	409 Round House	25-Feb	TNVR	Tip
27) D'Artagnan	26-Feb	411 Badger Square	4-Mar	TNVR	Tip
28) Chris Craft	8-Mar	1303 E 6th Ave		Foster	Tip
29) Master Craft	12-Mar	1303 E 6th Ave		Foster	Tip

30) Sea Ray	12-Mar	1303 E 6th Ave	16-Mar	TNVR	Tip
31) Topeka	12-Mar	505 Round House	19-Mar	TNVR	Tip
32) Viper	18-Mar	2502 Lackawana		Foster	Tip
33) Firebird	18-Mar	2502 Lackawana		Foster	Tip
34) Big O	24-Mar	808 Ridge rd	30-Mar	TNVR	Tip
35) Bayliner	31-Mar	1303 E 6th Ave	6-Apr	TNVR	Tip
36) Bristol	31-Mar	915 Piper	4/4 FIV+	Euthanized :-(	n/a
37) Wilma (prego) Mom	1-Mar	Walmart Laurel parking lot	1-Jun	Adopted	Chip
38) Walker Kitten1	1-Mar	Walmart Laurel parking lot	15-May	Adopted	Chip
39) Willow Kitten2	1-Mar	Walmart Laurel parking lot	3-May	Adopted	Chip
40) Waldorf Kitten3	1-Mar	Walmart Laurel parking lot	8-May	Adopted	Chip
41) Widget Kitten4	1-Mar	Walmart Laurel parking lot	10-May	Adopted	Chip
42) Walter Kitten5	1-Mar	Walmart Laurel parking lot	9-May	Adopted	Chip
43) Church	3-Apr	505 Santa Fe	4-Apr	TNVR	Chip
44) Alder Berry	8-Apr	1110 Longview	16-Apr	TNVR	Tip
45) Alder Creek	8-Apr	1110 Longview	16-Apr	TNVR	Tip
46) Snowball	16-Apr	1241 Alder	15-May	TNVR	Tip
47) Rizzo	16-Apr	1241 Alder	20-Apr	TNVR	Tip
48) Barn Burner	25-Apr	2837 N Ramshorn	15-Jun	Adopted	Chip
49) Barnes	25-Apr	2837 N Ramshorn		Foster	Tip
50) Noble	25-Apr	2837 N Ramshorn		Foster	Tip
51) Chaparrel	1-May	1303 E 6th Ave	4-May	TNVR	Tip
52) Dave	29-Apr	1st ave at Main st	28-Jul	Adopted	Chip
53) Lund	1-May	1303 E 6th Ave	4-May	TNVR	Tip
54) Sugar Cane	14-Apr	1241 Alder	23-Jul	Deceased FIP?	n/a
55) Sugar Puff	14-Apr	1241 Alder	14-Jul	Adopted	Chip
56) Sugar Bear	14-Apr	1241 Alder		Foster	Chip
57) Harley	15-May	619 Washington	17-May	TNVR	Tip
58) Onyx	15-May	619 Washington	17-May	TNVR	Tip
59) Hammy	23-May	2508 Lackawana	15-Jun	Adopted	Chip
60) Mr Wills	28-May	1220 Allendale rd	3-Jun	TNVR	Tip
61) Tommy Pickles	10-Jun	2315 E Maryland		Foster	Chip
62) Lil DeVille	10-Jun	2315 E Maryland	6/20 Birth deffect?	Deceased	n/a
63) Phil DeVille	10-Jun	2315 E Maryland	6/20 Birth deffect?	Deceased	n/a

64) Chucky Finster	10-Jun	2315 E Maryland		Foster	Tip
65) Calypso	16-Jun	914 Bristol	4-Aug	Adopted	Chip
66) Callie Too (had 4 kittens)	17-Jun	1241 Alder	Had 4 kittens	Foster	Tip
67) Callie Too Kitten1	20-Jun	1241 Alder		Foster	Chip
68) Callie Too Kitten2	20-Jun	1241 Alder		Foster	Chip
69) Callie Too Kitten3	20-Jun	1241 Alder		Foster	Chip
70) Callie Too Kitten4	20-Jun	1241 Alder		Foster	Chip
71) Morris	18-Jun	2315 E Maryland	26-Jun	TNVR	Tip
72) Calico runt Kitten1	23-Jun	1029 Alder	7/6 Birth defect?	Deceased	n/a
73) Lucky Duck	23-Jun	1029 Alder		Foster	Chip
74) Lucky Dog	23-Jun	1029 Alder		Foster	Chip
75) Grimm	23-Jun	524 Juniper	6/27 FIV +	Euthanized :-(	n/a
76) Briggs	26-Jun	915 Piper	6/27 FIV +	Euthanized :-(	n/a
77) Marmalade	4-Jul	901 Bristol	10-Jul	Adopted	Chip
78) Buddy	1-Jul	524 Juniper		Foster	Chip
79) Tigger	14-Jul	2506 Lackawana		Foster	Chip
80) Tikki	14-Jul	2506 Lackawana	22-Jul	Adopted	Chip
81) Long Island	19-Jul	1119 Lonview	11-Aug	TNVR	Tip
82) Long Beach	19-Jul	1119 Lonview	11-Aug	TNVR	Tip
83) Long Beach	23-Jul	1119 Lonview		Foster	Tip
84) Sudoku (had 5 kittens)	23-Jul	505 Round House		Foster	Chip
85) Kitten1 black	24-Jul	505 Round House		Foster	
86) Kitten2 black	24-Jul	505 Round House		Foster	
87) Kitten3 black	24-Jul	505 Round House		Foster	
88) Kitten4 black	24-Jul	505 Round House		Foster	
89) Kitten5 black	24-Jul	505 Round House		Foster	
90) June	8-Aug	2317 E Maryland	9-Aug	TNVR	Chip
91) Alex	8-Aug	2317 E Maryland	9-Aug	TNVR	Chip

Brittney Moorman



City Mayor
Tuesday, August 15, 2023 6:06 PM
Brittney Harakal
FW: Local 316 CBA Ratification et al

Dave Waggoner
Mayor
City of Laurel, Montana
(406) 628-8456 extension 5501

From: Civil Attorney <civilattorney@laurel.mt.gov>
Sent: Tuesday, August 15, 2023 5:57 PM
To: City Council <citycouncil@laurel.mt.gov>; City Mayor <citymayor@laurel.mt.gov>
Cc: Kelly Strecker <kstrecker@laurel.mt.gov>; Matt Wheeler <mwheeler@laurel.mt.gov>; Kurt Markegard <kmarkegard@laurel.mt.gov>
Subject: Local 316 CBA Ratification et al

Dear CC Members:

I wanted to send an email in advance of this evening's meeting, to provide you some information regarding an item that will be added under "Other Items" tonight, and then publicly-noticed for this upcoming CC Meeting (next Tuesday) for consideration by CC. I unfortunately cannot make tonight's Meeting, as I have an obligation for a parent meeting for one of my HS'ers sports. I also will be gone during next week's Meeting, as I am in Eastern Montana for a two-day hearing for another Client. So, if you have any questions, please let me know, and I can email responses back to you, or I can schedule a call with any of you with questions to provide you any additional information.

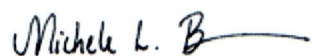
Tonight, you will have presented to you the Local 316 Collective Bargaining Agreement for the next three year term. We engaged in negotiations on this Union CBA over the past few months. For the City, myself, Kurt, Kelly, and Matt were on the Negotiating Committee. We were able to arrive at an agreement between Local 316 and the City on various terms to be revised in the CBA. As you might expect, the primary negotiation item was wages. In addition to that, we negotiated various provisions in the CBA related to an "attendance incentive program" for the Union, additional PTO, and various other "smaller items." We also addressed and cleaned-up language on some of the "problem areas" that we have had to deal with the past year – including use of the Vacation Calendar between the various divisions of the Public Works Department, cancellation of already-identified vacation days, reversion and probation issues, and a few other items.

What you have in front of you tonight is the ratified CBA from the Union. They voted on and approved this new contract. Now, it is to you to consider and determine if you will approve. It is Staff's recommendation that you approve the CBA, as it presents the best terms that we could arrive at after many hours of negotiation.

Please let myself, or anyone on the Negotiating Committee, know as to any questions. Thank you.

Finally, one other item – tonight you have in front of you the Contract that I prepared and approved with Savage Cat Rescue. Lori will be present tonight to answer any questions. The contract protects the City from an indemnification standpoint, and I'm comfortable with its terms, from the legal end of things. However, if you have any questions on this item, as well, please don't hesitate to reach out to me.

Best Regards,

A handwritten signature in black ink, reading "Michele L. B" followed by a horizontal line.

Michele L. Braukmann

Civil City Attorney

City of Laurel

Cell Phone: 406.671.3963

civilattorney@laurel.mt.gov

MEMORANDUM OF UNDERSTANDING

STANDBY STATUS/PAY

Between the CITY OF LAUREL and AFSCME 316 UNION MEMBERSHIP City of Laurel Public Works

Date: July 24, 2023

Regards: Call Out Pay Procedure and Compensation

Standby Duty: Employees who are required by the appropriate authority to remain available at all times, while off regular duty, on standby for emergency callouts, shall be compensated for all standby time at a rate of \$2.00 per hour.

Employees will be given 24 hours' notice prior to being placed in standby status. Once notice of standby status is given, employees shall remain on standby status until the employee's next regularly scheduled shift (which includes any vacation, sick, or compensatory leave.), or unless otherwise mutually agreed upon by employee and employer. There will be four call out lists: Maintenance/Mechanic, Water, Sewer, and Utilities by seniority. Management has the discretion to apply the lists as necessary for the business of the City. Management will maintain and post the on standby status schedule. Participation in this Call Out Pay program is strictly voluntary.

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During standby status employees must be fit for duty, and not under the influence of drugs or alcohol, have appropriate transportation (if necessary) and available via telephone during all hours they are scheduled for standby. Employees who are on the standby schedule for at least one week per month shall receive a \$30 cellphone stipend. Employees must immediately respond to incoming phone calls and handle the calls as needed, which may include reporting to a work site. Standby pay shall be interrupted for all actual hours worked at the overtime rate. Call out/overtime pay begins upon notification to report provided the employee arrives within 45 minutes of receiving the call. Employees reporting beyond the 45-minute window will commence pay upon arriving at a city facility or worksite.

Employees who live within a five (5) mile radius from the City limits whose duties include utilizing City service vehicles in conjunction with their standby for emergency call outs shall be allowed to take the service vehicle home with them are on the standby schedule may take home a City service vehicle to be used to respond to call outs as necessary. An employee who receives a telephone call for the purpose of troubleshooting problems but who does not report to a jobsite or city facility shall be compensated a minimum of 15 minutes pay or actual time for each issue. Employees are required to initiate calls to offsite employees using a city phone.

Sunsets:

- This Memorandum of Understanding (MOU) can be sunset at any time by the City of Laurel due to budgetary concerns or emergency circumstances.
- This MOU may be sunset by mutual agreement between the Union and the City at any time.
- In the event this MOU is sunset, the Union and City will revert to the callout/standby language as provided in the current Collective Bargaining Agreement (CBA).

This MOU does not modify any portions of the CBA unless specifically noted above; and all provisions remain in effect as negotiated.

ATTEST:

Dated this _____ day of _____, 2023

City Mayor

Dated this _____ day of _____, 2023

Union President

AGREEMENT
BETWEEN
THE CITY OF LAUREL
AND
LOCAL 316

AMERICAN FEDERATION OF STATE
COUNTY & MUNICIPAL EMPLOYEES
MONTANA STATE COUNCIL 9
AFL-CIO
REPRESENTING THE
EMPLOYEES OF THE
CITY OF LAUREL, MONTANA

JULY 1, 2023 -JUNE 30, 2026

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AGREEMENT

This Agreement is made and entered into by and between the City of Laurel, Yellowstone County, Montana, hereinafter referred to as "Employer", and Local 316, American Federation of State, County, and Municipal Employees, AFL-CIO, Laurel, Montana, hereinafter referred to as "Union".

WITNESS: In consideration of the mutual covenants herein set forth which have been mutually agreed to, the Employer and the Union agree to be bound as follows:

ARTICLE I -RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for all employees of the City of Laurel, as listed by classification in Addendum "A", attached and by this reference made a part of this Agreement as though fully set forth herein, excluding elected and appointed officials, supervisory employees, management officials, and members of any City Boards or Commissions.

ARTICLE II -UNION SECURITY

Section 1. Membership Information: The Union shall receive ample opportunity to provide membership information to Union-represented positions during the employee onboarding process. The City and the Union shall work together to ensure reasonable access during the onboarding process through either in-person presentations or other avenues. The Employer agrees to accept and honor voluntary written assignment of wages or salaries due and owing employees 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.

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The Union and the City agree that the City may not interfere with, restrain, or coerce employees in the exercise of right guaranteed in 39-31-201, MCA; and the Union will not coerce or restrain employees as cited in 39-31-402, 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. The Union agrees that it will not interfere with, restrain, or coerce employees regarding Union membership, and that it will not discriminate against any employee who elects not to join the Union.

Section 2. The Union shall indemnify and hold the Employer harmless, for any action that the Employer takes in response to any written request of the Union, by certified mail, to terminate an employee for reasons identified in Article II, Section 1.

ARTICLE III - DUES ASSIGNMENT

Section 1. The Employer agrees to accept and honor voluntary written assignments of wages or salaries due employees covered by this Agreement for union dues, initiation fees, or agency shop fees.

Section 2. The amounts to be deducted shall be certified to the Employer by the Secretary of the Union, and the aggregate deductions of all employees shall be remitted, together with an itemized statement, to the Treasurer of the Union within five (5) working days after payroll warrants are issued.

Section 3. The Union agrees to hold harmless the Employer from any loss or damage arising from the operation of this Article due to unintentional errors.

ARTICLE IV -MANAGEMENT RIGHTS

Section 1. Rights of the Employer: The Union recognizes that the Employer has the responsibility and the authority to manage and direct, on behalf of the public, all of the operations and activities of the Employer to the full extent authorized by law.

Section 2. Management Rights: Public employees and their Representatives shall recognize the prerogatives of the Employer to operate and manage its affairs in such areas, but not limited to: (Mont. Code Ann. §~~CA~~ 39-31-303)

- a. Direct employees;
- b. Hire, promote, transfer, assign, and retain employees;
- c. Relieve employees from duties because of lack of work or funds or under conditions where continuation of such work would be inefficient and nonproductive; (MCA 39-31-303)
- d. Maintain the efficiency of government operations;
- e. Determine the methods, means, job classifications and personnel by which the government operations are to be conducted;
- f. Take whatever actions may be necessary to carry out the mission of the Employer in situations of emergency;
- g. Establish the methods and processes by which work is performed.

g.h. All powers of Management Rights in the Laurel Public Library apply to the Library Director, under the supervision of the Library Board of Trustees, except to the extent otherwise contemplated by Montana law.

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Section 3. Effective Laws, Rules, and Regulations: The parties recognize the right, obligation, and duty of the Employer, and its duly designated officials, to promulgate rules, regulations, directives, and orders from time to time as deemed necessary in so far as such rules, regulations, directives, and orders are not in conflict with the terms of this Agreement. All terms of this Agreement are subject to the laws of the State of Montana, federal laws, and valid rules, regulations, and orders of the state and federal government agencies.

ARTICLE V -NONDISCRIMINATION

Section 1. It is agreed between the parties that each will fully comply with applicable laws and regulations regarding discrimination against any employee or applicant for employment, or any applicant for Union membership, because of a person's race, religion, color, national origin, age, marital status, sex or disability.

Section 2. It is further recognized that no employee shall be discharged or discriminated against by the Employer for such employee upholding Union principles or Union activities.

ARTICLE VI - STRIKES AND LOCKOUTS

Section 1. The Union and those it represents will not engage in any strikes, slow-downs, withdrawal of services, or any other concerted effort designed to improve the Union's bargaining position which interferes with the normal operation of the Employer, or which discourages employees from the full and faithful performance of their duties during the term of this Agreement.

Section 2. There shall be no lockout of employees or any other concerted effort by the Employer designed to improve the Employer's bargaining position during the term of this Agreement.

Section 3. There shall not be any layoffs due to contracting out of bargaining unit work during the term of this Agreement.

Section 4. The Union recognizes that the Employer 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 Employer. The right to contract or subcontract shall not be used for the purpose or intention of undermining the Union, nor to discriminate against any of its members.

ARTICLE VII - SENIORITY

Section 1. Seniority means an employee's length of continuous service with the Employer since his/her last day of hire. Employees may protest their seniority designation through the grievance procedure if they have cause to believe an error has been made.

Section 2. Seniority within the Employer may be affected by:

- a. To be absent from the job due to layoffs will be considered lost time for the purpose of seniority; however, previous service upon re-employment shall count towards seniority.
- b. To be absent from the job due to a leave of absence without pay that exceeds fifteen (15) calendar days will be considered lost time for the purpose of seniority; however, previous service upon re-employment shall count towards seniority.
- c. To be absent from the job due to active military leave will not affect seniority. Time spent in the military service will count towards seniority. After completion of military service, the Employer shall re-hire such persons in accordance with applicable federal law.
- d. An employee's continuous service for purposes of seniority shall be broken by voluntary resignation, discharge for just cause, and by retirement.
 - (1) Union seniority shall also be forfeited when an employee is transferred or promoted to a position not covered by this Agreement, and upon completion of the probationary period in the non-union position. Should an employee not covered by this Agreement apply and be rehired to a position covered by this Agreement, their seniority shall begin upon the assumption of that covered Addendum "A" position.
- e. Absences due to accidental injury in the line of duty shall be considered as time worked for the purposes of determining seniority and granting of any benefits, which are based upon seniority covered by this Agreement.

Section 3. The Employer shall recognize seniority and minimum qualifications in awarding promotions to employees when filling newly-created or vacated positions, and where qualifications are equal, seniority shall prevail. It is the intention of the parties of this Agreement that the Employer shall grant preference to the persons already working under this Agreement.

Section 4. Layoffs caused by reduction in force shall be in order of seniority within the City; that is, the last employee hired shall be the first released. Full-time and part-time employees who are scheduled to be released shall be given at least ten (10) working days' notice. All recalls to employment shall likewise be in order of seniority within the City; that is, the last employee released as a result of reduction in force shall be the first re-hired when the Employer needs additional employees. The Employer shall notify such employees to return to work on a certain date and furnish the Union Secretary a copy of such notification, and if the employee fails to notify the Employer within five (5) working days of his/her intentions to return to work, the employee shall be considered as having forfeited his/her right to re-employment. No regular established employee shall be laid off while there are seasonal employees working for the employer.

Section 5. If employer fails to provide ten (10) working days' notice to the employee, and employee is terminated without cause, under the layoff provisions herein, said employee shall be granted two (2) weeks' pay at his/her regular pay.

Section 6. Employees may protest their seniority designation through the usual grievance procedures if they have cause to believe an error has been made.

Section 7. Application of Seniority to Overtime and Call-Outs: Employer agrees that there shall be one seniority for the purpose of overtime and call-outs within the Public Works Department and includes distribution, collection, public utilities and maintenance.

ARTICLE VIII -HOURS OF WORK

Section 1. Workweek: A standard workweek shall consist of forty (40) hours, composed of any five (5) consecutive workdays immediately followed by two (2) days off. An employee's workweek is a fixed and regular recurring consecutive five (5) day period, beginning on the same day of each seven (7) day period. If the 2 (two) days off provision conflicts with the needed Library schedule, the librarians have agreed to document an exception upon request by the Library Director.

- a. The workweek hereunder shall begin at 7 a.m. Monday and shall terminate at 6:59 a.m. on the Monday following.
- b. In Public Works, there shall be a shift schedule for Tuesday through Saturday, from 7:00 a.m. to 3:30 p.m., with a lunch period of 11:00 a.m. to 11:30 a.m. Any change in shift must be agreed upon pursuant to Section 3g (1) herein.
- c. The work schedule for Court Clerk III shall be 8:00 a.m. to 5:00 p.m., with a one (1) hour unpaid lunch. A normal lunch period shall be from 12:00 p.m. to 1:00 p.m. unless court runs late; in this case, lunch will start at the end of court session and last one (1) hour. The work schedule for Court Clerk I and Court Clerk II will be determined by work load.

e.d. The work schedule for the Library will be determined by the Library Director.

Section 2. Workday: A normal workday shall consist of eight (8) continuous hours, except for a normal lunch period.

Section 3. Work Schedule:

- a. The working schedule for all day personnel shall be 7:00 a.m. to 3:30 p.m. for all departments, except as previously contemplated herein (as it relates to the Court Clerks and Library personnel), with 1/2-hour unpaid lunch. A normal lunch period shall be from 11:00 a.m. to 11:30 a.m. unless a department has established a different practice for the 1/2-hour lunch.

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- b. The work schedule for all shift personnel shall be eight (8) continuous hours.
- c. Relief personnel will work regular schedules, except when relieving a shift person who is off on approved leave. In cases of a short back situation, Employer may require the relief personnel to take an eight (8) hour break when transitioning back to his/her regular shift for purposes of safety.
- d. Relief personnel will assume the days off and the work hours of the person he is relieving, unless he is only filling in for less than a week.
- e. The sweeper position may have a 3:00 a.m. to 11:00 a.m. shift, Tuesday and Friday, from approximately April 1 through October 1 of each year. The employee in this position may be required to eat his/her lunch on the job during these hours. Snowplowing and sanding shall have a 6:00 a.m. to 2:00 p.m. shift, unless the snow is of such severity as determined by the Employer to require different hours.
- f. All employees shall be scheduled to work on a regular work shift and each work shift shall have a regular starting and quitting time, except in cases of emergency when life or property are in imminent danger.
- g. Work schedules showing the employee's shifts, workdays, and hours shall be posted on all department bulletin boards at all times. Except for emergency situations, work schedules shall not be changed.
 - (1) In the bargaining unit, the above shifts and/or schedule may be changed by mutual agreement between the Employer, Union, and the employee(s), except relief personnel shall work a schedule change for a shift person who is off on approved leave.
- h. The work week, work day, and work schedule set out above may be changed by mutual agreement between the Union and Employer.

Section 4. Lunch and Rest Periods:

- a. All employees shall be granted a lunch period during each work shift consisting of more than four (4) hours. Whenever possible, the lunch period shall be scheduled at the middle of each shift at a time designated by their supervisor. Shift workers may be required to eat their lunch on the job during their regular working hours.
- b. Two rest breaks of fifteen (15) minutes are provided, one in each half of the workday. The time and place of the rest period shall be determined by the supervisor.

ARTICLE IX - COMPENSATION

Section 1. Salaries, Wages, and Longevity:

- a. The Employee Classification and conditions relative to and governing wages, salaries, or extraordinary pay rates are contained in Addendum "B" to this Agreement, which is attached to and by this reference made a part hereof as though fully set forth herein.
- b. Longevity pay benefits are contained in Addendum "C" Longevity Plan, which is attached and by this reference made a part hereof as though fully set forth herein.
- c. It is mutually agreed between the parties that compensation will be paid on or before 9:00 a.m. every other Friday following completion of the work period.

Section 2. Overtime:

- a. Employees required to work in excess of eight (8) hours in any twenty-four (24) hour period or in excess of forty (40) hours in any week will be compensated at the rate of one and one-half (1½) times their normal rate for additional time worked. In addition, employees who are required to work in excess of sixteen (16) hours in any twenty-four (24) hour period will be compensated at the rate of two (2) times their normal rate of pay. The Employer may call in a new crew to replace a crew that has worked sixteen (16) hours in a twenty-four (24) hour period.
- b. An employee shall receive short back pay of 16 hours (double time) at their regular rate of pay if they are scheduled to work with less than 8 hours rest period between shifts in a 24-hour period to receive 40 hours within the workweek. Short back pay does not apply to an overtime situation.
- c. No overtime shall be worked without the approval of the supervisor.
- d. Employees shall not be required to suspend work during regular hours to absorb overtime.
- e. Overtime shall be paid in half hour (1/2) hour increments as follows:
 0-30 minutes = 1/2 hour
 31-60 minutes = 1 hour
- f. When computing overtime, sick leave or vacation time taken during the workweek will be considered as time worked.
- g. An overtime list shall be maintained every week and posted in each department for the purpose of allowing the employees working in that department to have the option of working available call-out overtime.
- h. Employees of each department, who are willing to work call-out overtime hours, shall sign the overtime list, in order of seniority in their department and will be called out to work available call-out overtime hours in rotating order. First name on the list will be called first, then the second name, etc. In the event that person whose name appears on the list refuses the overtime, he/she will be skipped until his/her name comes back around. Employees may, at their discretion, put their name on or off the list. When putting their name on the list, it will be put on in placement of seniority. If sufficient numbers of workers are

unavailable, the supervisor shall call out employees in inverse order of seniority for call out situations only. In such an event, the least senior qualified employee shall be required to work the designated overtime. A new list will be posted on the first working day of each six (6) months. In the event management does not call in the rotating order on the call out list, grievied employee can file a time slip.

h.a. Three Strikes: If management attempts to call out an employee and the employee declines the call out three times, that employee will be removed from the call out list for six months.

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- i. It is not the intention of the parties to have employees work overtime in departments or positions for which they are not trained, licensed, or qualified. Overtime worked in departments other than the department in which the employee works shall not be allowed except in preventing the layoff of full-time employees or in bona fide emergency and at the explicit direction of the Employer.

- j. There will be four call out lists: Maintenance/Mechanic, Water, Sewer, and Utilities by seniority. Management has the discretion to apply the lists as necessary for the business of the City. The following areas are defined for call out list: maintenance shop, water plant, and sewer plant. Employees who are called out may be utilized in other areas for a specific job if qualified.

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- k. There shall be no compounding or pyramiding of overtime pay, holiday pay, or premium pay, and only the highest applicable rate will be paid.

- l. In departments if the relief is not available to work, the employee on his/her day off will be called first to work the available overtime from the call-out list. If the employee on his/her day off is not available, then the other employees may split the shift or part of the shift as agreed to by the employees within each department. "If an employee is working on a task that carries them into overtime hours, and management approves, the employee is provided the option to continue on the task before another employee is called out."

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- m. Scheduled overtime may be offered by seniority first and then by inverse seniority if numbers of employees are not achieved.

Section 3. Compensatory Time: Employees under this Agreement may receive compensatory time in lieu of overtime payment in compliance with provisions of the Fair Labor Standards Act, as amended, and guidelines set down will be operative in all respects.

Employees may bank up to one hundred (100) hours of comp time each year. Comp time may be cashed out twice per year with deadlines of last payroll in May and last payroll in November (time tickets are due Monday at 8:00am the week before payroll). Requests must be in writing to the payroll clerk (utilizing the form provided by the City), and any amount of available hours may be requested, which shall be use it or lose it time. There shall be no cash payout of compensatory time.

Section 4. Call-Outs: Each and every call-out will be for a minimum of two and one-half (2 ½) hours pay. All time worked will be compensated at one and one-half (1 ½) times the regular rate of pay. The actual time spent in travel to and from the job during the call-out will be considered as time worked. When employee leaves Employer's premises, call-out is over.

Section 5. Persons on vacation or sick time will be skipped for call-outs. Such person will be skipped during said call-out and retain position they had on the list.

ARTICLE X -HOLIDAYS

Section 1. Employees will receive straight time pay at their basic hourly wage for each of the following named holidays:

- | | |
|--------------------------------|--------------------------------------|
| 1. New Year's Day | January 1 st |
| 2. Martin Luther King Day | 3 rd Monday in January |
| 3. Presidents' Day | 3 rd Monday in February |
| 4. Memorial Day | Last Monday in May |
| 5. Independence Day | July 4 th |
| 6. Labor Day | 1 st Monday in September |
| 7. Columbus Day | 2 nd Monday in October |
| 8. Veterans' Day | November 11 th |
| 9. Thanksgiving Day | 4 th Thursday in November |
| 10. Christmas Day | December 25 th |
| 11. State General Election Day | When applicable |

Any day declared a legal holiday by the President of the United States and the Governor of Montana, with the concurrence of the Mayor of the City of Laurel. All accumulation of holiday pay shall be in accordance with the Montana Operations Manual (MOM).

Section 2. Part-time employees shall receive holiday pay on a pro-rated basis, based on their average hours worked.

Section 3.

- a. If any holiday falls on Sunday, the Monday following is a holiday, as provided in 1-1-216 MCA. When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday, except as provided for in ARM 2.21.620(3).
- b. The employee shall receive holiday benefits and pay for work performed on the day the holiday is observed, unless the employee is scheduled or required to work on the actual holiday. If the employee is scheduled or required to work on the actual holiday, the actual holiday shall be considered as the holiday for the purpose of calculating holiday benefits and pay for the work performed on a holiday. The employee will receive either holiday benefits for working on the day the holiday is observed or for working on the actual holiday, but not both.

Section 4. Work performed on the holiday will be paid at one and one-half (1 ½) times the regular rate of pay for hours worked in addition to holiday pay, unless the employee has elected to accumulate such holiday in accordance with Section 6. Holiday pay is for eight (8) hours. An employee who is scheduled for a day off on a day which is observed as a legal holiday shall be compensated for either on a straight time basis, by accumulation, a regular day's pay or another day off.

Section 5. If a holiday falls on an employee's annual vacation, or while an employee is on approved sick leave, the employee shall be compensated by either receiving eight (8) hours pay at their regular straight time rate of pay or by a one-day extension of their vacation leave, at the employee's option, and not be charged as sick leave or vacation.

Section 6. Employees may accumulate up to fifteen (15) holidays to be taken by request and granted time off by the immediate supervisor. After fifteen (15) days have been accumulated, the employee must accept pay for the holiday worked. The dates when employee's accumulated holiday leaves shall be granted shall be determined by agreement between each employee and their immediate supervisor, with regard to seniority, in the best interest of the Employer, as well as in the best interest of each employee.

Section 7. The Library Director shall determine what day of the week a holiday will be effectively documented on in regards to compensation and day off work.

ARTICLE XI - ANNUAL VACATION LEAVE

Section 1. Each full-time employee earns paid vacation as follows:

	Work day credit per year*
1 day through 10 years	15
11 years through 15 years	18
16 years through 20 years	21
21 years and over	24
*Based on an eight (8) hour day	

An employee is not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months. An employee working nine or more months each year, but whose continuous employment is interrupted by the seasonal nature of the position, shall earn vacation credits after completing the six (6) month qualifying period.

In order to qualify, such employee must immediately report back for work when operations resume in order to avoid a break in service.

Section 2. A part-time employee is entitled to pro-rated vacation benefits after working the qualifying period of six months.

Section 3. Vacation credits may be accrued to a total not to exceed two (2) times the maximum number of days earned annually at the end of any calendar year. Any accumulation of annual vacation leave in excess of this total at the end of the calendar year must be used in the first 90 days of the next calendar year or be forfeited.

Section 4. ~~Annual vacation for purposes of the Annual Vacation Calendar/List is defined as: Annual Leave (banked and anticipated under the CBA). Annual Leave for the purposes of the Annual Vacation Calendar/List does not include Compensatory Time or Personal Leave Hours.~~ Vacations must be requested in writing and approved by the department head. The annual vacation shall be requested by March 1st for each twelve (12) month period and entered on the department vacation calendar. Vacation time may be split. ~~Current practice is The practice for documenting Annual Leave on the Annual Vacation Calendar/List shall include two-four lists: Water Plant, Sewer Plant, Utilities, 4. Utilities; 2. Maintenance Shop.~~ Any conflict in schedules will be determined by seniority, the Employer's best interest, and the best interests of the employee. There may be two (2) people allowed off at one time from June 1st through September 30th and three (3) people allowed off from October 1st through May 31st within the Public Works Maintenance Department. There may be one (1) person allowed off from June 1st through September 30th and two (2) people allowed off from October 1st through May 31st within the Public Works Utility Department. All parties concerned have ten (10) working days from the time the approved vacation list is posted to make corrections. Vacation requests after March 1st shall be on a first come, first served basis. If vacation leaves have been approved by all parties concerned and granted, seniority cannot affect or change the leave.

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Cancellation Policy: Employees must provide management with two (2) weeks' notice to cancel dates from the Annual Leave Calendar/List, otherwise the employee seeking the cancellation, if not approved by Management, will be required to utilize the previously-identified vacation dates. Management may use its discretion to make exceptions to this policy for emergency situations.

Section 5. Leave Requests and Responses: Employee must submit leave request for more than four (4) consecutive days at least seven (7) days prior to the requested leave. Employer shall respond no later than five (5) working days prior to the leave requested. Employee must submit leave request for less than four (4) days at least two (2) days prior to the requested leave. Employer shall respond no later than one (1) working day prior to the leave requested.

Section 6. Vacation leave shall not accrue during a leave of absence without pay, the duration of which exceeds fifteen (15) days.

Section 7. Leaves of absence without pay may be used to extend regular vacation with prior approval of the employee's immediate supervisor.

Section 8. An employee who terminates his/her employment with the Employer shall be entitled, upon the date of such termination, to cash compensation for any unused vacation leave, assuming that the employee has worked the qualifying period set forth in Section 1.

In the event, however, an employee transfers between departments of the Employer, there shall be no cash compensation paid for the unused vacation leave. In such a transfer, the receiving department assumes the liability for the accrued vacation credits transferred with the employee.

Section 9. In the event of the death of an employee, unused earned vacation time shall be paid to the employee's heirs at his/her regular rate of pay providing the proper forms designed by the City Clerk/Treasurer's office have been signed and are in the employee's file.

Section 10. Vacation charges and credits shall be charged to the nearest full hour.

Section 11. The Employer shall not terminate or separate an employee from employment in an attempt to circumvent the provisions of this Article. Should any question arise under this Article, it shall be submitted to the grievance procedures.

ARTICLE XII - SICK LEAVE

Section 1. Sick leave means a leave of absence with pay for sickness suffered by an employee or his/her immediate family. Sick leave is the necessary absence from duty caused when an employee has suffered illness, injury, pregnancy, or pregnancy-related illness, exposure to contagious disease that requires quarantine, or the necessary absence from duty to receive medical or dental examination or treatment.

Section 2. Each full-time employee of the Employer is entitled to and shall earn sick leave credits from the first full pay period of employment. For calculating sick leave credits, one (1) day per month up to twelve (12) working days per year sick leave at regular pay. Proportionate sick leave credits shall be earned at the rate of twelve (12) working days for each year of service without restriction as to the number of working days he/she may accumulate.

Section 3. An employee may not accrue sick leave credits during a continuous leave of absence without pay that exceeds fifteen (15) working days. Employees are not entitled to be paid for sick leave under the provisions of this article until they have been continuously employed for ninety (90) days. Upon completion of the qualifying period, the employee is entitled to the sick leave credits he/she has earned.

Part-time employees receive pro-rated sick leave credit. Temporary and seasonal employees are entitled to sick leave benefits provided they have worked the qualifying period.

Section 4. An employee who terminates employment with the Employer is entitled to a lump sum payment equal to one-fourth (1/4) of the pay attributed to the accumulated sick leave. The pay attributed to the accumulated sick leave shall be computed on the basis of the employee's salary or wage at the time the employee terminates their employment with the Employer.

However, when an employee transfers between departments, the employee shall not be entitled to a lump sum payment. The department receiving the transferred employee shall assume responsibility for the accrued sick leave.

An employee who receives a lump sum payment pursuant to this article and who is re-employed by the Employer shall not be credited with any sick leave for which he/she has previously been compensated.

Sick leave charges in excess of earned sick leave credits may be charged to earned and available leave or leave without pay at the employee's option with the department head's approval.

Section 5. Sick leave is for the benefit of the employee or his/her immediate family members who are sick and is not intended to be additional time off with pay. Abuse of sick leave or the falsification of illness, injury, or other authorized claim misrepresenting the actual reason for charging an absence to sick leave, or the use of sick leave for any unauthorized purposes, become cause for termination. The Employer must be able to substantiate any charges of sick leave abuse that result in the employee's dismissal.

Section 6. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery are, for all job-related purposes, temporary disabilities and should be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment.

Any holidays that fall during a period that an employee is on sick leave will be charged as a holiday and not taken off the total accumulated sick leave.

An employee on sick leave shall inform management of the fact as soon as possible.

After the third consecutive day of sick leave, a medical certification may be required by the Employer. If the Employer requires a medical certificate, the Employer will pay the cost of such certificate.

Section 7. Sick Leave pertaining to shift personnel:

- a. Relief person will work for an employee who is on sick leave unless it is an overtime situation; then the Employer will follow the call-out list.
- b. Employees working during another employee's illness, if an overtime situation, will submit extra time to their supervisor on the daily time report, which will be paid at one and one-half (1 ½) times their hourly rate.
- c. Shift personnel on sick leave will inform the plant operator as soon as possible to cover shift, and document with management by the following morning.

Section 8. Sick leave charges and credits shall be charged to the nearest full hour.

Section 9. Employees covered by the [Montana](#) Workers' Compensation Act are entitled to benefits administered under the provisions of said Act when they suffer injury or illness as a result of their employment. An employee may elect to use their accrued sick leave credits to supplement their [Montana](#) Workers' Compensation payments, but not to exceed their normal expected pay, in accordance with applicable laws of the State of Montana.

Section 10. In the event that an employee becomes incapable of performing the duties of his/her regular position through occupational illness or industrial accident, the Employer may transfer the

employee without loss of pay to a position for which he/she is qualified, provided the change can be accomplished without displacing another employee.

Section 11. Emergency Sick Leave:

- a. Emergency sick leave is defined as a necessary absence due to (1) the illness of a member of the employee's immediate family; or (2) the death of a member of the employee's immediate family.
- b. An employee's immediate family includes: spouse, children, parents, grandparents, grandchildren, brothers, sisters, in-laws, step relatives, household dependents, and all the same relation of the employee's spouse.
- c. Emergency sick leave charged against an employee's sick leave credits shall not exceed a total of five (5) working days per illness in the immediate family. In addition, emergency sick leave charged against an employee's sick leave credits shall not exceed a total of five (5) workdays for each death in the immediate family.

ARTICLE XIII - LEAVE WITH OR WITHOUT PAY

Section 1. Military Leave: Upon formal request, either oral or written, for military leave, a regular or temporary full-time employee, who is a member of the organized state militia or the reserve military forces of the United States, and who has satisfactorily completed six (6) months of employment, is eligible to receive up to fifteen (15) working days, with pay, per calendar year of military leave. Any part-time employee meeting the above requirements is eligible to receive pro-rated military leave. The employee will submit a copy of their military orders, upon receipt, to the Employer to substantiate such leave request.

An employee who has not completed six (6) months of employment is not eligible to receive military leave with pay; however, he/she will be given leave without pay to attend cruises, encampments, or other similar training upon formal request, either oral or written, for such leave. The employee will submit a copy of their military orders, upon receipt, to the Employer to substantiate such leave request.

Section 2. Family Medical Leave: Subject to any changes that may occur to the Family and Medical Leave Act, as amended, during the course of this Agreement, aAfter completion of fifty-two (52) weeks employment, and a minimum of 1250 hours worked in the year preceding the leave, unpaid leave, not to exceed twelve (12) workweeks in a twelve (12) month period for reasons of bona fide serious health condition, child or family care, or other allowable care, may be granted. All leaves are to be requested in writing and shall state the reason for the leave and the date desired. A doctor's certification may be required for any medical or family leave. All leaves shall be granted only in writing by the CAO/Mayor. Upon the expiration of the leave, or upon notification of intent to return, the employee will be returned to their original position, or one equivalent in the employee's classification. Notwithstanding the provisions of the Family Medical Leave Act (FMLA), the reinstatement of an employee returning from FMLA leave shall not displace any bargaining unit employee, or limit another employee's hours of work, who was a member of the

bargaining unit upon commencement of such leave, except as may be mutually agreed to by the Union and the Employer.

While on a family medical leave of absence, any employee benefits will be continued in the same manner that would have been provided had the employee not taken any leave. If the employee fails to return from such a leave, the employee may be required to repay such extended benefits.

Section 3. Bereavement Leave: Upon the death of a member of the employee's immediate family, an employee may be granted up to three (3) working days off with pay. In addition, up to five (5) additional days of bereavement leave may be charged to sick leave by approval of the CAO/Mayor or Designee. Days are to be considered eight (8) hours.

Employees shall be granted leave not to exceed four (4) hours to attend the funeral of fellow employees.

Section 4. Jury Duty: Each employee who is under proper summons as a juror shall collect all fees and allowances payable as a result of the service and forward all the fees to the Employer. Juror fees shall be applied against the amount due to the employee from the Employer. However, if an employee elects to charge his/her juror time off against annual leave, he/she shall not be required to remit to the Employer any juror fee, expense, or mileage allowance paid by the Court.

An employee subpoenaed to serve as a witness shall collect all fees and allowances payable as a result of the service and forward the fees to the Employer. Witness fees shall be applied against the amount due the employee from the Employer. However, if an employee elects to charge his/her witness time off against his/her annual leave, he/she shall not be required to remit witness fees to the Employer. In no instance is an employee required to remit to the Employer any expense or mileage allowances paid him/her by the court.

The Employer may request the court to excuse the employee from jury duty if they are needed for the proper operation of the department.

Section 5. Other Leaves With or Without Pay:

- a. After satisfactory completion of the probationary period, leaves of absence may be granted for good and sufficient reason with prior approval of the Employer. Leaves may be used for personal business requiring the employee's attention and other reasons mutually agreed upon. Employees may take leave of absence without loss of pay or charge against other leave and if the work schedule allows. Requests for leave of absence without pay shall be submitted in writing by the employee to his/her department head. The request shall state the reason for the leave and the approximate length of time off the employee desires.
- b. The Employer may grant reasonable leaves of absence to employees whenever required in the performance of duties as "Duly authorized representatives 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 Employer.

- c. 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 (180) days per year while such employee is performing public service. Any employee granted such leave shall make arrangements to return to work within ten (10) 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 disability certified by a licensed physician.
- d. Leave, with or without pay, may be granted for attendance at a college, university or business school for the purpose of training in subjects related to the work of the employee that will benefit the employee and the Employer.

Section 6. Personal Leave: Those covered under the working agreement receive ~~40~~ 48 hours of personal leave to be utilized each year of the agreement. Arrangements for this time-off will be made with the supervisor. There will be no cash out on personal time and such time is use it or lose it. Eight hours of the 48 hours of Personal Leave is in lieu of Juneteenth. If the State Legislature recognizes Juneteenth as a holiday, these eight hours will sunset.

- a. Incentive Program: Employees who do not have an unscheduled absence (without a doctor's note indicating the necessity of such absence) on a quarterly basis shall receive an additional 8 hours of personal leave (subject to proration for part-time employees) added to their leave bank on a quarterly basis. The quarters shall be January through March, April through June, July through September, and October through December. Quarters may not be overlapped, for purposes of determining unscheduled absences.

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ARTICLE XIV - WORKING CONDITIONS

Section 1. Separations: Employees who terminate their service will be furnished, upon request, a letter stating their classification, length of service and reason for leaving.

Section 2. Union Bulletin Boards: The Employer will allow the Union to place Union- owned bulletin boards in convenient places in any work area to be used for Union business.

Section 3. Off-Duty Meetings: Employees shall be compensated at the rate of time and one- half (1½) their regular rate of pay if required to attend a meeting on their own time. If an employee is called out for a meeting, such employee shall be paid for a call-out.

Section 4. Education Conference: The Employer agrees that time off with pay may be granted to an employee to attend an education conference, seminar, or convention with the mutual consent of the department head and the employee. In the event an employee needs to earn education credits to maintain a license or certification, which belongs to the employee, the employee will furnish the Employer in writing the number of credits earned and to which license or certification the educational credits are to be credited.

- a. The parties agree that, in evaluating the necessity of attendance at educational conferences, Management shall utilize fair and equal evaluation in treatment and training opportunities and what is in the best interests of the Employer.

Section 5. Past Practices: The Employer agrees to recognize that wages will not be reduced because of this Agreement. The Employer further agrees that working conditions and benefits enjoyed by employees will continue by the adoption of this Agreement, subject to budgetary limitations and analysis of departmental requirements.

Section 6. Visits by Union Representatives: The Employer agrees that accredited representatives of the American Federation of State, County, and Municipal Employees, AFL/CIO shall have full and free access to the premises of the Employer at any time during working hours to conduct Union business, provided that the representative notifies the Public Works Supervisor, Library Director, or City Hall Official.

Section 7. Supervisor's Performance of Bargaining Unit Work: No supervisory or management employee shall perform duties of a bargaining unit employee, except infrequent work of short duration due to severe emergencies to avoid accident or injury, or to maintain the public's health and safety. If supervisory or management employee does perform bargaining unit duties, employees covered by Agreement can file a time slip for said duties. No time slip can be for work performed during work hours.

Section 8. Commercial Driver's License: If an employee is required to maintain a commercial driver's license as part of his/her job description, the Employer will pay for the D.O.T. medical certificate and all monies above the required normal operator's license. Any endorsement not required by the Employer will be at the employee's expense.

Section 9. Labor Management: The parties agree to meet and establish a Labor/Management Coordinating Committee. The committee shall establish agreed upon ground rules that govern the committee's operations. It is the goal of the committee to meet on quarterly basis.

ARTICLE XV - HEALTH, SAFETY AND WELFARE

Section 1. Montana Workers' Compensation Insurance: The Employer shall maintain and provide Montana Workers' Compensation insurance on all employees. Each employee must, within twenty-four (24) hours, verbally if physically possible, or seventy-two (72) hours of the accident, report in writing to the Employer any personal injuries received in the course of employment. Each employee must give notification to their immediate supervisor during the work shift, except in cases of emergency and if the supervisor is not accessible when the accident occurs. Failure to do so may result in the loss of benefits.

Section 2. Health Plan: The Employer shall provide a health plan available to employees and their dependents. The Employer shall pay the premium for each employee and their dependents as follows:

- a. The Employer shall maintain an insurance program substantially equivalent to the existing program as previously approved by the Insurance Committee, unless changed pursuant to the recommendations of the Insurance Committee, with the following Employer contribution limitations:

Employee Only	\$ 1,010.93 ^{847.61} /month, with increases equal to the single rate
Employee/Child(ren)	\$1,100.00/month
Employee/Spouse	\$1,100.00/month
Employee/Family	\$1,100.00/month

The Labor Management Committee (LMC) shall discuss all matters of the insurance program and distribute information to all participants of the program.

Section 3. First Aid Kits: The Employer shall provide and maintain first aid kits in convenient places in each work area. "Work Areas" shall be determined by the supervisor or lead worker.

Section 4. Safety: Safety is everyone's business. The Employer will provide and maintain all safety gear (i.e. hard hats, crash helmets, rain gear, rubber boots, rubber gloves, goggles, and prescription safety glasses) and all other equipment required by MOSHA. Each employee is to wear and/or use safety equipment furnished, or required by the Employer, including the use of seat belts, safety vests, hard hats, hand, eye, and body protection gear as appropriate. All such safety equipment furnished by the Employer shall be kept in the employee's locker when off duty. Employer shall issue specific guidelines in the use of safety equipment and safety practices. Failure to use safety equipment furnished and following safety guidelines may lead to disciplinary action. Replacement of said safety equipment will be done by mutual agreement between Employer and employee.

- a. City will handle purchasing of safety footwear and retain receipts/documentation. The City shall only be responsible to pay \$200 toward the purchase of safety footwear. Any amount above the \$200 shall be paid by the Employee. If Safety footwear is damaged, in need of repair, or replacement due to working conditions, the employee must notify supervisor for repair or replacement. Safety footwear must meet current ANSI standards. Safety footwear must be worn during work hours.
- b. Safety prescription glasses (must meet current ANSI standards) will be provided by Employer for employees that are in need of prescribed corrective lenses. Prescription safety glasses will be purchased at the vendor chosen by the Employer. Employer authorization must be given to employee prior to ordering through Employer vendor. Employees in need of new prescription safety glasses due to prescription change will notify Employer. Employer will cover cost of the new prescription lenses. Employer will provide prescription safety glasses annually by mutual agreement or every two (2) years.

The Union, Employer, and individual workers shall cooperate in complying with the general safety standards and special standards as required by the State Department of Labor and Industry, MOSHA, OSHA, and the Employer's Safety Standards. MOSHA inspections - the Steward from the work area being inspected may accompany the state representative on any such inspections.

No employee shall be required to perform services that may seriously endanger his/her physical safety. Refusal by the employee, with valid and substantiated reason, will not warrant or justify suspension, dismissal, or other disciplinary action.

Section 5. Safety Committee: A Safety Committee shall be established and shall consist of a Shop Steward from each department, the department heads, the Union president, and the CAO/Mayor or their designee(s).

The Safety Committee:

- a. Shall meet no less than four (4) times each year, or as needed, at a time and place mutually agreeable.
- b. Shall review all on-the-job safety hazards, unsafe equipment, tools, vehicles, and other unsafe working conditions affecting employees covered by this Agreement.
- c. Shall investigate all reported accidents or injuries occurring in the workplace or involving Employer equipment or personnel.
- d. Shall submit recommendations to the Employer for corrective action as appropriate.

The Employer shall review and take action on all recommendations of the Committee in a timely manner for the benefit of the health and welfare of all employees.

Section 6. Unemployment Insurance: The Employer shall make all necessary arrangements to insure that all employees covered by this Agreement will be covered with Unemployment Insurance.

Section 7. Drug and Alcohol-Free Workplace: It is agreed that all employees are prohibited from unauthorized use, consumption, distribution, or unauthorized possession of controlled substances, including but not limited to prescription drugs and medical marijuana (illegal drugs), or alcoholic beverages while on duty; to unlawfully manufacture, distribute, dispense, possess, or use a controlled substance, including but not limited to prescription drugs and medical marijuana, or an illegal drug at the worksite or in any Employer-owned vehicle; or reporting to work under the influence of medical marijuana or other illegal or prescription drugs and/or alcohol. Employees who are required to possess a CDL for their positions are subject to this section, as well as all federal DOT regulations/requirements.

As a condition of employment, each employee must abide by the terms of this policy and notify the CAO/Mayor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. In the event the employee is operating in a department funded in whole or part by a federal grant, the sponsoring appropriate federal agency will be notified of such conviction within ten (10) calendar days after receiving notice of the conviction.

Discipline for any violation will be in accordance with the disciplinary procedures that may include suspension and/or termination. As an alternative to termination, the employee may be referred to available drug and alcohol abuse assistance or rehabilitation programs.

ARTICLE XVI - JOB POSTING

Section 1. When a new position is created or a vacancy occurs in any existing position listed under Addendum "A", Employee Classification Program, the Employer shall prepare and furnish to the union secretary and post in places to be agreed upon by the Employer and the Union stating, among other things: location and title of position to be filled, a listing of the essential job functions, principal duties, minimum qualifications, hours of work, assigned days of rest, salary range of the position, whether the position is a regular established position or temporary (if temporary, how long it is probable that the position will continue), the starting date of the assignment; last day when applications will be received and accepted, and to whom the applications shall be filed.

- a. When a vacancy or newly-created position is posted when an employee is on vacation, sick leave, or any approved leave, the employee has two (2) working days to bid for such position after he/she returns to work.
- b. If a position is vacant due to an employee bidding another position in the City, the position vacated will be bid as temporary or left vacant until the previous employee has completed his/her probationary period or posted as vacant.
- c. Employer shall post such vacancies in all departments for a period of no less than five (5) working days.
- d. An employee who bids into a new position may not bid into another position until he/she completes his/her probationary period, unless agreed by the Union and the Employer that such action is in the best interest of the Employer.
 - 1) Exception: If no employee bids a position, the employee who is serving the probationary period may bid for the position within three (3) working days after the closing date of the bid;
 - 2) Exception: If an employee is disqualified by the Employer from their position during their probationary period and reverts back to the originally-held position, such employee may then bid other jobs;
 - 3) If more than one employee bids, the procedure for awarding will be the same as for bidding a position.
- e. If no qualified employee bids on a posted position, the Employer may search outside its current employees for an applicant to fill such position.
- f. The Employer shall not bid a vacated position where an employee will be first assigned as temporary and then regular full-time position unless the Employer is prepared to fill the fully-funded position within two (2) weeks of the closing date of the final bid. No employee shall be awarded such a position and be held in their old position for a period that exceeds two (2) working weeks.

Section 2. The filling of any vacancy through promotion shall be done so in accordance with Article captioned "Seniority" of this Agreement. Any salary adjustments shall be made in accordance with Addendum "B".

Section 3. When a senior employee, who has applied for a posted position, is not assigned the position, he/she shall upon request, be entitled to be advised in writing the reason he/she did not receive the assignment. If not satisfied with the reason stated, he/she may invoke the grievance procedure as outlined in this Agreement.

Section 4. During the ~~transferred~~ employee's ~~probationary training~~ period, the employee has the right to revert back to their previously held position within the first thirty (30) days of the twelve (12) month ~~probationary training~~ period. No union employee may revert more than two times in a five-year period.

- a. ~~Employee failing probation due to not obtaining proper license, due to failing the test. If a transferred employee not passing does not pass the licensing test in the one (1) year allowed in the one (1) year allowed to meet the job description of said position, the probationary training period may be extended by mutual agreement of Employer and Union.~~

ARTICLE XVII – DISCIPLINE

Section 1. Penalties for violations of Policy are outlined in Addendum "D" to this Agreement.

Section 2. If the Employer determines at any time during an employee's initial twelve (12) month employment probationary period that the service of the probationary employee is unsatisfactory, the employee may be discharged upon written notice from the Employer without recourse through the grievance procedures.

Section 3. For the purposes of discipline, Employer may utilize an oral admonishment and written documentation of the oral admonishment, letters of warning, caution or reprimand. In addition, notices of suspension (with or without pay) or dismissal must be provided in writing. Employer may select the form of discipline utilized depending upon the facts and circumstances of the violation in accordance with Addendum "D" to this Agreement.

Section 4. Written documentation of oral admonishments, letters of warning, caution or reprimand shall be considered temporary contents of an employee personnel file. Each writing or letter may be removed and destroyed pursuant to the following procedure:

- a. Employee may submit a written request for removal of a letter of discipline one year after the date of the written letter was issued. The written request shall be submitted to Employee's immediate supervisor.
- b. Employee (accompanied with a union representative if employee wishes) and the supervisor who authored the letter shall meet within five (5) working days unless extended by mutual agreement. Employee and supervisor shall discuss the circumstances surrounding the written disciplinary action and the Employee's conduct since the issuance of the letter.

c. The supervisor and employee (accompanied with a union representative if employee wishes) shall request a meeting with the Chief Administrative Officer Mayor/Library Director. The meeting must take place within five (5) working days, or extended by mutual agreement, for the consideration of the employee's request for removal of the letter at issue. The ~~Chief Administrative Officer~~ CAO/Mayor/Library Director shall render his/her decision within five (5) working days of said meeting or extended by mutual agreement.

d. If the supervisor who issued the written discipline no longer works for the Employer, employee may file his request with the ~~Chief Administrative Officer~~ CAO/Mayor/Library Director for consideration and processing as provided in this Article.

e. Written documentation of oral admonishments, letters of warning, caution or reprimand may be retained by the Employer in files other than the employee personnel file only for the purpose of preserving evidence for subsequent legal proceedings that the Employer may be a party to if legal proceeding is filed within the applicable statute of limitation.

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Section 5. Employees may inspect and receive copies of any material placed in their personnel file. Employees may be charged for the cost of copying such materials at the rate set in the Schedule of Fees and Charges in effect at the time of said request.

Section 6. No disciplinary material may be placed in an employee's personnel file without the signature or initials of the employee upon it indicating he/she has been shown the material. If an employee declines or refuses to initial or sign the disciplinary material, Employer may satisfy the requirements of this Section by noting that the employee refused to sign the disciplinary material and the date of such refusal.

Section 7. Any disputes under the Article shall be resolved through the Grievance Procedure contained herein beginning at Step 2 of Section 5 in Article XVIII.

ARTICLE XVIII - GRIEVANCE PROCEDURE

Section 1. Definitions:

"Grievance" is defined as an employee's alleged violation of a specific term of this Agreement or an employee's dispute regarding an interpretation of the Agreement.

"Grievant" shall mean a bargaining unit employee ("Employee"), Union Member, member or Employer.

"Union" shall mean the Local 316, American Federation of State, County and Municipal Employees, AFL-CIO

Section 2. Agreement and Purposes:

- a. Employer and the Union agree that there shall be no reprisals of any kind against any party in interest for reasons of participation in the grievance procedure.
- b. It is the desire of the Employer and the Union to address grievances informally; both parties commit themselves to make every effort to resolve problems when they arise. Direct communication and discussion should result in a full disclosure of acts and a fair and speedy resolution to most complaints arising out of day-to-day operations. If the grievance is not resolved informally, the following procedure will apply.
- c. Each grievance will be submitted separately except when the Employer and the Union mutually agree to have more than one grievance handled in one procedure.
- d. Grievances by the Employer, should they occur as a result of official Union activities or actions, shall be presented directly by the City's CAO/Mayor to the Union President within fifteen (15) calendar days of the date upon which he/she became aware of the situation prompting the grievance. The Union President shall provide a written answer within fifteen (15) calendar days.

Section 3. Procedures: The following procedures shall be used by a Union member when seeking relief of his/her Grievance under this agreement.

- a. A Grievance not filed or advanced by the Grievant within the time limits provided in this section shall be deemed permanently withdrawn as having been settled on the basis of the decision most recently received. Failure on the part of the Employer to answer within the time limits set forth in any step will entitle the grievant to advance the grievance to the next step.
- b. A Grievance by the Union, after attempting to informally resolve the Grievance, shall be in writing and commence at Step 3.

Step 1. Public Works Director

An Employee ("Grievant") who believes he/she has a grievance shall file a written grievance within a period of fifteen (15) days after the occurrence giving rise to the grievance or after the failure to informally resolve the grievance. The grievance shall be reduced to writing in the form of a petition indicating the specific term(s) of this Agreement violated or misinterpreted, facts supportive of the grievance, and the specific relief sought. The written grievance shall be filed with the Public Works Director. The Public Works Director shall meet with the grievant and issue a written decision and disposition of the grievance within fifteen (15) days of the meeting. If the grievant is a court clerk, he/she shall file his/her grievance with the City Judge for consideration hereunder. If the grievant is a librarian, they shall file their grievance with the Library Director for consideration hereunder.

Step 2. Union Member Grievance Presentation to the Union

If the grievant is not satisfied with the decision and disposition through Step 1, the grievant shall submit the grievance petition to the Union within five (5) calendar day's receipt of the decision

issued pursuant to Step 1. The Union, upon receipt of the written and signed grievance petition, shall determine if a valid grievance exists. The Union shall have fifteen (15) calendar days to provide a response to the Union Member. If the Union determines no basis for a grievance exists, no further action on the part of the Union is necessary since the grievance shall be considered null and void. If the Union determines, by a majority vote, that a valid grievance exists the grievance shall proceed to Step 3.

Step 3. Appeal to the City's Chief Administrative Officer/Mayor/Library Board

If the grievance remains unresolved and the Union determines a valid grievance exists pursuant to Step 2, the Union or grievant shall have fifteen (15) calendar days after the Union's decision in Step 2, to appeal to the City's CAO/Mayor/Library Board. The CAO/Mayor/Library Board shall issue a written decision on the grievance within fifteen (15) calendar days. No Union Member may take any grievance to Steps 3-5 if the Grievance is not approved or otherwise sanctioned by the Union. Upon mutual agreement of the Union and the City, the parties may elect to bypass Step 3 and move directly to Step 4 of the Grievance Procedure.

Step 4. Appeal to the Grievance Committee

The Union and Employer shall utilize a Grievance Committee as provided herein for Appeals of decisions rendered pursuant to Step 3. The Grievance Committee shall constitute three members. The Members must include a Union member, an Employer representative and a Mediator from the Montana Department of Labor and Industry, Board of 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 Employer shall provide each other the names of at least three representatives who are willing to serve on the Grievance Committee by January 1 of each year. The Grievance Committee shall include only those members who have not had any active participation in the current grievance before the Grievance Committee.

The Union President and City's Chief Administrative Officer shall meet and form the Grievance Committee by random draw five working days after Step 4 is initiated. The Grievance Committee shall convene within ten (10) calendar days 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 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. Arbitration

The Union and Employer agree to submit to arbitration any grievance which has not been resolved through the above-enumerated grievance steps and procedures, provided it is submitted within ten (10) calendar days following the decision of the Grievance Committee. The Union or the Employer shall notify the other party in writing that the matter is to be submitted to Arbitration.

Note: For Library Employees involved in Arbitration, all instances of "Employer" reference the "Library Board of Trustees".

The arbitrator shall be selected by mutual agreement. If a selection is not possible, the Union and Employer shall jointly request a list of five (5) names from the Montana Board of Personnel Appeals. The parties shall, within ten (10) calendar days of the receipt of the list, select the arbitrator by the method of alternately striking names with the parties flipping a coin to determine who strikes the first name. The final name left on the list shall be the selected arbitrator. The arbitrator selected will be contacted immediately and asked to start proceedings at the earliest possible date.

If requested by a party or ordered by the arbitrator, a hearing shall be scheduled by the arbitrator in consultation with the Employer and the Union. The arbitrator shall issue a decision within 30 calendar days after the conclusion of the proceedings, including filing of briefs, if any. The arbitrator's decision shall be final and binding on both parties, but the arbitrator shall have no authority to extend, alter, or modify this Agreement or its terms, nor imply any restriction or burden against either party that has not been assumed in this Agreement. The entire cost of the arbitration, excluding a party's attorney fees, shall be paid by the party found in default.

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 time limits, as specified, may be extended by mutual consent of the parties.

ARTICLE XIX - SAVINGS CLAUSE

Should any article, section, or portion thereof, of this Agreement be held unlawful or invalid by any 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 to immediately negotiate a substitute for the invalidated article, section, or portion thereof. Any city ordinance passed subsequent to the adoption of this Agreement that would contravene the terms of this Agreement shall not apply during the life of this Agreement.

ARTICLE XX -TERMS, AMENDMENTS, AND MODIFICATIONS OF THE AGREEMENT

Section 1. The provisions of this Agreement shall be retroactively effective to July 1, ~~2020~~2023, and will remain in full force and effect until June 30, ~~2023~~2026. ~~Wages and benefits for the final two years of this contract will be opened in Spring of 2021~~ ~~2026~~ following the opening procedure outlined below. All provisions of this Agreement may be opened and negotiations shall commence in February of ~~2023~~2026. During the first week of February, the CAO/Mayor and the Union President shall meet and schedule the first session with the assistance of a mediator from the Board of Personnel Appeals to assist with scheduling Interest Based Bargaining. This Agreement shall automatically renew from year to year thereafter unless either party gives written notice to the other that it desires to make changes. In the event changes are desired, the parties shall seek forthwith to arrange a meeting for the purpose of negotiating changes and shall remain in full force and effect until negotiations are concluded.

Section 2. Neither party to the Agreement shall make unilateral changes in the terms of the basic Agreement, pending the settlement of the outstanding differences through mutually agreeable procedures.

In Witness Whereby: The parties, acting by and through their respective and duly authorized officers and representatives, have set their hands on this ~~2020~~2023.

For the City of Laurel:

For the American Federation of State,
County and Municipal Employees, AFL-
CIO

CAO/Mayor	President, Local #316
City Clerk – Treasurer	Local #316 Negotiation Committee
City Negotiation Committee	Local #316 Negotiation Committee
City Negotiation Committee	Local #316 Negotiation Committee
City Negotiation Committee	Local #316 Negotiation Committee
	Field Rep., Montana Council #9, AFSCME, AFL-CIO

CLASSIFICATION APPEAL

A classification appeal system shall be developed through the Labor Management Committee for the purpose of permitting employees covered by this Agreement, within the same classification, to appeal for an upgrade of the entire classification due to additional work duties, responsibilities, or changing work conditions within that classification.

A committee shall be established comprising three members of the City Council, the CAO/Mayor, appropriate Department Head, three bargaining unit members, [a Library Board of Trustees Representative](#), and the City Clerk/Treasurer. This committee will meet to discuss such an appeal no later than thirty (30) days after such appeal is filed with the CAO/Mayor.

The committee shall hear testimony, examine documents and other pertinent materials and make their decision and recommendation to the City Council within forty-five (45) days of the CAO's/Mayor's receipt of the appeal. The Committee shall implement its decision beginning on the following month's first pay period.

All documentation, recommendations, and decisions shall be in writing.

ADDENDUM "A" - CLASSIFICATION

Grade	Classification
1	
2	
3	Maintenance Worker I Court Clerk I
4	
5	Court Clerk II
6	Utility Maintenance Worker II Court Clerk III Maintenance Worker II Water Plant Operator I Wastewater Plant Operator I
7	Mechanic
8	Water Plant Operator II Maintenance Worker III Wastewater Operator II Utility Maintenance Worker III
9	Water Plant Chief Operator Wastewater Plant Chief Operator

Library Classifications are as follows:

Assistant Director
Tech Services Librarian
Library Clerk I
Substitute Clerk
Library Clerk II

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ADDENDUM "B" - WAGES

~~4.~~ Effective July 1, ~~2020~~2023, each bargaining unit employee shall receive an increase of ~~25.00%~~ to their current base rate. Effective July 1, 2024 each bargaining unit employee shall receive an increase of 4.00% to their current base rate. Effective July 1, 2025, each bargaining unit employee shall receive an increase of 3.00% to their current base rate.

~~2.~~ The Union and City will return to the negotiation table Spring 2021 to negotiate a 2-year wages and benefits package.

~~1.~~

~~3.2~~ The Employer shall compensate a newly-hired employee at ninety-five percent (95%) of the base rate for his/her classification grade for the first twelve (12) months of employment. After employee's successful completion of his/her twelve (12) month probationary period, the Employer shall compensate employee in accordance with the position's pay schedule.

~~4.3~~ The Employer shall immediately pay a transferred or promoted employee one hundred percent (100%) of the base rate for his/her classification grade if the transferred or promoted employee possesses the license(s) or certification(s) required for the position. If a transferred or promoted employee does not possess the license(s) or certifications(s) for the position, the Employer shall pay the employee ninety-five percent (95%) of the base rate for the position until employee successfully obtains the requisite license(s) or certifications(s). However, the employee promoted into an equivalent or higher-grade position shall begin at not less than the rate of pay of his/her previous position in the new grade. If the transferred or promoted employee fails to obtain the requisite license(s) or certification(s) for the position within one (1) year from the date of his/her transfer or promotion, the Employer ~~shall may~~ terminate the employee. Transferred or promoted employee retains no right to return to his/her former position unless mutually agreed-upon between the employee and Management.

~~5.4~~ Employees will receive differential pay of seventy-five cents (\$0.75) per hour for the afternoon shift and one-dollar (\$1.00) per hour for the night shift in addition to any other compensation. If the day shift over lays into the night or afternoon shift by more than two (2) hours into and/or out of differential hours, said hours shall be paid at the appropriate differential rate for the actual hours worked.

~~6.5~~ Afternoon shift shall be hours between 3 p.m. and 11 p.m. Night shift shall be hours between 11 p.m. and 7 a.m.

~~7.6~~ When ~~an employee (a qualified relief operator)~~ a qualified employee ~~is~~ temporarily assigned to a higher grade by management, ~~the that~~ employee shall receive the wage rate

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of the step of the higher grade corresponding to his/her current step for each hour worked in the higher grade, provided however, that such employee works four (4) hours or more in the higher grade in the same eight (8) hour shift. The employee shall receive the higher rate of pay for the full eight (8) hour shift for the actual hours worked by the employee in that higher grade.

7. Union employees will be compensated at \$0.20/hour per DEQ Certification license with the appropriate job classification held by Union employee. Candidates that successfully complete the training program will be compensated \$0.20 for up to one license only. Transferring employees will not lose their \$0.20 per hour as long as they transfer to a position that requires a DEQ license.
8. Wastewater Treatment Plant Operator I wage will be increased by \$0.10 per hour based on the July 1, 2023 rate.

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Grade	Position	7/1/2022 Adjusted Salary for Calculation % increases	Effective 7/1/2023 5.00% Increase	Effective 7/1/2024 4.00% Increase	Effective 7/1/2025 3.00% Increase
1					
2					
3	Maintenance Worker I	18.86	19.80	20.59	21.21
	Court Clerk I	18.60	19.53	20.31	20.92
4					
5	Court Clerk II	20.41	21.43	22.29	22.96
6					
	Water Plant Operator I	25.81	27.10	28.18	29.03
	Wastewater Operator I	25.81	27.10	28.18	29.03
	Maintenance Worker II	25.18	26.44	27.50	28.33
	Court Clerk III	22.25	23.36	24.29	25.02
	Utility Maintenance Worker II	25.71	27.00	28.08	28.92
7	Mechanic	26.12	27.43	28.53	29.39
8					
	Water Plant Operator II	26.59	27.92	29.04	29.91
	Wastewater Operator II	26.59	27.92	29.04	29.91
	Maintenance Worker III	26.65	27.98	29.10	29.97
	Utility Maintenance Worker III	27.19	28.55	29.69	30.58
9					
	Water Plant Chief Operator	28.07	29.47	30.65	31.57
	Wastewater Chief Operator	28.07	29.47	30.65	31.57
	Library:				
	Assistant Director	21.84	22.93	23.85	24.57
	Tech Services Librarian	18.81	19.75	20.54	21.16
	Library Clerk I	13.40	14.07	14.63	15.07
	Substitute Clerk	15.75	16.54	17.20	17.72
	Library Clerk II	16.27	17.08	17.76	18.29

ADDENDUM "C" - LONGEVITY

Longevity Defined: Longevity means an employee's length of continuous loyal and faithful service with the Employer, irrespective of classification and/or assignment.

The number of years of longevity shall be computed from the date the employee started continuous employment with the City of Laurel. This date shall be called "date hired". Longevity raises shall be computed from the first day of the monthly pay period following the employee's date hired. In the event an employee has a break in service and returns to employment with the City of Laurel, said employee will be given a new "date of hire" for longevity purposes.

Longevity pay will be computed as follows: ~~\$7.75~~\$8.00 per month for each year of service.

ADDENDUM “D” – MAXIMUM PENALTIES NOTES FOR 1ST, 2ND
& 3RD OFFENSE

		1 st Offense	2 nd Offense	3 rd Offense
2.1	Bringing or using unauthorized alcohol or illegal drugs on City property or work place during working hours	Dismissal		
2.2	Reporting to work intoxicated from alcohol or other drugs	Referral for diagnosis and treatment	Suspension or Dismissal	

2.3	False statement on application	Dismissal		
2.4	Stealing from fellow employees, the public or the City	Dismissal		
2.5	Refusal to do work assigned	Dismissal		
2.6	Punching another employee's time card	Dismissal		
2.7	Intentionally reporting incorrect production or falsifying records	Dismissal		
2.8	Abusive or threatening language to any supervisor or to any employee	Written reprimand	3-day suspension	Dismissal
2.9	Willful destruction on defacing City property	Dismissal		
2.10	Fighting on city property	3-day suspension	Dismissal	
2.11	Failure to report to your supervisor any accident you have while at work within current working shift	Written reprimand	3-day suspension	Dismissal
2.12	Horseplay	Written reprimand	3-day suspension	Dismissal
2.13	Unauthorized use of equipment or property	Written reprimand	3-day suspension	Dismissal
2.14	Leaving the work assignment during working hours without permission	Written reprimand	3-day suspension	Dismissal
2.15	Disregarding starting and quitting time for shifts and rest periods	Written reprimand	3-day suspension	Dismissal
2.16	Unexcused absence or persistent absenteeism	Written reprimand	3-day suspension	Dismissal
2.17	Abuse of sick leave policy	Written reprimand	3-day suspension	Dismissal
2.18	Absent of 3 days without notes	Dismissal		
2.19	Substandard quality of work	Written reprimand	3-day suspension	Dismissal
2.20	Disobeying safety regulations	Written reprimand	3-day suspension	Dismissal
2.21	Failing to notify your supervisor that you will be absent from work that day	Written reprimand	3-day suspension	Dismissal
2.22	Sleeping on duty	Written reprimand	Dismissal	
2.23	Failure to drive City vehicles in a safe manner	Written reprimand	3-day suspension	Dismissal
2.24	Discourteous or degrading service to citizens of the City	Written reprimand	3-day suspension	Dismissal
2.25	Insubordination	Dismissal		
2.26	Unauthorized distribution of written printed material of any description	Written reprimand	3-day suspension	Dismissal
2.27	Unauthorized solicitation or sales on premises	Written reprimand	3-day suspension	Dismissal
2.28	Willful violation on written rules, regulations policies or directives	Written reprimand	3-day suspension	Dismissal
2.29	Conviction of a felony	Dismissal		
2.30	Receiving 3 reprimand letters in 9 months	Dismissal		
2.31	Receiving 3 suspensions within 9 months	Dismissal		

2.32	Willful violation of any federal, state or local laws, excluding traffic	Dismissal		
2.33	Any employee required to have a valid drivers' license or CDL – conviction of DUI and failure to obtain a work permit	Dismissal		
2.34	Any employee required to have a valid driver's license or CDL and they fail to maintain insurability	Dismissal		
2.35	Failure to follow 49CFR Part 382 of Omnibus Transportation Employee Testing Act of 1991 and the DOT policies for CDL drivers	See specific Act for discipline required		
2.35	Sexual harassment or other unwelcome behavior of another employee or other person	Suspension or Dismissal	Dismissal	
2.37	Unauthorized possession of firearms on City property	Dismissal		

1. Employees, after completing their initial twelve (12) month probationary period, shall not be discharged except for just cause.
2. In all cases of suspension or discharge, the employee must be presented with a dated written statement outlining the reason for such action.
3. As noted, the preceding are maximum penalties, and circumstances will be considered in actual determination of penalties.
4. No verbal warnings shall be issued without a union representative present.

The foregoing enumeration of rules covering discipline and dismissal is primarily presented here by way of illustration and shall not exclude the Employer's right to discipline or dismiss employees for other just causes.

ADDENDUM “E” – DEQ TRAINING PROGRAM

The City of Laurel and the Union agree that a training program is in the best interest of both parties. The conditions of the training program are as follows.

1. A DEQ certified training pool will be offered to union employees in advance of future vacant positions that require DEQ certifications.
2. The DEQ training pool will consist of two (2) positions in each of the following categories: Water Plant, Sewer Plant, and Water Distribution. If the Montana DEQ requires more certifications (sewer collection as one example) in the future, the new category will also become eligible.
3. On July 1st of each contract year, the Public Works Director will post vacant categories in the DEQ training pool on the city/union bulletin boards for up to 14 days. A Union employee who desires to bid must submit his/her bid prior to 5:00 p.m. on the 14th day. Union employees may only bid one vacant position unless a vacancy remains after all Union employees have had the opportunity to bid. Employees that are on approved vacation or sick leave will be given an opportunity to bid upon their return.
4. Vacancies in the DEQ training pool will be awarded by Union seniority by hiring date. All Union employees covered by this contract are eligible to bid and for the training program.
5. Results of the Union employees selected for the training pool will be posted within 5 business days.
6. Selected training pool applicants will have 12 months to take and pass their respective certification test as administered by the Montana DEQ. In the case of failure to achieve the certification within 12 months, the pool applicant will be released from the training program to allow a vacancy for another Union employee to have the opportunity to enter the training program.
7. Training for the DEQ certifications may include working in the respected areas in order to become familiar with the operation, maintenance, and the terminology used in those areas. Training may include a shift change.
8. Upon completion of the training program with a successful DEQ certification, employee will receive the current agreed upon additional compensation for obtaining and possessing a current DEQ certification.
9. Certified employees not currently holding a certified position must bid vacant job openings in the areas or categories for which they hold certifications or they shall forfeit their additional compensation. Employee(s) do not forfeit the compensation if they are not awarded the vacant position due to a senior employee with the same certification(s) being selected for the vacant position. Training pool employees who fail to bid, for whatever reason, on a vacant position(s) as required, shall also forfeit any future openings in their

respected areas or categories for a period of five (5) years. Certified employees that are awarded the vacant position may not revert to their previous position however they shall be compensated 100% of the current wages for the position.

10. If a vacancy opens in one of the above-mentioned areas or categories and no certified employee exists, the City shall give a preference to Union employees who are participants in the training program over employees that are not in the training program, regardless of seniority. If there are no certified employee(s) or employees enrolled in the training program, the vacant position will be bid as outlined in the Contract for job posting.
11. City shall pay for training materials, certification testing, and continuing education credits for all DEQ certifications. Certified employees shall maintain their certification or immediately forfeit their right to the additional compensation in addition to the City releasing them from the training pool.
12. Compensation shall be paid pursuant to Addendum B.

ADDENDUM “F” – FLEX PLAN CONTRIBUTION

The City shall pay a ~~\$600-700~~ flex/cash contribution per union employee during the each of the 2020-2023-2026 contract (fiscal) years. ~~Limited negotiations for 2021-2023 may include a flex change as part of wages/benefits package.~~

Part-time employees will receive flex contribution on prorated budgeted hours worked.

The City will provide guidance as to allowable claims for the flex usage for all covered employees.

If the employee elects to take the contribution as a cash payment, the employer shall withhold all requisite taxes pursuant to state and federal laws.

All contributions not used for acceptable medical claims, including insurance premiums, will revert back to the City at the end of the contract (fiscal) year.