

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN
STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA CHEMICAL DEPENDENCY CENTER
AND
MONTANA NURSES ASSOCIATION
LOCAL UNIT #36, AFL-CIO
2023-2025**

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

PREAMBLE

THIS AGREEMENT is made and entered into between the State of Montana Department of Public Health and Human Services, Montana Chemical Dependency Center, hereinafter referred to as the "Employer" and the Montana Nurses Association Local Unit #36, AFL-CIO, hereinafter referred to as the "Union" or "Association". It is the intent and purpose of this Agreement to assure sound and mutually beneficial working relationships between the Employer and its employees, to provide an orderly and peaceful means of resolving grievances; to prevent interruption of work and interference with efficient operation of the facility; and to set forth herein a basic and complete agreement between the parties concerning terms and conditions of employment. It is understood the Employer is engaged in furnishing an essential public service which vitally affects health, safety, comfort, and general well-being of the public, and both parties hereto recognize the need for continuous and reliable service to the public.

**ARTICLE 1
RECOGNITION**

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

**ARTICLE 2
UNION SECURITY**

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

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

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

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

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

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

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

ARTICLE 3 **EMPLOYEE JOB SECURITY**

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

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

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

ARTICLE 4 **MANAGEMENT RIGHTS**

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

The Association shall recognize the prerogative of the agency to manage, direct, and control the business in all particulars, in such areas as but not limited to:

- 1). direct employees;
- 2). hire, promote, transfer, assign, and retain employees;
- 3). relieve employees from duties because of lack of work or funds or under conditions where continuation of such work would be inefficient and non-productive;
- 4). maintain the efficiency of government operations;
- 5). determine the methods, means, job classification, and personnel by which the agency operations are to be conducted;
- 6). take whatever actions may be necessary to carry out the missions of the agency in situations of emergency; and
- 7). establish the methods and processes by which work is performed.
- 8). take whatever actions may be necessary to carry out the mission of the Employer in situations of emergency, immediate jeopardy, a serious, unexpected and often dangerous situation requiring immediate action(s) necessary to remain in compliance with laws and regulations. An emergency shall be defined as unforeseen circumstances which cannot be anticipated through normal planning processes, or the resulting state that calls for immediate action, i.e., an unusual increase in patient load, an unusual and emergent situation, decrease in available staff, or a natural disaster.

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

ARTICLE 5

UNION ACTIVITIES

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

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

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

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

of the center.

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

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

**ARTICLE 6
HOLIDAYS**

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

New Years Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Lincoln's and Washington's Birthdays	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Floating Holiday	Each calendar year

The Election Day holiday for state employees that occurs in even years will be replaced with an annual floating holiday, effective July 1, 2023. Each full-time employee is entitled to one floating holiday each calendar year. Each part-time employee is entitled to one floating holiday each calendar year that must be calculated proportionately to the floating holiday allowed to a full-time employee. Unused floating holiday leave expires at the end of each calendar year, does not accrue, and is not paid out to employees on termination of employment.

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

**ARTICLE 7
JOB POSTING**

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

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

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

ARTICLE 8 **GRIEVANCE & ARBITRATION PROCEDURE**

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

Section 1. Grievance Steps

Step 1: A grievance shall first be taken up with the employee or employees and their immediate supervisor, within ten (10) calendar days of such grievance, with or without a Union representative present. The immediate supervisor shall have fourteen (14) calendar days in which to respond to the grievance.

Step 2: If the grievance cannot be adjusted at Step 1, it shall be presented to the Facility Administrator or designee in writing within fourteen (14) calendar days of the receipt of the Step 1 response. The Facility Administrator or designee shall have fourteen (14) calendar days in which to respond to the grievance in writing.

Step 3: If no settlement can be reached at Step 2, it shall be presented in writing to the Director of the Department of Public Health and Human Services, or designee, within fourteen (14) calendar days of the receipt of the written Step 2 response. The Director, or his/her designee, shall have thirty (30) calendar days in which to respond to the grievance in writing.

Step 4: Should the aggrieved employee or employees and the Association consider the decision of the Director to be unsatisfactory, the Association may notify the Director and the Chief of the State Office of Labor Relations, in writing, of its intention to have the grievance referred to arbitration. In such event, notice must be provided within fourteen calendar days of the receipt of the Step 3 response.

Mediation

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

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

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

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

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

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

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

ARTICLE 9 **WORKING CONDITIONS**

Section 1. Work Periods.

- a. **Workday:** A workday normally consists of a minimum of eight (8) to a maximum of twelve (12) hours in any twenty-four (24) hour period. Alternate work schedules may be developed and implemented by the union and the employer. Should any existing schedule be determined to require modification, the applicable union shall be noticed and shall be involved formally in all aspects of decision making prior to the final implementation of a new work schedule. It is understood that if no agreement is reached after discussion with the union, the Employer may implement necessary schedule changes. The Employer agrees that such changes shall be based on need and recognizes that employees have a right to expect continuity in shift and days off unless the Employer provides substantive basis for change.
- b. **Work Week:** Forty (40) hours shall constitute a work week.
- c. **Shifts:** The shift for regular RN positions will not be on an alternating basis, except by agreement between the employee and the Employer. Positions designated as "flex" may alternate between shifts.
- d. **The employer may make temporary changes for emergent situations in**

bargaining unit employees' hours of work and days off to meet staffing requirements. Employer will give as much advance notice as possible regarding temporary schedule changes; however, it is understood that advance notice may not be possible in emergency situations. Management reserves the right to modify any existing or proposed work schedule which has been determined by either labor or management to jeopardize patient care, or shall negatively impact the ability of management to facilitate required programming or care. All staff who are directly impacted by a work schedule change shall be noticed a minimum of thirty (30) days prior to the formal implementation date.

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

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

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

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

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

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

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

Section 8. Holdover Time. By definition any nurse that works past the conclusion of their regularly scheduled shift up to but not to exceed a maximum of two (2) hours is considered to have been held over. Any opportunity for holdover work shall be offered

to volunteers first. Should a staff nurse volunteer to cover the vacancy the shift will be awarded in order of seniority with longest tenure being given top preference. In the event no nurse volunteers to accept the work it will be mandatorily assigned to the nurse or nurses on-duty in order of seniority with the shortest tenure used to select the nurse who will perform the work. All future mandatory selections using seniority shall be made using the system which progressively rotates candidates using seniority from the least to greatest in tenure. Each nurse will be required to accept the mandatory tenure using the rotation system. On-duty staff nurses will not be mandated for another holdover work assignment until all on-duty staff nurses have participated in the rotation. The employer will make every effort to provide alternative staffing prior to making the decision to use a holdover assignment.

Section 9. Shift Extend

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

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

Shift extend shall consist of a minimum of two (2) hours, up to a maximum of six (6) hours past the scheduled conclusion/beginning of an employee's regular shift. Other than during a formal declared emergency situation, no nurse shall work more than one eighteen (18) hours extended shift in any consecutive forty-eight (48) hours period, unless there is mutual agreement between the nurse and management. Any circumstance requiring a nurse to remain on duty for less than two (2) hours after the conclusion of their scheduled shift shall not be considered a "shift extend".

Section 10. Night Shift Differential

All nurses working 7:00 pm to 7:00 am shall be paid, in addition to their hourly wage, an additional three dollars (\$3.00) per hour for all hours worked.

Section 11. Weekend Differential

Employee hours worked on the weekend, which is defined as hours from 7:00 pm on Friday through 7:00 am on Monday, shall be paid a wage differential of two dollars (\$2.00) per hour in addition to the hourly wage rate and in addition to any other applicable differentials.

ARTICLE 10 PROFESSIONAL DEVELOPMENT

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

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

ARTICLE 11 **LEAVES**

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

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

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

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

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

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

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

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

Section 3. Annual leave. Employees shall earn leave credits in accordance with 2-18-612 MCA.

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

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

Section 4. Emergency leave. In accordance with sick leave policy, accrued and available sick leave will be allowed for necessary attendance to the illness of the Employee's immediate family until other attendance can be reasonably attained, to attend a funeral in the immediate family, to received medical, dental or eye examination, or for other disability related emergencies. Absence in excess of one shift without notice to the Employer from the employee shall constitute just cause for immediate discharge, unless the failure to give such notification was due to circumstances beyond the control of the employee.

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

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

ARTICLE 12

SENIORITY

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

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

- a. No permanent employee shall be separated while there are temporary employees serving in the same occupational job title.
- b. An employee who is scheduled to be laid off shall have the right to return to a

formerly held classification as a Registered Nurse providing seniority accrued is greater than any employee presently assigned therein.

- c. An employee's seniority date will not be changed because of disciplinary suspensions.

Section 3. Lay-off and Re-employment.

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

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

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

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

**ARTICLE 13
LABOR MANAGEMENT COMMITTEE**

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

The Committee shall be constituted as follows:

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

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

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

ARTICLE 14

NO STRIKE NO LOCKOUT

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

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

ARTICLE 15 SEVERABILITY

Section 1. In the event that any provision of this Agreement shall be declared invalid or unenforceable by any court of competent jurisdiction, such decision shall not invalidate the entire Agreement, it being the expressed intention of the parties hereto that all other provisions not declared invalid or unenforceable shall remain in full force and effect. Either party may initiate negotiations on the provision declared invalid.

ARTICLE 16 TERM OF AGREEMENT

Section 1. This Agreement is effective as of the 1st day of July 2023 and shall remain in full force and effect through the 30th day of June, 2025.

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

Section 3. The Union shall have the right to engage in concerted activities after December 31, 2024 for matters pertaining to wages and economic benefits in the 2025-2027 biennium in accordance with Article 14.

ARTICLE 17 ENTIRE AGREEMENT

Section 1. The parties acknowledge that during negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

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

Executed and entered into 2/7/2024.

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

FOR: Montana Nurses Association

DocuSigned by:
Karol Anne Davis
382B3999E2BE4DB...

Karol Anne Davis
Chief Labor Negotiator
Department of Administration

DocuSigned by:
Robin Haux
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Robin Haux, Labor Program Director
Montana Nurses Association

DocuSigned by:
Charlie Brereton
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Charlie Brereton, Director
Department of Health and Human Services

DocuSigned by:
Nancy Maddock
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Nancy Maddock, Local #36 Representative
Montana Nurses Association

DocuSigned by:
Davonna Ryan
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Davonna Ryan, Administrator
Montana Chemical Dependency Center

Addendum A Broadband Pay Plan Provisions

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

Section 1. Effective on the first day of the first complete pay period that includes July 1, 2023, the base salary of each employee must be increased by \$1.50 an hour or by 4%, whichever is greater. Effective on the first day of the first complete pay period that includes July 1, 2024, the base salary of each employee must be increased by \$1.50 an hour or by 4%, whichever is greater.

Section 2. Member-paid employee health benefit coverage costs for single member will not increase through plan year 2025. The cost of single-member health benefit coverage will be covered by the state share contribution, after the health incentive is applied. Member contributions, copay amounts, deductibles, coinsurance levels, and maximum out-of-pocket levels for employee-only coverage will not increase through plan year 2025.

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

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

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

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

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

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

case basis.

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

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

SCHEDULE A

Pay Range Based on DPHHS Market Pay Plan

TITLE	PER	MINIMUM	MIDPOINT	MAXIMUM
Registered Nurse	HOUR	\$35.55	\$40.59	\$45.62