

2025 – 2027

COLLECTIVE BARGAINING AGREEMENT

between the

**STATE OF MONTANA
DEPARTMENT OF MILITARY AFFAIRS
MONTANA YOUTH CHALLENGE ACADEMY**

and the

**MONTANA YOUTH CHALLENGE ACADEMY
EMPLOYEES' UNION
MONTANA FEDERATION OF PUBLIC
EMPLOYEES (MFPE)**

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MONTANA YOUTH CHALLENGE ACADEMY
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PREAMBLE

THIS AGREEMENT is made and entered into this 6/13/2025, by and between the State of Montana, Department of Military Affairs, Montana Youth Challenge Academy, hereinafter referred to as the Employer, and MFPE, hereinafter referred to as the Union, for the purpose of promoting and improving understanding between the Employer, its employees, and the Union, relative to: Employer-employee relations; conditions of employment; and to provide a means of amicable and equitable adjustment of any and all differences or grievances which may arise.

ARTICLE 1.
RECOGNITION

Section 1. The Employer recognizes the Union as the sole and exclusive representative for all employees within the bargaining unit as certified by the Board of Personnel Appeals, excepting management officials, supervisory employees, and confidential employees.

Section 2. New positions. Whenever new positions are created by adding new classifications or by reclassifying a current position, the Union will be notified so that any additions or deletions to the classifications listed in the certified definition of the bargaining unit can be mutually agreed upon prior to their inclusion or deletion. Disagreements over modifications to the bargaining unit resulting from such notice may be addressed through the unit clarification procedure administered by the Board of Personnel Appeals.

ARTICLE 2.
UNION RIGHTS

Section 1. Upon written request, the Employer and Union shall furnish each other information readily available that is relevant to negotiations or necessary for the proper enforcement of this Agreement.

Section 2. The employees shall conduct the internal business of the Union during their non-duty hours. However, the foregoing does not prohibit management from granting, as management deems appropriate, requests from authorized Union representatives allowing bargaining unit members opportunity to attend union functions and union business while on duty. Selected and designated Union officers or appointees shall be allowed a pre-approved reasonable amount of paid time to investigate and process

grievance and arbitration matters. The Employer will not compensate the aforementioned individuals for time spent in such activities outside of their normal work schedule.

Section 3. The Union's staff will be allowed to visit work areas during working hours provided that notice is given to management. The visit shall not unduly disrupt work in progress and is related to employment matters.

Section 4. The Employer shall ensure reasonable access to the Union to the most current policy manual of its rules, regulations, and policies on employment related matters. The Union shall be notified of any proposed changes or additions to personnel rules, regulations, and policies issued by the Montana Youth Challenge Academy, Department of Administration, and the Department of Military Affairs prior to implementation to allow discussion and comment by the Union.

Section 5. The Employer, within 30 days of the signing of this Agreement, shall present the Union with a list of the names and addresses of all current employees covered by this Agreement and shall notice the Union of all terminations or new hires as they occur.

Section 6. Union representatives shall, with the written approval of the employee, have the right to inspect an employee's personnel file.

Section 7. The Employer agrees to provide 21 calendar days advance notice to the Union of any employee layoff of fewer than 25 employees along with an opportunity to comment on the layoff. For layoffs of more than 25 employees, the Employer agrees to follow the notice requirements in § 2-18-1206, MCA.

Section 8. The Union shall have space provided to install a bulletin board.

Section 9. The Union shall have a mailbox available to place copies of relevant Union business including but not limited to Contracts, Membership Forms, Constitution, and Newsletters. This information must be informative in nature to union business, and not derogatory toward management. The Union also may have designated space be used to store a secured ballot box for use during Union elections.

Section 10. The Employer's computer system, including all related equipment, networks and network devices, is provided for authorized state government use for purposes of employees carrying out their duties and responsibilities as assigned by the Employer. Email communication should resemble typical professional and respectful business correspondence. Union officers or representatives may use the Employer's e-mail system for the purpose of providing members of the bargaining unit with notification of union meetings and other pertinent union business on the condition that any and every message sent for such Union purpose is copied simultaneously from the sender to the MYCP Director and Assistant Director. All messages created, sent or retrieved, over the state's computer system is the property of the State of Montana. Employees should not have expectations of privacy for any messages created, sent or received.

ARTICLE 3. MANAGEMENT RIGHTS

Section 1. In compliance with § 39-31-303, MCA, the Union shall recognize the prerogatives of the agency to operate and manage their affairs 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 classifications, 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;
7. Establish the methods and processes by which work is performed.

Such rights are retained by the Employer except as specifically limited or relinquished in this Agreement.

ARTICLE 4. UNION SECURITY

Section 1. Employees covered by the terms of this Agreement shall not be required to become members of the Union. It is recognized that the Union is required to represent all employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union.

Section 2. Upon receipt of a written authorization from an employee covered by this Agreement, the Employer shall deduct from the employee's pay the amount owed to the Union by such employee for dues or for the representation fee. The Employer will remit to the Union such sums within 30 calendar days. Changes in the Union membership dues rate will be certified to the Employer in writing over the signature of the authorized officer or officers of the Union and shall be done at least 30 calendar days in advance of such change.

Section 3. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of its compliance with the provisions of this Article.

ARTICLE 5. NON-DISCRIMINATION

Section 1. No member of the bargaining unit shall be disciplined or discriminated against as a result of union membership or participation in lawful union activities. No member of the bargaining unit shall be retaliated against for filing any classification appeal, grievance, or complaint or for exercising any other right provided by law, rule, or contract. Appellants or grievants are not to prepare classification appeals or grievances using state equipment, state supplies, or paid time; however, designated Union officers or appointees may investigate or process grievances using a reasonable amount of pre-approved paid time.

ARTICLE 6. EMPLOYEE RIGHTS

Section 1. No permanent/non-probationary bargaining unit employee may be disciplined or discharged except for just cause. A part-time employee who accepts a full-time position within the bargaining unit, will not be required to complete another probationary period

Section 2. Employees who terminate their service will be furnished, upon request, a letter stating their classification and length of service.

Section 3. The Employer shall ensure each employee reasonable access to an up-to-date policy manual of the Employer's rules, regulations, and policies on employment related matters.

Section 4. An employee may request the presence of a representative of their choice during an interview when the employee reasonably believes the interview may lead to the employee being disciplined. The right to select a representative shall not cause undue delay of the interview. It is understood this requirement does not apply to questions or instructions about work performance. The Employer shall give the employee adequate prior notice of the reason for such a meeting.

Section 5. "Probationary period" means a trial period established by an agency when an employee is newly hired to state government into permanent or seasonal employment to assess the employee's abilities to perform job duties, to assess the employee's conduct on the job, and to determine if the employee should be retained beyond the probationary period and attain permanent status.

Subsection 1. A probationary period for new hires and rehires shall be 12 months from the date of hire. If the employer determines at any time during the probationary period that the services of the probationary employee are unsatisfactory, the employee may be separated upon written notice from the Employer. The probationary period for an individual employee may be extended at the Employer's discretion in accordance with the State of Montana Probation Requirements Policy.

Section 6. One personnel file will be maintained for each employee. An employee may request and receive a copy of any document in their personnel file. Letters of caution, consultation, warning, admonishment and reprimand shall be considered temporary contents of the personnel file of an employee and shall remain in the file for no more than 18 months. No information reflecting critically upon an employee shall be placed in the personnel file of the employee that does not bear either the signature or initials of the employee indicating that they have been shown the material or a statement by a supervisor that the employee has been shown the material and refused to sign it. Material which is not in conformity with this Article shall not be placed in the personnel file of an employee, nor shall materials in violation of this Article be used in any subsequent evaluation or disciplinary proceeding involving the employee.

Section 7. Complaints. Employees will be afforded due process in the investigation of any complaints against employees.

Section 8. Privatization means contracting with the private sector to provide a service normally or traditionally provided directly by an employee of an agency. Before eliminating any bargaining unit jobs through privatization, the Employer shall first notify each affected employee and the bargaining agent at least 60 days prior to the privatization. The effects of such contracting out shall be subject to negotiations prior to implementation.

**ARTICLE 7.
HOLIDAYS**

Section 1. Recognized holidays shall be the following, in compliance with § 1-1-216, MCA:

New Years Day	January 1
Martin Luther King, Jr. Day.....	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day.....	First Monday in September
Indigenous Peoples' Day & Columbus Day.....	Second Monday in October
Veteran's Day.....	November 11
Thanksgiving Day.....	Fourth Thursday in November
Christmas Day.....	December 25

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. An 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. Short-term workers or student interns may not receive a floating holiday.

**ARTICLE 8.
ANNUAL LEAVE**

Section 1. Employees shall earn leave credits consistent with the provisions of Montana Code Annotated.

Section 2. It is understood that employees may take annual leave with prior Employer approval. Annual leave requests can only be denied by the Employer for bona fide staffing requirements.

Section 3. Annual leave credits are earned at a yearly rate calculated in accordance with the following schedule under § 2-18-612, MCA, which applies to the total years of an employee's employment with any agency whether the employment is continuous or not:

<u>Years of Employment</u>	<u>Working Days Credit</u>
1 day through 10 years	15
10 years through 15 years	18
15 years through 20 years	21
20 years	24

Subsection 1. For the purpose of determining years of employment under this Section, an employee eligible to earn vacation credits under § 2-18-611, MCA, must be credited with one year of employment for each period of 2,080 hours of service following their date of employment. An employee must be credited with 80 hours of service for each biweekly pay period in which they are in pay status or on an authorized leave of absence without pay, regardless of the number of hours of service in the pay period.

Section 4. Absence from employment by reason of illness shall not be chargeable against unused annual leave credits unless approved by the employee.

Section 5. Annual leave may be accumulated to a total not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess annual leave is not forfeited if taken within 90 calendar days from the last day of the calendar year in which the excess was accrued.

Section 6. An employee may not accrue annual leave credits while in a leave-without-pay status.

**ARTICLE 9.
SICK LEAVE**

Section 1. "Sick Leave" means a leave of absence with pay for a sickness suffered by an employee or a member of their immediate family or for a permanent employee who is eligible for parental leave under § 2-18-606, MCA.

Subsection 1. Sick leave may be used for: illness; injury; medical disability; maternity-related disability; parental leave as provided in statute and state policy; medical, dental or eye examination or treatment; necessary care of or attendance to an immediate family member; or death or funeral attendance for an immediate family member. Immediate family means the employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.

Section 2. Each permanent full-time employee shall earn sick leave credits from the first day of employment as provided in § 2-18-618, MCA. For calculation sick leave credits, 2,080 hours (52 weeks x 40 hours) shall equal one year. Sick leave credits shall be credited at the end of each pay period. Sick leave credits shall be earned at the rate of 12 working days for each year of service without restriction as to the number of working days that may be accumulated. Employees are not entitled to be paid sick leave until they have been continuously employed 90 days.

Section 3. An employee may not accrue sick leave credits while in a leave-without-pay status.

Section 4. Permanent part-time employees are entitled to prorated leave benefits if they have worked the qualifying period.

Section 5. Full-time temporary and seasonal employees are entitled to sick leave benefits provided they work the qualifying period.

Section 6. An employee who terminates employment with the agency is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave in accordance with the Montana Operations Manual Sick Leave Policy.

Section 7. An employee who receives a lump-sum payment pursuant to this Section, and who is again employed by an agency, shall not be credited with any sick leave for which the employee has previously been compensated.

Section 8. Sick leave in the form of Cadre call-offs may be denied per the discretion of the on-shift supervisor due to below manning coverage. The supervisor shall require the staff member to show for their shift until minimum manning allows the staff member to leave. This Section only pertains to call-offs without a doctor's note. (Pursuant to the Montana Operations Manual Policy, Sick Leave Policy, Section II, C, Sections 1 and 2.)

Section 9. The Employer may not require a doctor's certificate to substantiate the need for sick leave by an employee in the bargaining unit unless the Employer has good and sufficient reason to suspect a pattern of sick leave abuse. Abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payments provided for in this Section. The Employer may require medical certification to determine if the employee's leave qualifies for the Family Medical Leave Act (FMLA).

Section 10. Sick leave taken over a holiday may not be charged to an employee's sick leave for that day.

Section 11. In the event that an employee on annual leave becomes ill, the employee shall be afforded the right to change their annual leave status to sick leave status and to utilize available sick leave credits upon furnishing management acceptable medical certification, if required.

Section 12. Employees who exhaust their accrued sick leave may apply for additional leave credits from the state sick leave fund in accordance with rules promulgated by the fund.

ARTICLE 10. INDUSTRIAL ACCIDENT BENEFITS

Section 1. A permanent employee injured on the job and eligible for Industrial Accident benefits shall retain all rights to their previously held position and shall be entitled to leave without pay for a period that completes the cycle in which the injury occurred, plus an additional full six-month cycle (an approximate range of seven to 12 months total).

Section 2. In accordance with § 39-71-317, MCA, when an injured worker is capable of returning to work within two years from the date of injury and has received a medical release to return to work, the worker must be given a preference over other applicants for a comparable position that becomes vacant if the position is consistent with the worker's physical condition and vocational abilities. This preference applies only to employment with the Employer for whom the employee was working at the time the injury occurred. The workers' compensation court has exclusive jurisdiction to administer or resolve a dispute concerning the reemployment preference under this Section.

ARTICLE 11. JURY AND WITNESS DUTY

Section 1. Jury and witness duty leave shall be administered in accordance with Montana Operations Manual policy.

ARTICLE 12. MILITARY LEAVE

Section 1. Employees shall be granted military leave in accordance with § 10-1-1009, MCA.

ARTICLE 13. LEAVE WITHOUT PAY

Section 1. An employee may request in writing a leave without pay. A leave request is subject to management approval.

Section 2. The Employer may condition an approval upon the employee using all accrued leave or compensatory time before using leave without pay, unless the employee is requesting leave for extended military service.

Section 3. Approval or disapproval of a leave request will be based upon management's assessment of academy needs, the reason for the request, and the employee's work record, and will be provided to the employee in writing.

ARTICLE 14. MATERNITY LEAVE

Section 1. Maternity and Parental leave will be granted according to the MOM's Maternity and Parental Leave Policy.

ARTICLE 15. WORKING CONDITIONS

Section 1. The Department of Military Affairs pay rules shall be in effect for all members of the bargaining unit. Minimum and target pay rates for each position covered by this Agreement are listed in Addendum A.

Section 2. Workday. The regular workday shall consist of eight hours of actual time worked, including a 15-minute rest break during each half of the employee's eight-hour day, excluding meal periods, except for cadre staff whose supervision of students during meals is considered time worked.

Section 3. Alternate workday or workweek schedules may be instituted by either being posted upon vacancy as such, or by mutual agreement between the employee and the Employer. The Union's input will be sought when it is anticipated alternative workdays or work schedules will be in place for more than 30 calendar days per cycle.

Section 4. Workweek. The workweek shall consist of seven consecutive days which consists of 40 hours during a maximum of five consecutive days with two consecutive days off.

Section 5. Full-time, employees who are called out for work and report outside the regular shift shall be paid for a minimum of four hours.

Section 6. No bargaining unit position shall be filled by a work-study, J.T.P.A., workfare, or work release employee, without the concurrence of the Union.

Section 7. Employees will have one week advance notice of any required meeting/training which occurs outside their normal working hours, except in the case of a bona fide emergency scheduling need.

Section 8. Differentials. The following differentials do not apply during downtime. Eligibility for differential pay is limited to the time period during the cycle beginning day one of pre-challenge and ending upon graduation.

1. Bargaining unit members regularly assigned and working from 2:00 PM until 10:00 PM shall receive \$0.50 per hour for each hour worked between 2:00 PM and 10:00 PM.
2. Bargaining unit members regularly assigned and working from 10:00 PM until 6:00 AM shall receive \$0.25 per hour for each hour worked between 10:00 PM and 6:00 AM.
3. Assistant Team Leaders shall receive \$1.00 per hour for those shifts when they are assigned and performing the duties of shift leader for an entire shift.
4. Lead Cadre Instructors shall receive \$1.00 per hour for those shifts when they are assigned and performing the duties of Lead Cadre Instructor for an entire shift.

Section 9. Uniforms. So long as permitted by the National Guard Bureau Cooperative Agreement and with appropriate documentation, Cadre Instructors may be reimbursed up to \$400.00 per fiscal year (July to June) for pre-approved and required uniform items.

Section 10. Video Cameras. Audio or surveillance equipment is installed for safety and security purposes. While it may be used to supplement personal observation, it is not intended to displace or supplant personal observations for evaluation purposes. In the event products of this equipment are used to support disciplinary action, it shall be subject to the grievance procedure and the provisions outlined in Article 21.

Section 11. As a method of validating employees' timecards, all employees reporting for work at Clark Hall will continue to record and report their time as they always have on a time sheet, the hours worked each day. ON the time clock provided by the Employer, employees will be using the time clock to validate hours recorded on timecards. For any work performed at any other location, the employee shall get pre-approval from their supervisor.

Section 12. Color Guard Coordinator and Rifle Team Coordinator positions will be filled through a competitive process. The Commandant, Days Team Leader, and Swings Team Leader will serve as the selection committee. The interview will include practical exercises in drill and ceremony as well as a written test on drill and ceremony. The selection will be good for one cycle and must be reposted for the following cycle. The Cadre will receive their normal pay for hours worked (no less than three but no more than five hours per week) plus they will receive a stipend at the end of the cycle. The Cadre will agree to perform these duties in a manner that does not take away from the Cadre shift manning. Cadre may be removed for failure to meet minimum requirements for training as well as other disciplinary issues. Cadre will be provided the first

opportunity to take Cadets to events, but their attendance must not create a manning shortage for the shift.

Color Guard Coordinator Stipend - \$1000.00 per cycle

Rifle Team Coordinator Stipend - \$1500.00 per cycle

**ARTICLE 16.
INSURANCE**

Section 1. The monthly Employer contribution for group benefits will increase to \$1080 for the 2026 plan year and \$1107 for the 2027 plan year.

The monthly State of Montana employee contributions will increase for 2026 and 2027 plan years. The tables below break out the monthly increase both before and after the wellness incentive which increased to \$60 per month for the 2026 and 2027 plan years.

The cost of employee-only coverage will be covered by the Employer contribution, after the wellness incentive is applied.

Employee Monthly Contributions Before Wellness Incentive		
Contribution Type	2026 Plan Year Contribution	2027 Plan Year Contribution
Employee Only	\$60	\$60
Employee and Spouse	\$318	\$326
Employee and Children	\$134	\$138
Employee and Family	\$397	\$407

Employee Monthly Contributions After Wellness Incentive		
Contribution Type	2026 Plan Year Contributions	2027 Plan Year Contributions
Employee Only	\$0	\$0
Employee and Spouse	\$198	\$206
Employee and Children	\$74	\$78
Employee and Family	\$277	\$287

The monthly Tobacco Surcharge will increase to \$60 for the 2026 and 2027 plan year.

The State has the discretion to manage all aspects of the State Health Plan, to include, but not be limited to, deductibles, coinsurance levels, and maximum out-of-pocket levels. Member contributions will only increase beyond the rates established above if the Risk-Based Capital (RBC) level is at or below 300%.

**ARTICLE 17.
PUBLIC EMPLOYEES RETIREMENT SYSTEM**

Section 1. Retirement benefits for members of the bargaining unit shall be administered in accordance with the provisions of Montana Code Annotated and the authority of the Public Employee Retirement Administration.

Section 2. Retirement benefits for the licensed teachers in the bargaining unit are administered in accordance with the provisions of Montana Code Annotated and the authority of the Teachers Retirement System (TRS).

**ARTICLE 18.
SENIORITY**

Section 1. Seniority means the number of longevity hours accumulated a bargaining unit position since the last date of hire. On or before November 1st and May 1st of each year, the Employer will provide an excel spreadsheet stating employee, date(s) of hire, and position hired into. The Union will post a Seniority roster on the bulletin board near the academy administrative offices, for each cycle. Employees will have 10 calendar days thereafter to protest/challenge their placement on the list. The list will be considered correct and official twenty calendar days after original posting.

Section 2. Seniority shall continue to accrue during all layoffs and approved leaves of absence not exceeding one year, including but not limited to military leave, work-comp leave, or short or long-term disability leave. For military absences seniority will accrue for up to a maximum of two years or for the term of the individual's military deployment.

Section 3. Seniority shall be revoked if an employee retires or otherwise terminates employment; is discharged for cause; permanently transfers out of the bargaining unit; or refuses or fails to respond to a recall from layoff to a permanent position within the same classification in the bargaining unit with 14 calendar days of notice of recall, or refuses to return to work on the date requested, as long as the date requested allows an employee who has obtained interim employment to give 14 calendar days' notice to the interim employer.

Section 4. If qualifications and capabilities are substantially equal, then seniority shall be the determining factor in the selection of employees for layoff within the same job classification.

Section 5. If qualifications and capabilities are substantially equal, then seniority shall be the determining factor in filling new or vacant permanent positions in the bargaining unit. Temporary Lead CIs and ATs will be bid for each cycle. If qualifications and capabilities are substantially equal, then seniority shall be the determining factoring filling temporary Lead CI and AT positions for that cycle.

Section 6. Management retains the right to establish shifts and work schedules. In assigning employees to designated shifts, management shall recognize seniority as the

controlling factor in allowing employees to select the available shifts for which they are minimally qualified to work (for example, cadre assignments may require the consideration of female cadre assigned to female cadets). Seniority for purposes of shift scheduling is limited to time worked in the employee's current position.

Subsection 1. In using seniority to select shift assignments, the following limits apply:

1. Days – limited to 4 seniority picks.
2. Swings – limited to 3 seniority picks.
3. Mids – limited to 2 seniority picks.
4. Shift selection will only occur when a position becomes available.

The above negotiated changes recognize the importance and advantage of having experienced, seasoned, employees working on each of the three shifts.

Section 7. No permanent employee shall be separated while there are temporary employees serving in the same position.

Section 8. Within 10 days of written notice of being scheduled for layoff, an employee who is scheduled to be laid off who has advanced to their position from another position in which they held a permanent status shall have the right to displace the least senior employee in their formerly held classification, provided that their seniority within that classification is greater than the least senior employee presently assigned therein. The displaced employee shall then be scheduled for layoff. An employee's failure to inform the academy director of their intent to displace a less senior employee in a previously held classification within 10 days of notice of being scheduled for layoff shall forfeit this right.

ARTICLE 19. JOB POSTING AND SELECTION

Section 1. The Employer shall recruit and select employees on the basis of merit and job-related qualifications. If qualifications and capabilities are substantially equal, then seniority shall be the determining factor in filling new or vacant permanent positions in the bargaining unit.

Section 2. Nothing in this Article limits the Employer's right to recruit internally or externally; however, in either case, the Employer shall post notice of available bargaining unit positions for at least seven calendar days to inform employees of vacancies and newly created positions and provide those who are interested an opportunity to apply.

Section 3. When recruiting internally or externally for a full-time position within a particular department (e.g., cadre is a department; teacher is a department; etc.), part-

time employees within the department will be offered first consideration for the position, with seniority as the determining factor if two or more applicants are substantially equal in qualifications and capabilities.

ARTICLE 20. OVERTIME AND COMPENSATORY TIME

Section 1. "Non-exempt" employee means an employee subject to the overtime provisions of the Federal Fair Labor Standards Act and its regulations. "Non-exempt" employees shall be paid at a rate of one and one-half times their regular rate of pay for all authorized time they work over 40 hours per week. This Article shall be administered in accordance with federal Fair Labor Standards Act and its regulations.

Section 2. Subject to mutual agreement between the employee and Employer, a "non-exempt" employee may be allowed to accrue and use non-exempt compensatory time in lieu of cash overtime compensation. Nothing in this Article entitles employees to a minimum balance of accrued compensatory time. Nothing in this Article limits the Employer's legal right under the Fair Labor Standards Act to pay out unused compensatory time at any time or to direct employees to use accumulated compensatory time.

Subsection 1. Compensatory time for "non-exempt" employees will accrue at the rate of one and one-half hours for each hour of overtime worked.

Subsection 2. "Non-exempt" compensatory time may not be accrued beyond 120 hours, which represents not more than 80 hours of actual overtime worked.

Subsection 3. A "non-exempt" employee must have the appropriate supervisor's prior approval to accrue or use compensatory time.

Subsection 4. Upon termination, unused accumulated non-exempt compensatory time will be paid to the employee at their final regular rate of pay.

Section 3. "Exempt" employee means an employee in a position designated as executive, administrative, or professional, which is not subject to the overtime pay of the Federal Fair Labor Standards Act and its regulations. "Exempt" employees shall be given compensatory time, under the following conditions:

Subsection 1. Compensatory time will be credited on an hour-for-hour basis, for all authorized time worked in excess of 40 hours per week.

Subsection 2. Compensatory time will be recorded in increments of no less than one-half hour, but all time earned or taken in fractions of one hour will accumulate until the one-half hour minimum is attained, at which point the time will be recorded.

Subsection 3. Compensatory time may be accumulated to a maximum of 120 hours per cycle. Compensatory time in excess of 120 hours will be forfeited if not taken

within 90 calendar days from the last day of the calendar year in which the excess was accrued. Unused exempt compensatory time is not paid out in the form of cash at any time.

Subsection 4. Compensatory time shall be earned as approved by the Employer and shall be taken at a time agreeable to the employee and the Employer.

ARTICLE 21. GRIEVANCES AND ARBITRATION

Section 1. Having a desire to create and maintain harmonious labor relations between them, the parties 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 the written provisions of this Agreement.

Section 2. Grievance Procedure.

Step 1

A grievance involving the interpretation or application of the written provision(s) of this Agreement shall be submitted by the employee or union representative to the employee's immediate supervisor or management designee within 14 calendar days from the occurrence of the grievable event. The immediate supervisor or management designee shall have 14 calendar days from receipt of the grievance to respond in writing. All grievances must be discussed with the immediate supervisor prior to the filing of a formal grievance and no formal grievance may be filed until the immediate supervisor has been given an opportunity to attempt resolution.

Step 2

If the grievance is not resolved at Step 1, a formal grievance may be submitted by the Union in writing within 14 calendar days from the immediate supervisor's or management designee's response to Step 1. The grievance should be submitted to the appropriate management official. The management official at the second step shall have 14 calendar days from receipt of the grievance to respond in writing.

Step 3

If the grievance is not resolved at Step 2, it may be presented to the agency head or designee within 21 calendar days of the Step 2 response. The agency head or designee shall have 21 calendar days from receipt of the grievance to respond in writing.

Step 4

Should the Union consider the decision of the agency head unsatisfactory, the Union shall, within 21 calendar days of such decision, notify the agency head and the State Office of Labor Relations of its intention to take the grievance to arbitration.

Step 5

After notification of arbitration, the State Office of Labor Relations (OLR) will work with the Union and management to determine if there is a mutually acceptable resolution that can be found or if the matter should go to mediation. If OLR determines the parties cannot resolve informally or through mediation, the decision should proceed to final and binding arbitration. If there is a cost associated, the parties will share it equally. The timeline for the grievance processing will be put on hold until the mediation is final or the decision is made to move to arbitration.

Section 3. Rules of Grievance Processing.

Subsection 1. Waiving time limits. Time limits at any stage of the grievance procedure may be extended by written mutual agreement of the parties at that step.

Subsection 2. Timeliness. A grievance not filed or advanced by the grievant within the time limits provided shall be deemed permanently withdrawn. Failure on the part of the Employer's representative to answer within the time limit set forth in any step will entitle the employee to the next step.

Subsection 3. Elements of the grievance. All presentations of grievances shall be submitted to the Employer in writing at each step and must include:

1. Name of employee(s)/Union grieving.
2. Date of the violation.
3. The step of the grievance.
4. A complete statement of the grievance and facts upon which it is based.
5. The specific Article(s) and Section(s) of the Agreement violated.
6. The specific remedy or correction requested.
7. The signature of each grievant or representative.

Subsection 4. Alternative procedures.

1. As recognized in § 49-2-512, Title 49 of Montana Code Annotated establishes the exclusive remedy for acts constituting an alleged violation of the Montana Human Rights Act. In the event of a grievance based upon an alleged violation of this Act, the statutory procedures of filing a claim with the Human Rights Bureau shall be the exclusive remedy.
2. As recognized in § 2-18-1011, Title 2 of Montana Code Annotated establishes the exclusive remedy for an alleged violation of classification or compensation. In the event of a grievance based upon an alleged violation of

this provision, the statutory procedures of filing a claim with the Board of Personnel Appeals shall be the exclusive remedy.

Section 4. Rules of Arbitration.

Subsection 1. Selection of Arbitrator. The parties shall request a list of seven arbitrators from the Board of Personnel Appeals and shall alternatively strike names from the list. The last remaining name shall serve as the arbitrator.

Subsection 2. Arbitrator's limitations. No grievance which fails to meet the requirements of Section 3, Subsection 3 of this Article shall be determined to be arbitrable. The arbitrator may not add to, subtract from, or modify the terms of this Agreement.

Subsection 3. The parties agree either party may file pre-arbitration dispositive motions or request a bench decision from the arbitrator.

Subsection 4. Each party shall share equally the cost of the arbitrator. In the event one of the parties wants transcripts from the proceedings of the arbitration, the party requesting the transcripts shall pay the entire cost. If each party requests a transcript, they shall equally share the cost.

Subsection 5. The arbitration location shall be in Helena, Montana unless otherwise mutually agreed by the parties.

**ARTICLE 22.
SEVERABILITY**

Section 1. If any provision of this Agreement shall be declared invalid or unenforceable by any court of competent jurisdiction, or by the Montana Attorney General through formal Attorney General Opinion, such term or provision shall become invalid and unenforceable. 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 23.
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, walkout, slowdown, changes in terms or conditions of employment or any other interference with the operation of the Employer's business.

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

**ARTICLE 24.
TERM OF AGREEMENT**

Section 1. This Agreement is effective as of the first day of July 2025 and shall remain in full force and effect through the 30th day of June 2027.

Section 2. Should either party seek to modify this Agreement, it shall give written notice of such intention not less than 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 activity after December 31, 2026, for matters pertaining to wages and economic benefits in the 2027-2029 biennium.

THIS AGREEMENT is signed and dated this 6/13/2025.

THE STATE OF MONTANA:

Signed by:
Karol Anne Davis
382B3999E2BE4DB...
Karol Anne Davis, Chief Negotiator
State Office of Labor Relations

DocuSigned by:
Trent Gibson
5ABD75AE8DD8411...
Trent Gibson, Adjutant General
Director, Department of Military Affairs

Signed by:
Melissa Robbins
47235AE6E00F416...
Melissa Robbins, Director Interim
Montana Youth Challenge Academy

THE UNION:

Signed by:
Jeff Cowee
5FE72B2A03674A2...
Jeff Cowee, Field Representative MFPE

Signed by:
Eric Banick
8AD8721449714A0...
Eric Banick, Local President
MFPE, MYCA Local Union

**ADDENDUM A.
MYCA PAY RANGES**

Hourly Base Wage

Effective on the first day of the first complete pay period that includes July 1, 2025, the base salary of each employee must be increased by \$1.00 an hour or by 2.5%, whichever is greater. Effective on the first day of the first complete pay period that includes July 1, 2026, the base salary of each employee must be increased by \$1.00 an hour or by 2.5%, whichever is greater.

Title	July 1, 2025	July 1, 2026
Medical Technician	\$ 26.59	\$ 27.59
Med Pass	\$ 23.31	\$ 24.31
Purchasing/Supply Specialist 1	\$ 24.43	\$ 25.43
Purchasing/Supply Specialist 2	\$ 26.85	\$ 27.85
Purchasing/Supply Specialist 3	\$ 28.00	\$ 29.00

Cadre Instructor/Team Leader Career Ladder pay matrix. Non-statutory pay increases are solely in accordance with the CI career ladder policy.

All pay increases will be effective the first full pay period that includes the dates below.

Title	July 1, 2025	July 1, 2026
Cadre Instructor Level 1	\$ 23.74	\$ 24.74
Cadre Instructor Level 2	\$ 25.02	\$ 26.02
Cadre Instructor Level 3	\$ 26.02	\$ 27.02
Team Leader Level 1	\$ 27.55	\$ 28.55

Academic Teacher Career Ladder pay matrix. Non-statutory pay increases are solely in accordance with the Academic Teacher career ladder policy:

All pay increases will be effective the first full pay period that includes the dates below.

Title	July 1, 2025	July 1, 2026
Academic Teacher Level 1	\$ 27.27	\$ 28.32
Academic Teacher Level 2	\$ 29.02	\$ 30.07
Academic Teacher Level 3	\$ 32.34	\$ 33.39

Counselor pay matrix. All pay increases will be effective the first full pay period that includes the dates below.

Title	July 1, 2025	July 1, 2026
Counselor 1	\$ 26.66	\$ 27.66
Counselor 2	\$ 27.75	\$ 28.75
Counselor 3	\$ 28.75	\$ 28.75
Licensed Counselor 1	\$ 31.69	\$ 32.74
Licensed Counselor 2	\$ 33.09	\$ 34.14
Licensed Counselor 3	\$ 34.54	\$ 35.59