



Office of the Water Engineer

PO Box 37, Ronan, MT 59864 | contact@frwmb.gov | (406) 201-2532

To: Scott Ollinger **DRAFT**
[contact information]

Date: December 10, 2024

From: Ethan Mace, Water Engineer
Water Engineer for the
Flathead Reservation Water Management Board
(406) 201-2532; emace@frwmb.gov

Topic: Offer of Employment and Contractual Terms: Compliance/GIS Tech

Dear Scott,

On behalf of the Flathead Reservation Water Management Board (FRWMB) and the Office of the Water Engineer (OE), I am pleased to offer you return to employment with the FRWMB on a part-time contract basis. Should you choose to accept, your title will be Compliance/GIS Tech, with an emphasis in the Water Right Information System (WRIS), water right processing, and public information resources.

FRWMB and OE resources, work policies, and other essential aspects needed to achieve the workload demands of your position shall apply and be available to your position. The terms of your contract are as follows:

- Contract Term:** This contract appointment is expected to last one year, from **December 10, 2024 to February 28th, 2025** or at the extent of the total not to exceed amount set forth below, whichever comes first. The contract has the option for extension through mutual agreement of the FRWMB or OE and employee.
- Compensation:** Your compensation will be **\$ 20.00** per hour, to be tracked at ¼ hour increments, for an amount not to exceed \$7,680 (12 weeks @ 32 hours/week) total during this one-year period. There may be opportunities to exceed this budgeted amount; to do so requires mutual agreement of the FRWMB or OE and employee, to be formalized through written authorization of the Water Engineer.

Your contract does not include benefits such as:

- i. Paid holidays;
 - ii. Paid annual and sick leave time off;
 - iii. Retirement benefits; and
 - iv. Health benefits.
3. **Hours:** The position is expected to be on average 32 hours per week but is on a flex-schedule that allows up to 40 hours per week to be worked. No hours over 40 per week are allowed (no overtime).
4. **Duty Station:** Work is expected to be conducted during in-person attendance at the OE.
5. **Resources Assigned:** The following resources will be made available to you; their use handling must adhere to the FRWMB and OE Personnel Policies & Procedures:
 - a. FRWMB email to conduct all FRWMB communications;
 - b. Access to the FRWMB share drive to store all FRWMB digital work;
 - c. OE office key and OE security code;
 - d. Access to OE software tokens and passwords: and
 - e. OE laptop computer and computer accessories.
6. **Resources Provided by Employee:** The following resources must be made available by you:
 - a. Reliable transportation to and from work; and
 - b. Working cell phone that can be used for essential OE security apps.
7. **Schedule:** The majority of remote work is expected to be conducted between 7:00 AM and 6:00 PM, Monday through Thursday – exceptions as needed. A specific will be arranged by your supervisor. Timeliness and follow-through of the schedule are required elements of this work arrangement.
8. **Timesheet and Payroll:** You will submit your standard timesheet for hours worked within each pay period, submitting the timesheet no later than the Monday 8:00 AM following the end of any pay period in which hours were worked. There is no need to submit zero count pay periods for periods in which no hours were worked. You will provide FRWMB finance with appropriate bank accounts for electronic transfer of payroll funds.

9. **Mileage:** Millage is generally not provided unless separately authorized as part of assigned travel during work schedule.
10. **Expectations for Contract Termination:** We recognize that you retain the option, as does the FRWMB, of ending your employment at any time. We ask the courtesy of notice of at least two weeks, if not longer, should you decide to leave employment with the FRWMB or otherwise find yourself unable to continue working for FRWMB; the FRWMB reciprocally agrees to the same. As such, your employment with the FRWMB is at will, and neither this letter nor any other oral or written representations may be considered an obligation beyond these terms.
11. **Resources Returned:** Upon leaving employment with the FRWMB, you must return all FRWMB resources and property in your possession.
12. **Acceptance of FRWMB and OE Policies and Professionalism:** Acceptance of this contract will include adherence to FRWMB and OE policies that pertain to your employment. Those policies will be provided, some of those policies are still being developed for approval and will be provided once approved. Professionalism and professional conduct are required elements of this work arrangement. Your supervisor will provide you guidelines and mandates as they pertain to your position.

Should you have any questions, please do not hesitate to contact me at (406) 201-2532

Sincerely,

Ethan Mace, FRWMB Water Engineer

Date

I accept the offer and terms of part-time contract employment as an FRWMB Water Right Specialist III as set forth above.

Scott Ollinger

Date