

Memo

To: Montana State Library Commission

From: Kris Schmitz, Central Services Manager
Jennie Stapp, State Librarian

Date: May 9, 2012

Re: Broadband Pay Plan Policy

The Commission is asked to take action to approve the State Library Broadband Pay Plan Policy. Please note that two additions have been made to the policy since it was submitted as a draft in April. These changes reflect the new Broadband Pay Plan Policy that was released by the Department of Administration on April 18 and are noted below:

Broadband Pay Plan Policy – Review

This policy updates MSL's Broadband Pay Plan Policy that was originally adopted by the Commission in June 2008. The proposed changes are based primarily on recommendations from the Department of Administration (DOA). Significant changes include:

- 1) The addition of Appendix A – MSL Pay Chart. This addition follows current practice recommended by DOA;
- 2) The deletion of references to market and inflationary changes as measures to make salary adjustments. DOA is recommending that agencies no longer tie pay plans to market changes which are often unattainable. Instead DOA recommends the use of a Pay Chart that is based on internal equity and equity for similar positions across state government.
- 3) The deletion of the section on seasonal employees as it is not relevant to MSL hiring practices;

- 4) Significant updates to the section on training assignments to delineate specific requirements of the hiring process for trainees;
- 5) The deletion of the section on Longevity Adjustments as these are required in statute and are therefore not a matter of policy;
- 6) Other clarifications recommended by DOA.

New:

- 7) The additional Situational and Strategic pay adjustments that allow MSL to compensate employees during times of unusual work situations or to recruit or retain strategic competencies. See section IV. H and I.