

Memo

To: Jennie Stapp, Stapp Librarian **To:** Montana State Library Commission

From: Malissa Williams
Central Services Manager **From:** Jennie Stapp, State Librarian

Date: May 29, 2019

Re: **Broadband Pay Plan Policy Update**

The Montana State Library's [Broadband Pay Plan Policy](#) is derived from a standardized template developed by the Department of Administration (DOA) that agencies are required to use to create our own policies. By October of odd number years, following legislative sessions, agencies are required to review and update their policies as necessary. In addition to the policy, DOA conducts a biannual salary market analysis which is considered when agencies adopt agency pay charts.

Staff may recommend further changes to State Library policy this year, pending future recommendations from DOA. At this time, staff recommends adopting a new Appendix A, the MSL pay chart, which is based on the DOA 2018 salary market analysis. The current [Appendix A](#) is based on the 2016 market analysis which expires June 30, 2019. Making use of the most current market analysis supports the pay objectives of the broadband pay plan policy. Furthermore, adopting the updated pay chart at this time will help the agency properly budget for new recruitments and for updated staff salaries from the start of the fiscal year.

Current salaries of all staff, except for nine positions, fall within the competitive ranges for their positions. If the Commission adopts the new pay chart, according to policy section V. Pay Adjustments, B. Move to Entry of Range, MSL would award pay adjustments to the nine staff. The pay adjustments would total approximately \$16,500 from the General Fund, Library Services Technology Act, Montana Land Information Act, and Montana Shared Catalog budgets and would take effect the first full pay period in July.