

Memo

To: Montana State Library Commission

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

Date: May 14, 2021

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 recommends adopting a new Appendix A, the MSL pay chart, which is based on the DOA 2020 salary market analysis. The current [Appendix A](#) is based on the 2018 market analysis which expires June 30, 2021. 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.

During this past year, the State of Montana moved to a new classification system that makes use of occupational standards rather than the bands noted in the pay chart. MSL has contracted with CMS, Inc. to update all MSL job descriptions and to ensure that positions are properly classified using this new system. Once that work is complete MSL will analyze employee pay based on updates to occupational standards and the market analysis approved in the Broadband Pay Plan policy. This work will result in changes to target market schedule found in the pay plan.

Staff will evaluate the cost to ensure that staff are at their target market based on these updates. To the extent that funding will allow, MSL intends to award market salary

adjustments in accordance with the pay plan policy section V. c. Market Adjustments. These costs will be reflected in the FY '22 budget to be presented to the Commission later in June.

Staff believe it is essential to compensate employees fairly in order to retain qualified staff both in light of the high level of competency all staff bring to their positions and out of concern that we may otherwise lose staff in a more mobile and remote job market.