

MONTANA PUBLIC EMPLOYEES' RETIREMENT BOARD

TITLE: Non-Union Pay Plan

POLICY NO: BOARD Prsnl 04 EFFECTIVE DATE: 09/12/2013

I. Policy and Objective

Article VIII, section 15(b), of the Constitution of the State of Montana delegates to the Public Employees' Retirement Board (Board) the fiduciary responsibility to administer the various retirement systems the Board governs. The Board's constitutionally-imposed responsibility includes setting compensation for supervisory- and management-level staff and other non-union staff at a rate that will attract and retain experienced and competent employees.

This policy establishes the agency's pay plan and rules for administering pay. The agency has four primary goals for this pay plan:

- 1) reward employees for their performance and contributions to the organization;
- 2) use strategies that are equitable across the Agency;
- 3) to be fiscally responsible; and
- 4) to remain externally competitive to similar positions within other state agencies and the regional labor market.

II. Applicability

This policy applies to MPERA positions that are not covered by the negotiated agreement between the Board and the Montana Public Employees Association.

III. Pay Plan Guidelines

This pay plan must conform to the Statewide Broadband Pay Plan Policy. If any provision in this plan conflicts with the statewide policy, the statewide policy applies. This pay plan is not a contract or an offer to contract between the Agency and its employees.

The Board has chosen to adopt the [Department of Administration's Pay Plan](#) and to utilize the guidelines and pay ranges set out in that document. All references to pay rates and pay ranges throughout that document refer to base pay. State contributions to group benefits provided in 2-18-703, MCA; overtime; fringe benefits as defined in 39-2-903, MCA; and longevity allowance provided in 2-18-304, MCA, are excluded.

At a minimum, this pay plan will be reviewed on a biennial basis immediately following the legislative session to ensure compliance with current and future State law.

IV. Pay Adjustment Approvals

Pay rates of non-union staff will be reviewed on an annual basis during the first quarter of the fiscal year. Pay adjustments are approved by the Executive Director. Training assignment progressions may be approved by the Executive Director or their designee.

Pay adjustments are effective the first day of the pay period in which the adjustment is approved. Retroactive effective dates must be approved by the Executive Director.

V. Cross References

The following laws, rules or policies may contain provisions that apply to this policy. The list should not be considered exhaustive – others may also apply.

Montana Code Annotated (MCA) 2-18-301 through 2-18-304
Montana Operations Manual (MOM): Broadband Pay Plan Policy
Montana Constitution Article VIII, Section 15
Section 19-2-404, MCA

VI. History

Originally approved September 2007
Amended August 2009
Amended May 2012
Amended September 2013
Amended August 2016