

CEPAC continues to research staff and supervisor recruitment & retention concerns. HR/Personnel & Payroll has been very helpful in answering our many questions, and CEPAC has compiled this notice of exciting new information, plus some important reminders. **Please share this information with your supervisor and supervisees.** Meanwhile, we are still working on other related issues, and hope to bring you further updates in the future. So that we might provide the information you need, please continue to offer input and feedback to CEPAC: Administrative Associate: sfrance@montana.edu, at ext 6895, or on the web at www.montana.edu/wwwcepac.

DID YOU KNOW?

MUS Staff Compensation & Performance Development Guidelines & Pay Rules (<http://www.montana.edu/pps/Personnel/MUS%20Pay%20Rules.htm>)

Hiring Range:

1. No entry wage at MSU is currently lower than \$8.25 per hour
2. Options for salary flexibility exist to alleviate extreme recruitment situations

Wage Rate for Employees Changing Job Titles:

!NEW!

1. Promotion resulting from a change in job title typically carries a minimum base wage increase of 9% ("promotion" - when the new position has a low entry rate of pay that is at least 50 cents higher than the low entry rate of the employee's current position)
2. Temporary promotions normally carry a rate increase of between 5% and 9%
3. An employee's current pay rate is usually protected when making a lateral job move ("lateral" - when the new position has the same job title and/or substantially the same low entry rate of pay)

!NEW!

!NEW!

Flexible Pay Options (Strategic Pay, Lump Sum Bonus, Progression Pay, In-Range Progression Pay):

1. To be eligible, staff must have a current Performance Review, with an overall rating of "meets" or "exceeds", on file at HR/Personnel & Payroll (<http://www.montana.edu/pps/EmployeeRelations.htm>)
2. Even though the staff member concerned may become involved in the preparation of a Flexible Pay Option submission, a properly sponsored application is a supervisor/manager undertaking. The supervisor/manager is responsible for the entire process: from the initial contact with HR/Personnel & Payroll - through securing authorization at the department and dean's level - to submission to HR/Personnel & Payroll. Plus communicating the final outcome to the employee
3. Only properly sponsored Flexible Pay Option applications (as described in #2) ever reach HR/Personnel & Payroll for final approval
4. In-Range Progression Pay:
 - a. Intended for situations where employees are willing to meet management-defined needs within their existing job title, through increased employee knowledge, skills, duties, and responsibilities
 - b. Offers a base salary increase of up to 4%, awarded when appropriately approved (as described in #2 and #3)
5. Since July 1, 2005, 327 Flexible Pay Option applications were approved, out of the total 332 to reach HR/Personnel & Payroll and be processed, as of June 1, 2006 (98%):

!NEW!

Lump Sum Bonus	Strategic Pay	Progression Pay	In-Range Progression Pay
82 submitted (7 pending)	189 submitted (2 pending)	47 submitted	25 submitted (2 pending)
75 approved*	185 approved*	44 approved	23 approved
*1 approved at lower amount	*1 approved at lower amount *2 changed to In-Range	3 denied	

Priority Reminders from CEPAC:

In this notice, we offer extracts from the MUS Staff Compensation Plan. These opportunities are real and are being used across the MUS although, of course, we all understand that they may not apply in every case.

Laura Underkofler at HR/Personnel & Payroll has the expertise to help guide us through the Compensation Plan. Laura looks forward to discussing the Plan's many options, and to helping maximize its benefits. We strongly recommend that you contact her with questions or concerns: laurau@montana.edu; ext 3651.

[Exceptions may apply to some skilled crafts employees, depending on bargaining unit]