

From: Marx, Kerri [kmarx@montana.edu]
Sent: Thursday, February 16, 2006 8:12 AM
To: ppscontacts@listserv.montana.edu
Subject: Entry Rates and Performance Evaluations

Attachments: FY 06 Performance Evaluation Letter+MSU letterhead.doc;
TempHrly2006.doc

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The MUS Staff Compensation Plan entry rates have been updated on our website. Please be aware that we no longer use the old "grade" system for *any* positions. All Temporary-Hourly and Fixed Term appointments must be paid in accordance with the MUS Staff Compensation plan at *entry-low only*. Where we may have some flexibility in utilizing the hiring range for permanent positions we are limited to *entry-low only for all temporary positions*. This may result in a change in titles and rates previously paid to seasonal or temporary employees. Please be sure to verify the appropriate title and entry wage *prior* to making any offer of employment. If you are not sure which title and rate to use, please contact Laura Underkofler at laurau@montana.edu or x7303.

The HR/P&P Office continues to receive Temporary Hourly and Fixed Term requests on outdated forms with titles and wages from the old system that we can no-longer honor. Many of these requests are being submitted after an employee has been made an offer and has started working. This results in a very uncomfortable situation for the hiring authority, supervisor, and the new employee when these requests are denied after work has begun. PLEASE help us avoid this situation by submitting requests prior to offers being made, or at the very least, verify the correct title and wage with our office prior to making an offer. Because of the volume of requests coming in to our office those that are submitted with errors or on out-dated forms will be returned to the originator for correction and resubmission.

Below are related links to our website:

Titles/Wages: <http://www.montana.edu/pps/Personnel/HiringRangeOnly.pdf>

Temporary Hourly request form: <http://www.montana.edu/pps/Payroll/TempHrly2006.pdf>

Fixed Term request form:
<http://www.montana.edu/pps/Personnel/ClassifiedFixedTermRequest.pdf>

Also, for those of you who have not seen the recent memo regarding performance evaluations, it is attached. Please share with the appropriate individuals in your department.

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