

January 5, 1977

JOINT MEETING OF LEGISLATIVE ADMINISTRATION
COMMITTEE

The meeting of the Joint Legislative Administration Committee was called to order by Rep. Quilici on the above date in Room 442 of the State Capitol Building, Helena.

ROLL CALL: For the House: Quilici, Gunderson, Kessler, Lory and Lund.

For the Senate: Kolstad, Graham, Hazelbaker, Dunkle, Lee, McOmber, Norman and Rasmussen.

A memo pertaining to salaries from the Agriculture Department was distributed. (Attached)

Representative Quilici stated that the Committee was to discuss salaries of the Chief Clerk and Secretary of the Senate, also grade levels. Senator Graham said that since this is a short time job, he was going to suggest a 12% increase for the Secretary and the Chief Clerk.

After considerable discussion Senator Graham said the Chief Clerk and Secretary of the Senate are in a new learning position and a 12% increase isn't bad. Senator Dunkle seconded it but stated they were paid per diem before.

Senator Lee remarked that some of the employees are in the pay plan already. Dunkle thought this was settled.

Senator Rasmussen explained that the Fiscal Analyst said this 12% is a Grade 19. Representative Lory stated that figured on a calculator it's \$22,482 but there is no retirement, sick leave or fringe benefits. Rep. Kessler stated that the pay would be in the \$22,000 bracket. This is all teachers and firement get. He asked if there was any problem getting a Chief Clerk or Secretary of the Senate.

Senator Graham replied that not in the 17 years he has been here. There are several people that apply for the jobs.

Rep. Lund stated that there are many steps in the pay plan and some of them would be high. Senator Graham said his own personal opinion was that maybe we shouldn't be in the pay plan. Maybe it is a mistake --can't tell at this time.

Rep. Lund remarked that he heard the pay plan cost the State around \$6 million last year.

Senator Hazelbaker asked if we must be put in the plan?

Rep. Quilici questioned if the 12% would be instead of the 21.8. He also asked what the per diem was last year.

Senator McOmber replied that he thought it was \$20 per day.

Senator Kolstad stated that we have to decide something on the steps. Rep. Quilici suggested maybe each step should take 2 years. Rep. Lory asked if there were no steps from steno to Chief Clerk? Senator Kolstad suggested maybe more years of service for one step. Rep. Lory thought maybe 2 or 3 years of legislative work for one step.

Senator Graham suggested they start at different steps, however, Senator Hazelbaker thought everyone should start at Step I.

Rep. Gunderson mentioned the fact that the Assistant Chief Clerk will get 6.29 per hour and if they get 20 hours overtime, will be making more than the Chief Clerk in a six day work week.

Representative Quilici figured six days - 48 hours. \$301.00 a week and he didn't figure 1 1/2 for the 6th day. Rep. Gunderson estimated about \$450.00 per week for the Assistant.

Senator Dunkle suggested the Chief Clerk and Secretary of the Senate get around \$5,000 per session, maybe \$6,000. Senator Graham mentioned the fact that we could possibly have a one day session for \$5,000? Again, maybe a 60 day session.

Rep. Lund asked what the increase would be in 9 steps. Senator Kolstad replied that it would be about 11% increase in the top step. Senator Rasmussen stated that the Assistant to the Chief Clerk would be around \$4,082, or under.

Rep. Quilici questioned if the opinion is to start at Grade 19, Step I?

MOTION: Senator Graham made a motion that the Secretary of the Senate and the Chief Clerk of the House be paid at Grade 19. Senator Dunkle seconded the motion. Motion carried unanimously.

Senator McOmber said there were no problems paying per diem last year. Rep. Quilici said there would be no per diem and no fringe benefits.

Rep. Gunderson asked if this would have to change next session and Rep. Quilici said not, unless the pay plan changes.

Senator Lee brought up that they would not be paid overtime. Senator Kolstad said that in 10 years the Chief Clerk and the Secretary of the Senate could be making \$25,000. Rep. Lory asked if they would be on a 40 hour work week with no overtime. Rep. Quilici stated that that was correct.

Rep. Lund suggested that maybe each house should work out the pay for their respective employees. Rep. Quilici didn't agree and felt that it should be done jointly. Senator Lee stated that we are going to use the pay plan as a guideline.

Rep. Gunderson stated that there is a ceiling on the state pay plan.

Senator Graham suggested that the Committee have another meeting later. He felt that the Committee needed time to study this. Rep. Quilici stated that a feed bill has to be started. Senator Hazelbaker felt that we could start from scratch. Senator McOmber felt that we need a guideline and suggested maybe we could start at Step I.

Senator Dunkle felt that experienced people should have more money and we are going to have some angry people. He felt that maybe we should give credit at 25% - one fourth year. Rep. Gunderson felt that people working for the same money would not be good.

Senator Norman asked if we agreed with the pay plan or not. We are not using the pay plan-only as a guideline. Rep. Quilici stated that we are using the pay plan as a guideline. Does the Committee want to start at Step I or give steps for experience?

MOTION: Senator Norman made a motion that all employees start at Step I at their respective grade description. Motion was seconded by Senator Hazelbaker, motion carried. Dissenting votes were Senator Kolstad and Rep. Lory.

Rep. Lund felt that we don't know what we are doing using guide and not steps. Someone with six years experience has to start at the same pay as someone with one year or a new employee.

Senator Norman felt that maybe the Committee should set the salaries. Senator Lee suggested that maybe we should put it in a sub-committee.

Rep. Lund mentioned that someone working as a committee secretary for years would get the same pay as new employees. Senator Graham suggested that everyone start new. Reps. Lund and Lory did not agree.

Senator Dunkle asked what would be the consideration for experience. Two years or more - 1 step?

Rep. Quilici suggested that maybe we should ask how many have Merit System Test grades. Also, go back to time of service and prorate sessions. Maybe this should be in a sub-committee. We have to get a feed bill going. Senator Norman agreed.

MOTION: Senator Norman made a motion that we use the pay plan as a guideline but not adopt the pay plan. The motion was seconded by Senator Dunkle. Motion carried. Dissenting votes were Reps. Kessler, Lory and Lund.

A lengthy discussion was held concerning the Sgt-at-Arms.

MOTION: Senator Kolstad made a motion that the Sgt-at-Arms be at Grade 17, Step I - a 40 hour work week with no overtime. Senator Hazelbaker seconded the motion. Motion carried unanimously.

The Joint Meeting adjourned at 12 Noon.

Representative Quilici, Chairman

JQ/bj

ROLL CALL

Joint Legislative Admin. COMMITTEE

45th LEGISLATIVE SESSION - - 1977

Date Jan. 5

NAME	PRESENT	ABSENT	EXCUSED
<u>Senators</u>			
KOLSTAD	X		
GRAHAM	X		
HAZELBAKER	X		
DUNKLE	X		
LEE	X		
MCOMBER	X		
NORMAN	X		
RASMUSSEN	X		
<u>Representatives</u>			
QUILICI	X		
GUNDERSON	X		
KESSLER	X		
LUND	X		
LORY	X		

Each day attach to minutes.

INT SENATE COMMITTEE Legislative Administration

Date January 5, 1977 Bill No. Time

NAME		YES	NO
Senators:			
	Kolstad	X	
	Graham	X	
	Hazelbaker	X	
	Dunkle	X	
	Lee	X	
	McOmber	X	
	Norman	X	
	Rasmussen	X	
Representatives:			
	Quilici	X	
	Gunderson	X	
	Kessler	X	
	Lund	X	
	Lory	X	

Secretary

Chairman

Motion: Senator Graham made a motion to start the Secretary of the
Senate and Chief Clerk of the House at Grade 19. Seconded by Senator
Dunkle. The motion carried unanimously.

(include enough information on motion--put with yellow copy of committee report.)

INT SENATE COMMITTEE Legislative Administration

Date January 5, 1977 Bill No. _____ Time _____

NAME		YES	NO
Senators:			
	Kolstad	X	
	Graham	X	
	Hazelbaker	X	
	Dunkle	X	
	Lee	X	
	McOmber	X	
	Norman	X	
	Rasmussen	X	
Representatives:			
	Quilici	X	
	Gunderson	X	
	Kessler		X
	Lund		X
	Lory		X

Secretary _____

Chairman _____

Motion: Motion made by Senator Norman - We are using the pay plan as a guideline and not adopting the pay plan. Hazelbaker seconded the Motion. Motion carried.

(include enough information on motion--put with yellow copy of committee report.)

SENATE COMMITTEE Joint Legislative Administration

Date	Bill No.	Time
January 5, 1977		

NAME		YES	NO
Senators:	Kolstad	X	
	Graham	X	
	Hazēlbaker	X	
	Dunkle	X	
	Lee	X	
	McOmber	X	
	Norman	X	
	Rasmussen	X	
Representatives:	Quilici	X	
	Gunderson	X	
	Kessler	X	
	Lund	X	
	Lory	X	

Secretary

Chairman

Motion: Motion made by Senator Kolstad that the Sgt.-at-arms be
at step 17, grade 1 - 40 hr. week, with no overtime. Hazelbaker
seconded the motion. Motion carried

(include enough information on motion--put with yellow copy of committee report.)

Adopted
~~RECOMMENDED~~ SALARIES FOR CABINET LEVEL EXEMPT PERSONNEL

Grade equivalent	Department	Retroactive FY75	Recommended FY76	Recommended FY77	Maximum Grade for a Deputy Director
21	Military Affairs	\$25,080	\$26,650	\$28,060	19
22	State Lands	27,515	29,210	30,725	20
22	Revenue	27,515	29,210	30,725	20
22	Administration	27,515	29,210	30,725	20
22	Social and Rehabilitation Services	27,515	29,210	30,725	20
20	Business Regulation	22,860	24,320	25,635	18
19	Livestock - Brands	20,845	22,200	23,430	17
20	- Animal Enforcement	22,860	24,320	25,635	18
23	Health	31,680	33,580	35,255	20
20	Agriculture	22,860	24,320	25,635	18
20	Labor and Industry	22,860	24,320	25,635	18
22	Highways	27,515	29,210	30,725	20
23	Institutions	35,000	35,000	36,585	20
22	Natural Resources	27,515	29,210	30,725	20
21	Fish and Game	25,080	26,650	28,060	19
18	Professional and Occupational Licensing	19,000	20,265	21,415	16
22	Intergovernmental Relations	27,515	29,210	30,725	20
23	Executive Assistant to Governor	30,180	32,010	33,635	--
22	Director, Office of Budget and Program Planning	27,515	29,210	30,725	20

ERMINIA C. FANCHER - Committee Secretary - Business & Industry

1975 - Steno and Committee Secretary¹
1969 - Subcommittee Secretary

ELAINE L. RUNG - Committee Secretary-Judiciary

1955 - Comm. Secy. House
1957 - "
1959 - "
1961 - " Senate
1965 - " "
1967 - Asst. Journal Clerk - Senate
1969 - " "
1971 - " "
1972 - Con. Con. Comm. Secretary
1973 - Asst. Chief Steno - Senate
1974 - " "

SYLVIA Kinsey - Comm. Sec. - Finance & Claims

1971 - Comm. Secy. Senate
1972 - Con Con. Comm. Secy.
1973 - Comm. Secy. Senate
1974 - Comm. Secy. Senate
1975 - Comm. Secy. Senate

LOUISE SULLIVAN - Asst. Chief Steno

1971 - Comm. Secy. - House
1972 - Steno Pool - Con Con
1973 - Comm. Secy. - Senate
1974 - " "
1975 - Asst. Chief Steno - Senate

LOUISE FULBRIGHT - Special Committee Secretary

1971 - Steno Pool - House
1972 - Steno Pool - Con Con
1973 - Special Comm. Secy. - Senate
1974 - " "
1975 - " "

MARY ANN SCHELL - Steno

1974 - Steno - Senate
1975 - " "

BEVERLY BRAUT - Comm. Secy. - Natural Resources

1953 - Comm. Secy. - House
1955 - Comm. " "
1957 - " "
1959 - " "
1961 - " "

SALLY WATSON - Comm. Secy. - Agriculture

1971 - Comm. Secy. - Senate
1972 - Con Con - Comm. Secy.
1974 - Comm. Secy. - Senate
1975 - " "

NITA FJESETH - Comm. Secy. - Taxation

1973 - Comm. Secy. - Senate
1974 - " "
1975 - " "

JEAN TSCHIRGI - Steno

1971 - Steno	1953 - Steno - House
1972 - "	1957 - " "
1973 - Comm. Secy. - Senate	
1974 - " "	
1975 - Steno	

JILL ROHYANS - Comm. Secy. - State Administration

1975 - Comm. Sec. - Senate

MARY MILLER - Comm. Secy. Local Government

1963 - Comm. Sec.

BETTY JAKOVAC - Chief Steno

1951 - Comm. Secy. - House
1953 - "
1955 - "
1957 - "
1961 - Asst. Chief - Senate
1963 - "
1965 - Chief Steno - Senate
1967 - "
1969 - "
1971 - "
1972 - Chief - Con Con
1973 - Chief - Senate
1974 - "
1975 - "

PREVIOUS POSITION

CURRENT POSITION

NAME

Nancy Aagenes	Secretary of the Senate	Secretary to Officer	1
Patricia Alter	Sec. to Sec. of the Senate	Sec. to Sec. of the Senate	1
Wilma J. Blocker	Proofreader		
Doris M. Cason	Asst. Bills Clerk	Asst. Bills Clerk	1
Harriet A. Celar	Asst. Bills Distributor	Asst. Bills Coordinator (House) Clerical	2
James Chirgwin	Asst. Sgt.-at-Arms	Asst. Sgt.-at-Arms	12
Helen Dunbar	Secretary to Officer	Secretary to Officer Steno	2
Ralph Erving	Asst. Sgt.-at-Arms	Asst. Sgt.-at-Arms	3
Jean F. Fallan	Asst. Secretary of Senate	Bills Coordinator Bills Clerk	13
J. Cort Harrington	Bills Distributor	Bills Distributor	1
Dorothy A. Hill	Bills Clerk	Bills Clerk Asst. Bills Clerk	4
Betty Jakovac	Chief Stenographer	Chief Stenographer Chief Stenographer	13
Garth Jacobson	Reading Clerk		
Barbara Lester	Sec. to Rep. Floor Leader	Sec. to Rep. Floor Leader Sec. to Rep. Floor Leader	5
Lon Maxwell	Researcher to Rep. Floor Ldr.		
Rev. Frank McCormick			
James Meldrum	Asst. Sgt.-at-Arms	Asst. Sgt.-at-Arms	2
Mary Beth Meyer	Posting Clerk		

CURRENT POSITIONPREVIOUS POSITIONNUMBER OF PREVIOUS POSITIONS

Kenneth Morrow	Asst. Sgt.-at-Arms		
William Neary	Asst. Sgt.-at-Arms	Sgt.-at-Arms	3
Arthur J. Noonan	Amendments Coordinator	Asst. Bills Coordinator	1
JoAnn Owens	Secretary to Officer		
Dave Parker	Sgt.-at-Arms		
Judith A. Pratt	Journal Clerk	Asst. Journal Clerk Asst. Journal Clerk	6
Wayne Putz	Door Keeper	Door Keeper	3
JoAnne J. Richards	Researcher for Dem. Floor Leader		
Steven R. Rovig	Reading Clerk		
Jean K. Stearns	Proofreader		
Gloria J. Tripp	Asst. Sec. to Sec. of Senate		
JoAnn Wunderlich	Asst. Journal Clerk		
Gary Zorn	Asst. Sgt-at-Arms		
Robert Dartman	Guard	Asst. Sgt.-at-Arms Guard	2
Paul Grant	Guard	Guard	2
Mark Harrington	Guard		
John Roche	Guard		

||
Proposed Pay Plan for
House Employees

- 1300 -

Grade	1975 Reported Comp.	Proposed Pay Plan
14 20 Chief Clerk	\$5,917	435 ⁰⁰ \$7,206/90 day
14 20 Secretary of Senate	5,917	7,206 session
14 17 Sergeant at Arms	5,369	364 ⁰⁰ P. 10/6 5,458
14 Chaplain	12.00	13.78/day
12 Assistant Chief Clerk-Asst. Secy.	5.67	6.29 step 5
11 Bills Clerk	5.28	5.60 step 4
10 Assistant Bills Clerk	4.25	4.76 step 1
11 Journal Clerk	5.28	5.73 ✓ 5
10 Assistant Journal Clerk	3.59	4.76 ✓ 1
6 Status Input Technician	-----	3.28 step 1
8 Reading Clerk	3.76	3.95 1
10 Bills Coordinator	4.67	4.87 step 2
9 Assistant Bills Coord.	3.59	4.55 step 3
6 Proof reader	2.93	3.28 step 1
1-6 Page	2.00	2.32 2.19
11 Chief Stenographer	4.77	5.73 step 5
10 Asst. Chief Steno	4.67	5.10 step 4
7 Stenographers	3.18	3.61 step 1
Stenographers	4.08	4.47 step 11
12 Researchers II	4.51	5.73 step 1
10 Secretaries	4.05	4.76 step 1
Secretaries	4.81	5.34 step 6
6 Clerk Typist	3.03	3.28 step 1
11 Assistant Sergeant at Arms	4.36	5.22 step 1
5 Doorman	2.72	2.99 step 1
Watchman	2.72	2.99 1
Park Attendant	2.72	2.99 1
8 Aide to Rep. Gould	3.87	3.95 step 1
10 Bills Distributor	4.37	4.76 step 1
10 Amendments Coordinator	-----	4.76 step 1
7 Supply Clerk	3.42	3.61 step 1
7 Posting Clerk	3.42	3.61 step 1

9 Researcher I (step 1 - 434) step 2 444 step 6 484

House Press and Librarian Step 1 622



The Big Sky Country

MONTANA STATE SENATE

January 5, 1977

To: John Lafaver

From: Joint Legislative Administration Committees

Re: Senate and House Pay Plan
Action taken pertaining to salaries at Joint
Senate and House Legislative Administration
Committee Meeting on the above date.

Sgt.-at-Arms - Grade I7, Step 1. Forty hour week.
No overtime, no per diem.

All employees start at Step 1 of the respective grade
description.

Use the suggested pay plan as a guideline and not
adopt the plan as it is.

Secretary of Senate and Chief Clerk of House start
at Grade 19, Step 1.

Aide to Representative Gould \$800.00 per month, no
overtime

ACK

January 6, 1977

Mina E. Voldseth
214 Weaver Street
Belgrade, Montana 59714

Dear Mina:

We have received your application for page in the Senate of the 45th Legislature. We are very sorry to tell you that the minimum age for pages is 15 years or that you have your 16th birthday during the session.

Thank you for applying this year and please be sure to submit your application at the next session.

Sincerely,

Allen C. Kolstad, Chairman
Legislative Administration
Committee

ACK/ljs

cc: Senator Jack Galt

Statson - Jill
Jan 31 - Feb. 12.
15th Jan.
3408 5th Ave. S.
516-90-0096
~~452-5624~~

J. Devine Young
400
Called her mother 1/6/16
ES

E ASSEMBLY

ICATION

except your signature.
ative Business Manager, Box 39,
1. The Business Manager does
pplications to the appropriate
ould be directed to the Chairman
inistration Committee.

the Committee by whom employed.
easure of the Committee.

First name Middle name or initial

Date of Birth Age

City Zip Code Telephone

more than one position is acceptable,
; 1, 2, etc.)

der Clerk Other (specify)

If applying for stenographer or typist position, please attach copy
of Merit System or Civil Service grades (grades obtained within one
year of application).

5. Request employment in: (Check one) House Senate

6. Place where you last voted in a General Election:

Place Date

7. Previous experience (other than legislative)

<u>Years</u>	<u>Position</u>	<u>Firm name</u>	<u>City</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Legislative experience:

<u>Session</u>	<u>Position</u>	<u>Supervisor</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Spouse working: Yes Where No

9. Recommended by:

10. Remarks:

Signed: Date

EMPLOYMENT APPLICATION

12-1-76
Jan 1
Hired as an Aide

INSTRUCTIONS: Print all information, except your signature.

Forms should be filed with the Legislative Business Manager, Box 39, Capitol Station, Helena, Montana, 59601. The Business Manager does not select employees but submits all applications to the appropriate Committee. Questions on employment should be directed to the Chairman of the House or Senate Legislative Administration Committee.

All employees serve at the pleasure of the Committee by whom employed. Employment may be terminated at the pleasure of the Committee.

- Mr.
Mrs.
1. Name: Miss Dunkle Marilyn Dianne
Last name First name Middle name or initial
2. Social Security Number: 51690-8422 Date of Birth 5-31-56 Age 20
3. Address: 1725 Golden Helena 59601 442-2927
Number Street City Zip Code Telephone
4. Position desired: (Check one. If more than one position is acceptable, indicate preference in numerical order; 1, 2, etc.)

Stenographer ☐ Typist ☐ Proofreader ☐ Clerk ☐ Other (specify) Page

If applying for stenographer or typist position, please attach copy of Merit System or Civil Service grades (grades obtained within one year of application).

5. Request employment in: (Check one) House ☐ Senate ☒
6. Place where you last voted in a General Election:
Place Ray Bjork School Date November 2, 1976
7. Previous experience (other than legislative)

Years	Position	Firm name	City

Legislative experience:

Session	Position	Supervisor

8. Spouse working: Yes ☐ Where ☐ No ☐
9. Recommended by: Frank Dunkle SA-15
10. Remarks:

Signed: Marilyn Dunkle Date: Dec. 4, 1976

EMPLOYMENT APPLICATION

Instructions: Print all information, except your signature. Forms should be filed with the Legislative Business Manager, Helena, Montana, 59601. The Business Manager does not select all applications to the appropriate Committee. Questions or requests to the Chairman of the House or Senate Legislative Affairs Committee. All employees serve at the pleasure of the Committee by whom they be terminated at the pleasure of the Committee.

1. Name: Mr. Lindell Larry 59405
Mrs. Miss Last name First name Middle Date of Birth
2. Social Security Number: 4604 Carol Dr. Great Falls 59405
Number Street City Zip Code
3. Address: 4604 Carol Dr. Great Falls 59405
Number Street City Zip Code
4. Position desired: (Check one. If more than one position is accepted, list preference in numerical order; 1, 2, etc.)
☐ Stenographer ☐ Typist ☐ Proofreader ☐ Clerk ☐ Other (specify) _____
5. If applying for stenographer or typist position, please attach copy of System or Civil Service grades (grades obtained within one year of application)
6. Request employment in: (Check one) House Senate X
Place where you last voted in a General Election: _____
Place _____
7. Previous experience (other than legislative)

Session	Position	Date	Firm name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RECEIVED

DEC 30 1976

SUPERVISOR
MONTANA LEGISLATIVE
COUNCIL

8. Spouse working: Yes
9. Recommended by: Sen. Bill Thomas Where _____
10. Remarks: _____

Signed: _____

William

January 6, 1977

Larry Lindell
4604 Carol Drive
Great Falls, Montana 59405

Dear Larry:

We have received your application for page in the Senate of the 45th Legislature. We are very sorry to tell you that the minimum age for pages is 15 years or that you have your 16th birthday during the session.

Thank you for applying this year and please be sure to submit your application at the next session.

Sincerely,

Allen C. Kolstad, Chairman
Legislative Administration
Committee

ACK/ljs
cc: Senator Bill Thomas

January 7, 1977

Jeannine E. Vogt
P.O. Box 275
Helena, Montana 59601

Dear Jeannine:

We have received your application for page in the Senate of the 45th Legislature. We are very sorry to tell you that the minimum age for pages is 15 years or that you have your 16th birthday during the session.

Thank you for applying this year and please be sure to submit your application at the next session.

Sincerely,

Allen C. Kolstad, Chairman
Legislative Administration
Committee

ACK/lrs
cc: Senator Tom Rasmussen



Pitney Bowes

District Sales and Service

January 10, 1977

Ms. Rose Weber
Senate Steno Pool
Room 417, Capitol Bldg.
Helena MT 59601

Dear Ms. Weber:

This is to say "Thank You" for the time and courtesy extended to me during my recent visit to your office.

I am sure, after your Pitney Bowes Model Plain Bond Copier is installed, you will find it is one of the greatest conveniences you have in your office.

If you have any questions concerning this equipment, please feel free to call me for help.

I am looking forward to seeing you soon.

Sincerely,

Robert W. May
Sales Representative

RWM:rw



The Big Sky Country

MONTANA STATE SENATE

January 11, 1977

Monida Vaughan
Assistant Legislative Business Manager

Dear Mrs. Vaughan:

The following is a list of employees and their rate of weekly or hourly compensation as indicated. Please consider this letter authorization to pay these persons the indicated amount in accordance with House Joint Resolution Number 6.

<u>Position & Name of Employee</u>	<u>Grade</u>	<u>Step</u>	<u>Proposed Level</u>
Secretary of the Senate Nancy Aagenes	19	1	\$441.80 weekly
Chaplain Frank McCormick	14		13.78/day
Assistant Sec. of the Senate Jean Fallan	12	5	6.29
Bills Clerk Dorothy Hill	11	5	5.73
Assistant Bills Clerk Doris Cason	10	2	4.87
Journal Clerk Judy Pratt	11	5	5.73
Assistant Journal Clerk JoAnn Wunderlich	10	1	4.76
Reading Clerk Garth Jacobson	8	3	4.14
Steve Rovig	8	3	4.14
Posting Clerk Mary Beth Meyer	7	10	3.95

Monida Vaughan

<u>Position & Name of Employee</u>	<u>Grade</u>	<u>Step</u>	<u>Proposed Level</u>
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Proofreaders

Jean Stearns	6	1	3.28
Wilma Blocker	6	1	3.28

Pages

1	6	2.32
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Chief Stenographer

Betty Jakovac	11	5	5.73
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Assistant Chief Steno

Louise Sullivan	10	4	5.10
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Select Committee Secretaries

Louise Fulbright	10	1	4.76 4.85
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Stenographers

Mary Ann Schell	7	11	4.47
Jean Tschirgi	7	11	4.47
Sandi J. Heyne	7	6	4.04

Researchers II

Lon Maxwell	12	3	6.00
JoAnn Richards	12	1	5.73

Bills Distributor

Cort Harrington	10	4	5.10
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Asst. Bills Distributor

Harriet Celar	8	4	4.24
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Committee Secretaries

(Lighter Committee Work)	10	1	4.76
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Highways - Susan K. Brown

Labor & Employment - Laurie Jo Antonietti

Public Health & Welfare - Joyce "Kelly" Allen

Education - Jennie Lind

Fish & Game - Sharon R. Risken

-Local Government - Mary Miller-

Natural Resources - Beverly Braut

State Administration - Jill D. Rohyans

Agriculture - Sally Watson - 4.4

Business & Industry - Erminia C. Fancher

Monida Vaughan

<u>Position & Name of Employee</u>	<u>Grade</u>	<u>Step</u>	<u>Proposed Level</u>
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Committee Secretaries

(Experienced & Heavy Work)	10	6	5.34
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Finance & Claims - Sylvia Kinsey-

Taxation - Nita Fjeseth

Judiciary - Elaine Rung

Secretaries to Officers

Helen Dunbar - President	10	8	5.60
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JoAnn Owens - Democrat

Floor Leader	10	7	5.47
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Barbara Lester - Republican

Floor Leader	10	8	5.60
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Pat Alter - Secretary to

Secretary of the Senate	10	8	5.60
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Gloria Tripp - Secretary to

Asst. Sec. of the Senate	10	6	5.34
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Amendments Coordinator

Art Noonan	10	6	5.34
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Sergeant-at-Arms

David Parker	17	1	5,458
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Assistant Sergeant-at-Arms

William Neary	11	1	5.47
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James Chirgwin			5.60
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Ralph Erving			5.34
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James Meldrum			5.34
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Kenneth Morrow			5.22
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Gary Zorn			5.22
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Guards (Watchman and/or Parking Attendants)

Paul Grant	5	1	2.99
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Robert Dartman			
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Mark Harrington			
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John Roche			
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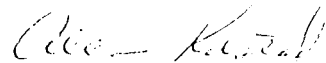
3.13+

Page 4

Monida Vaughan

<u>Position & Name of Employee</u>	<u>Grade</u>	<u>Step</u>	<u>Proposed Level</u>
Doorman Wayne Putz	5	3	3.13

Sincerely,



Senator Allen Kolstad, Chairman
Legislative Administration Comm.

AK:paa

STANDING COMMITTEE REPORT

..... January 11, 19 77

MR. PRESIDENT

We, your committee on LEGISLATIVE ADMINISTRATION

having had under consideration HOUSE JOINT RESOLUTION ~~SEN~~ No. 6

Respectfully report as follows: That HOUSE JOINT RESOLUTION ~~SEN~~ No. 6

engrossed copy, be amended as follows:

1. Amend title, line 6.
Following: "ATTACHES"
Strike: "ON THE STATEWIDE PAY PLAN"
Insert: "UNDER THE DIRECTION OF THE RESPECTIVE
LEGISLATIVE ADMINISTRATION COMMITTEES
USING THE STATEWIDE PAY PLAN AS A GUIDE"
2. Amend page 4, subsection (7), lines 9 and 10.
Following: "determine"
Insert: ", using the statewide pay plan as a guide,"
Following: "appropriate"
Strike: "step within the classified grade"
Insert: "compensation"

~~DO PASS~~ AND, AS SO AMENDED, DO PASS

HJR JOINT RESOLUTION NO. 6
 INTRODUCED BY Gulley

A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF REPRESENTATIVES OF THE STATE OF MONTANA PLACING LEGISLATIVE EMPLOYEES AND ATTACHES ON THE STATEWIDE PAY PLAN.

WHEREAS, it is necessary to establish an orderly pay plan for legislative employees and attaches which recognizes the need to compensate those employees on a similar basis to other state employees.

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE AND THE HOUSE OF REPRESENTATIVES OF THE STATE OF MONTANA:

(1) That the following positions are classified in the grades indicated:

Grade 19
 Secretary of the Senate
 Chief Clerk of the House
 Grade 17
 Sergeant at Arms
 Grade 14
 Chaplain
 Grade 12
 Assistant to Secretary of Senate

Assistant to Chief Clerk of House
 Researcher II
 Grade 11
 Chief Stenographer
 Bills Clerk
 Journal Clerk
 Assistant Sergeant at Arms
 Grade 10
 Bills Coordinator
 Assistant Chief Stenographer
 Assistant Journal Clerk
 Assistant Bills Clerk
 Secretary
 Bills Distributor
 Amendments Coordinator
 Grade 9
 Assistant Bills Coordinator
 Researcher I
 Grade 8
 Assistant Bills Distributor
 Reading Clerk
 Grade 7
 Stenographer
 Supply Clerk
 Posting Clerk

1 Grade 5

2 Typist

3 Proofreader

4 Clerk-Typist

5 Status Clerk

6 Grade 5

7 Parking Attendant

8 Watchman

9 Doorkeeper

10 Grade 1--Step 6

11 Page

12 (2) That the personal aide to Representative Gould
13 shall be paid a salary of \$800 per month;

14 (3) That the chief clerk of the house, secretary of
15 the senate and sergeants at arms shall develop job
16 descriptions for the positions listed which shall contain
17 the minimum qualifications for each position. The
18 descriptions shall be approved by the respective legislative
19 administration committees;

20 (4) That the grades, steps and salaries authorized
21 thereto are those contained in the fiscal year 1977 pay
22 schedule approved by the 1975 legislature in House Joint
23 Resolution 37;

24 (5) That all positions classified below grade 17 shall
25 receive compensation for time worked beyond 40 hours per

1 week at the rate of time and a half. Such overtime shall be
2 approved by the respective legislative administration
3 committees or their designated representatives before the
4 overtime is worked;

5 (6) That positions classified at grade 17 and above
6 shall receive a salary for 40 hours per week regardless of
7 the number of hours worked;

8 (7) That the respective legislative administration
9 committees shall determine the appropriate step within the
10 classified grade for each employee based on previous
11 experience;

12 (8) That no additional benefits such as sick pay,
13 vacation pay, state retirement contribution, state health
14 insurance contribution or longevity allowances are
15 authorized;

16 (9) That the distinction between researcher I and II
17 is that the higher position requires a college degree and
18 one year of research experience;

19 (10) That the chaplains shall be paid for two hours per
20 legislative day served.

-End-



The Big Sky Country

MONTANA STATE SENATE

January 13, 1977

Monida Vaughan
Assistant Legislative Business Manager

Dear Mrs. Vaughan:

The following is a list of employees and their rate of weekly or hourly compensation to be amended as follows:

Select Committee Secretary	
Louise Fulbright	4.87
Agriculture Committee Secretary	
Sally Watson	4.87
Guard (Watchman)	
Robert Dartman	3.13

Sincerely,

Allen C. Kolstad

Allen C. Kolstad, Chairman
Legislative Administration Committee

ACK/lrs



The Big Sky Country

MONTANA STATE SENATE

NANCY AAGENES
SECRETARY OF THE SENATE
CAPITOL POST OFFICE BOX 39
HELENA, MONTANA 59601
(406) 449-5544

January 14, 1977

TO: Martha McGee, Chief Clerk of the House
FROM: Nancy Aagenes, Secretary of the Senate
RE: Sharing of Copy Machine with House Steno Pool

After consideration of this matter with persons involved, I think it is a fine idea to share the copy machine that we have rented for the Senate Steno Pool.

Our approximate cost is:

machine rental (4 months at \$220.00 per month)	\$ 880.00
installation charge	50.00
removal charge	50.00
auditron rental (4 months at \$7.25 per month)	29.00
auditron receptacle purchase	<u>14.55</u>
TOTAL	\$1023.55

This cost is based on 7000 copies per month. In addition we will pay .022 cents per copy for all copies over that 7000 number.

If you will present a requisition form to your Legislative Administration Committee for their approval, Monida Vaughan assures me that there will be no problem in dividing these costs equally between the two houses. If your Legislative Administration Committee approves the requisition, please advise me.



The Big Sky Country

MONTANA STATE SENATE

NANCY AAGENES
SECRETARY OF THE SENATE
CAPITOL POST OFFICE BOX 39
HELENA, MONTANA 59601
(406) 449-5544

January 14, 1977

TO: Senator Kolstad

FROM: Nancy Aagenes

Nancy

RE: Sharing of copy machine with House Steno Pool

We have a request from the House to share both use and cost of the copy machine we have rented for the Senate Steno Pool.

Our approximate cost is:

machine rental (4 months at \$220.00 per month)	\$880.00
installation charge	50.00
removal charge	50.00
auditron rental (4 months at \$7.25 per month)	29.00
auditron receptacle purchase	<u>14.55</u>
TOTAL	1023.55

This cost is based on 7000 copies per month. In addition we will pay .022 cents per copy for all copies over that 7000 number.

I have discussed this with Betty Jakovac and Louise Sullivan in our steno pool. They feel that sharing the machine would pose no problems.

I feel that it would be a savings to the Senate budget if a cost sharing arrangement could be made with the House. If you would like me to handle such an arrangement, I will do so at once.

Please advise.

JK
AK



NANCY AAGENES
SECRETARY OF THE SENATE
CAPITOL POST OFFICE BOX 39
HELENA, MONTANA 59601
(406) 449-5544

The Big Sky Country

MONTANA STATE SENATE

January 15, 1977

TO: Martha McGee, Chief Clerk of the House
FROM: Nancy Aagenes, Secretary of the Senate
RE: Sharing of Copy Machine with House Steno Pool

Please add \$90.00 to the cost of the machine, bringing the total to \$1113.55.

If there is toner remaining at the end of the session, Legislative Council will purchase it.