

December 19, 1980

LEGISLATIVE ADMINISTRATION

A meeting of the House Legislative Administration Committee was called to order by Chairman Bobby Spilker.

All members of the Legislative Administration Committee of the House were present.

Also in attendance were Chief Clerk of the House, Don Byrd, Diana Dowling and Sharole Connelly of the Legislative Council, Bob Marks, Speaker of the House, Bob White, Sergeant-at-Arms, and Representative Kerry Keyser.

Speaker of the House Bob Marks asked that the committee operate with financial responsibility in regard to employees, hours, and expenditures. Any employee problems should be brought to the attention of the committee chairman. He mentioned that the previous Speaker had been concerned about an "inordinate" amount of overtime but that he thinks rostrum employees can come in later in the day and then work their eight hours. He also suggested we hire only the number of stenos needed to stay busy for an eight-hour day and then if overtime is paid, it is justified. Later in the session as the work load lightens, employees can be terminated.

Sharole Connelly went over the financial report of the 46th Legislature (House) which shows a balance of \$115,103.22. Pre-session caucus expenses of approximately \$25,000 will come out of the leadership travel account which was appropriated to the council in 1979.

Bob Marks suggested a physical inventory and reconciliation of supplies and equipment so that our records will begin with items that are presently here.

Diana Dowling has a list of rooms available for committee meetings. Representative Marks will assign these rooms in the next few days. When there are large hearings, committees can schedule their meetings in the old highway building auditorium, SRS auditorium, or if convenient, in the House chambers.

Representative Meyer moved that pre-session costs for the 1983 session, the 1982 pre-session caucus costs and organizational costs for the 1983 leadership be included in the feed bill for the 47th Legislature. It was seconded and passed.

Sharole Connelly explained the transportation and pay forms for committee members, and asked that members fill them out and return as soon as possible for reimbursement. She also said the financial report will be available monthly, or more frequently if necessary.

Pay policies for legislative staff were discussed and the following motions were made, seconded and passed:

- The recommendations of the Legislative Fiscal Analyst (LFA) regarding job grades be adopted. (Meyer)
(See Attachment A for titles and grades.)
- Employees with no previous legislative experience will start on step 2 of the salary matrix. One step will be added for each year of legislative experience. (Kanduch)
- Hourly employees will be paid their grade/step wage for the first 40 hours actually worked, time-and-a-half for over 40 hours with no special consideration for holidays. (Zabrocki)
- In lieu of compensation for health insurance not received by legislative employees, an additional 14 cents per hour will be paid. (Kanduch)
- The 1980-81 State Hourly Salary Matrix will be used to compute salaries. (Kanduch)

Representative Spilker mentioned that a press release should be issued as soon as all staff are hired for the next session, to eliminate the number of phone calls to the Legislative Council.

A list of nineteen recommended employees was submitted to the committee for approval. After applications were reviewed by the committee, Meyer moved that these people be hired. Motion passed; Kanduch abstained. (See Attachment B for names and titles.)

A discussion about the voting machine indicated that Don Liles of the Helena Vo Tech Center would be available for repairs and maintenance under a contract with Dacronics. Don Byrd reported that the contract expires this month and must be renewed.

The availability of stationery and envelopes for legislators was discussed. Representative Kanduch moved that each legislator be given 500 sheets of stationery and 500 envelopes with his/her name printed on them, at no cost to him/her. Each legislator will pay the costs of the stationery and envelopes beyond the 500. Motion seconded and passed.

Necessary equipment and supplies were ordered in the interim and are available for inventory prior to their use.

Color coded badges of identification for both legislators and attaches were discussed and their availability will be checked out by the Sergeant.

Representative Marks suggested that all House employees be given a copy of our employee pay policies.

Representative Meyer made the motion that the Chief Clerk and the Sergeant-at-Arms be allowed to sign purchase orders for up to \$100. Purchases for more than \$100 will be brought before the committee. Motion seconded and carried.


The parking problem was discussed and it was decided to first find out how many places are available and then see what could be done to reserve the necessary spaces for the legislators. The Sergeant-at-Arms of both houses will work on this problem.

The seating chart, which was prepared by Representative Kemmis and Representative Fagg, was presented for approval. Meyer moved that it be approved. It was seconded and passed.

Representative Meyer suggested that air cleaners be purchased for the House chambers in order to remove the smoke from the air. The Sergeant will look into the matter.

After discussing a date for the next meeting it was decided a meeting was not necessary until after the session begins, but that Representative Spilker has the authority to hire further employees subject to final committee approval at that time. She will be in touch with committee members by phone if something unusual arises or if she thinks a meeting before January 5th is necessary.

Representative Kanduch moved to adjourn. Carried.


Secretary


Chairman Bobby Spilker



The Big Sky Country

MONTANA STATE HOUSE OF REPRESENTATIVES

December 5, 1980

M E M O R A N D U M

TO: House Legislative Administration Committee
(Spilker, Meyer, Curtiss, Kanduch, Zabrocki)
Representative Bob Marks, Speaker of the House
Don Byrd, Chief Clerk of the House
Bob White, Sergeant at Arms
Diane Dowling, Director, Legislative Council

FROM: Representative Bobby Spilker, Chairman *Bobby Spilker*

The first meeting of the House Legislative Administration Committee will be held Wednesday, December 10 at 1:30 PM in Room 343 (off the House Chambers), State Capitol, Helena, Montana.

Please call the Legislative Council office (449-3064) if you are unable to attend.

BJS:mpb

Suggested changes in Employee Policies:

- (1) Employees with no previous legislative experience will start on step 2 of the salary matrix. One step will be added for each year of legislative experience.

Change to

Employees with no previous legislative experience will start on step 2 of the salary matrix, however no employee will be paid less than the federal minimum wage. One step will be added for each year of legislative experience.

- (2) Change from Grade 10 to Grade 11 for the following positions:

Secretary to the Speaker
Secretary to the Majority Leader
Secretary to the Minority Leader
Secretary to the Chief Clerk

LEGISLATIVE PAY POLICIES & PROCEDURES

As approved by the Legislative Administration Committee, the following is an outline of Pay Policies & Procedures in effect during the 47th Legislative Session.

- A- The recommendations of the Legislative Fiscal Analyst (LFA) regarding job grades be adopted. (See Attachment A for titles and grades.)
- B- Employees with no previous legislative experience will start on step 2 of the salary matrix. One step will be added for each year of legislative experience.
- C- Hourly employees will be paid their grade/step wage for the first 40 hours actually worked, time-and-a-half for over 40 hours with no special consideration for holidays.
- D- In lieu of compensation for health insurance not received by legislative employees, an additional 14 cents per hour will be paid.
- E- The 1980-81 State Hourly Salary Matrix will be used to compute salaries.
- F- Those staff who are taking a leave of absence from a state position should be aware that Blue Cross insurance can only be continued if you assume payments during your leave. For more info, contact us.

It is the express intent of the Leadership and the Legislative Administration Committee to be as fiscally responsible as possible. The need for working more than 40 hours per week will be carefully monitored. Work hours will be adjusted with this policy in mind. Employees' work hours will be set to coincide with the needs of the legislators, and will not necessarily be from 8:00 a.m. - 5:00 p.m.

The first pay period applicable to legislative staff ends January 9 and wages will be paid the 21st. Pay periods and pay days occur every 2 weeks consecutively thereafter. Pay sheets are due Monday morning following the end of a pay period.

If you have a question, concern or grievance please see Wayne Phillips, Assistant Chief Clerk.