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House JOINT RESOLUTION NO. 6
Hayne

INTRODUCED BY _____

A JOINT RESOLUTION OF THE SENATE AND THE HOUSE OF REPRESENTATIVES OF THE STATE OF MONTANA CONCERNING THE CLASSIFICATION, PAY, AND OTHER CONDITIONS OF EMPLOYMENT OF LEGISLATIVE EMPLOYEES; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE, A TERMINATION DATE, AND A RETROACTIVE APPLICABILITY PROVISION.

WHEREAS, it is necessary to establish a pay plan for legislative employees that compensates those employees on a basis similar to other state employees; and

WHEREAS, it is necessary that legislative employees know of their conditions of employment and that those conditions be uniform for the Senate and the House of Representatives.

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

(1) (a) That the legislative employee positions listed in subsection (1)(b) be classified at the grades indicated and be entitled to be paid according to the pay matrix included in subsection (1)(c).

(b) That an employee with no qualifying legislative experience be paid at level 1 of the appropriate grade. A person who has served as a legislator or an employee of the Montana Senate or House of Representatives for at least one-half of a regular session is entitled to be advanced one step for each session served.

For the 54th Legislature:

- Grade 20
Chief Clerk of the House
- Secretary of the Senate
- Grade 17
Sergeant-at-Arms
- Grade 14
Chaplain
- Grade 13



HJB
INTRODUCED BILL

- 1 Assistant Chief Clerk of the House
- 2 Assistant Secretary of the Senate
- 3 Aide to the Speaker of the House
- 4 Aide to the President of the Senate
- 5 Aide to the House Minority Leader
- 6 Aide to the Senate Minority Leader
- 7 Grade 11
- 8 Legislative Assistant
- 9 Word Processing Center Supervisor
- 10 Bills Clerk
- 11 Journal Clerk
- 12 Bills Coordinator
- 13 Amendments Coordinator
- 14 Assistant Sergeant-at-Arms
- 15 Secretary to the Following:
 - 16 President, Speaker, Secretary of the Senate, Chief Clerk,
 - 17 and Majority and Minority Leaders and Whips in both the
 - 18 Senate and the House
- 19 Grade 10
- 20 Assistant Journal Clerk
- 21 Committee Secretary
- 22 Bills Distributor
- 23 Status Input Technician
- 24 Assistant Amendments Coordinator
- 25 Grade 9
- 26 Assistant Bills Distributor
- 27 Grade 8
- 28 Word Processor
- 29 Grade 7
- 30 Reading Clerk

- 1 Supply Clerk
- 2 Security Guard
- 3 Doorman
- 4 Grade 6
- 5 Proofreader
- 6 Grade 3
- 7 Committee Aide
- 8 Permanent Page
- 9 Minimum Wage
- 10 Page
- 11 For the 55th and subsequent Legislatures:
- 12 Grade 20
- 13 Chief Clerk of the House
- 14 Secretary of the Senate
- 15 Grade 17
- 16 Sergeant-at-Arms
- 17 Grade 14
- 18 Chaplain
- 19 Grade 13
- 20 Assistant Chief Clerk of the House
- 21 Assistant Secretary of the Senate
- 22 Grade 12
- 23 Aide to the Following:
- 24 President, Speaker, and the Majority and Minority Leaders in
- 25 both the Senate and the House
- 26 Word Processing Center Supervisor
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- 28 Legislative Assistant
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1 Assistant Sergeant-at-Arms
2 Secretary to the Following:
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19 Reading Clerk
20 Supply Clerk

21 Security Guard

22 Doorman

23 Grade 6

24 Proofreader

25 Grade 3

26 Committee Aide

27 Permanent Page

28 Minimum Wage

29 Page

30 (c) That the following legislative pay matrix, shown in dollars per hour, be adopted:

1		Level				
2						
3	Grade	1	2	3	4	5
4	1	6.280	6.377	6.476	6.577	6.680
5	2	6.529	6.631	6.736	6.842	6.950
6	3	6.800	6.908	7.018	7.130	7.244
7	4	7.097	7.210	7.326	7.444	7.564
8	5	7.423	7.543	7.666	7.791	7.918
9	6	7.798	7.917	8.038	8.170	8.305
10	7	8.232	8.341	8.459	8.591	8.734
11	8	8.713	8.818	8.945	9.065	9.197
12	9	9.236	9.350	9.486	9.602	9.733
13	10	9.811	9.944	10.079	10.205	10.345
14	11	10.441	10.572	10.717	10.865	11.015
15	12	11.126	11.280	11.437	11.598	11.760
16	13	11.880	12.047	12.216	12.389	12.564
17	14	12.807	12.990	13.164	13.378	13.564
18	15	13.790	14.015	14.212	14.428	14.648
19	16	14.931	15.160	15.392	15.609	15.849
20	17	16.172	16.401	16.654	16.909	17.169
21	18	17.523	17.793	18.069	18.348	18.631
22	19	19.047	19.328	19.628	19.909	20.242
23	20	20.848	21.006	21.333	21.640	22.004

24 (2) (a) That each employee record the number of hours worked each day on a timesheet provided
 25 by the employer. A completed timesheet must be turned in each Friday that ends a pay period. Each
 26 chamber shall adopt a procedure for review, approval, and collection of the timesheets and for timely filing
 27 with the Legislative Council.

28 (b) That the Sergeants-at-Arms review and approve the timesheets for the following
 29 employees: Assistant Sergeants-at-Arms, Doormen, Security Guards, Bills Distributors, Assistant Bills
 30 Distributors, Supply Clerks, and Pages.

1 (c) That the Speaker and Minority Leader of the House review and approve the timesheets for their
2 employees.

3 (d) That the Secretary of the Senate and the Chief Clerk of the House review all timesheets and
4 approve those not otherwise provided for.

5 (3) That the positions classified at Grade 17 and above be exempt from overtime pay. During a
6 regular legislative session, employees in those positions must be paid for 48 hours a week regardless of
7 the number of hours worked. Whenever such employees are preparing for or closing a regular or special
8 session or otherwise working at the direction of their respective presiding officers during an interim, they
9 must be paid for each hour worked at the hourly compensation determined under subsection (1) and their
10 timesheets must be reviewed and approved by their presiding officers.

11 (4) That the positions classified below Grade 17 be subject to overtime pay. Hours over 40 a week
12 worked by an employee so classified must be compensated at the rate of 1½ times the employee's regular
13 hourly wage.

14 (5) That the legislative employees listed in subsection (1)(b) are not entitled to additional benefits,
15 including sick leave, vacation leave, holiday pay, time off with pay, health insurance, or longevity
16 allowances. Section 2-18-617(3), MCA, relating to assumption of liability for accrued vacation credits,
17 does not apply to the Legislature and its employees.

18 (6) That a Chaplain be entitled to be paid for 2 hours for each legislative day served.

19 (7) That membership in the Public Employees' Retirement System be made available to legislative
20 employees upon written request under the provisions of section 19-3-412, MCA.

21 (8) That the Legislative Administration Committees be encouraged to meet jointly during the interim
22 between sessions to consider changes that may be required in the pay matrix in subsection (1)(c) and that
23 the committees be authorized to publish a revised matrix for use when staff are hired for service in the 55th
24 Legislature.

25 (9) That this Joint Resolution apply to the employees hired to prepare for the 55th Legislature by
26 the leadership elected at the November 1996 caucuses.

27 (10) (a) That this Joint Resolution be effective upon passage and be effective until January 6, 1997.

28 (b) That this resolution apply retroactively to all employees of the 54th Legislature.

29 -END-

APPROVED BY COMM.
ON LEG. ADMIN.

1 HOUSE JOINT RESOLUTION NO. 6
2 INTRODUCED BY HAYNE

3
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5 MONTANA CONCERNING THE CLASSIFICATION, PAY, AND OTHER CONDITIONS OF EMPLOYMENT OF
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11 WHEREAS, it is necessary that legislative employees know of their conditions of employment and
12 that those conditions be uniform for the Senate and the House of Representatives.

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17 indicated and be entitled to be paid according to the pay matrix included in subsection (1)(c).

18 (b) That an employee with no qualifying legislative experience be paid at level 1 of the appropriate
19 grade. A person who has served as a legislator or an employee of the Montana Senate or House of
20 Representatives for at least one-half of a regular session is entitled to be advanced one step for each
21 session served.

22 For the 54th Legislature:

23 Grade 20

24 Chief Clerk of the House

25 Secretary of the Senate

26 Grade 17

27 Sergeant-at-Arms

28 Grade 14

29 Chaplain

30 Grade 13

- 1 Assistant Chief Clerk of the House
- 2 Assistant Secretary of the Senate
- 3 Aide to the Speaker of the House
- 4 Aide to the President of the Senate
- 5 Aide to the House Minority Leader
- 6 Aide to the Senate Minority Leader
- 7 Grade 11
- 8 Legislative Assistant
- 9 Word Processing Center Supervisor
- 10 Bills Clerk
- 11 Journal Clerk
- 12 Bills Coordinator
- 13 Amendments Coordinator
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- 15 Secretary to the Following:
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- 22 Bills Distributor
- 23 Status Input Technician
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- 25 Grade 9
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- 27 Grade 8
- 28 Word Processor
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- 30 Reading Clerk

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1 (c) That the following legislative pay matrix, shown in dollars per hour, be adopted:

2	Level					
3						
4	Grade	1	2	3	4	5
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25 (2) (a) That each employee record the number of hours worked each day on a timesheet provided
 26 by the employer. A completed timesheet must be turned in each Friday that ends a pay period. Each
 27 chamber shall adopt a procedure for review, approval, and collection of the timesheets and for timely filing
 28 with the Legislative Council.

29 (b) That the Sergeants-at-Arms review and approve the timesheets for the following
 30 employees: Assistant Sergeants-at-Arms, Doormen, Security Guards, Bills Distributors, Assistant Bills

1 Distributors, Supply Clerks, and Pages.

2 (c) That the Speaker and Minority Leader of the House review and approve the timesheets for their
3 employees.

4 (d) That the Secretary of the Senate and the Chief Clerk of the House review all timesheets and
5 approve those not otherwise provided for.

6 (3) That the positions classified at Grade 17 and above be exempt from overtime pay. During a
7 regular legislative session, employees in those positions must be paid for 48 hours a week regardless of
8 the number of hours worked. Whenever such employees are preparing for or closing a regular or special
9 session or otherwise working at the direction of their respective presiding officers during an interim, they
10 must be paid for each hour worked at the hourly compensation determined under subsection (1) and their
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17 allowances. Section 2-18-617(3), MCA, relating to assumption of liability for accrued vacation credits,
18 does not apply to the Legislature and its employees.

19 (6) That a Chaplain be entitled to be paid for 2 hours for each legislative day served.

20 (7) That membership in the Public Employees' Retirement System be made available to legislative
21 employees upon written request under the provisions of section 19-3-412, MCA.

22 (8) That the Legislative Administration Committees be encouraged to meet jointly during the interim
23 between sessions to consider changes that may be required in the pay matrix in subsection (1)(c) and that
24 the committees be authorized to publish a revised matrix for use when staff are hired for service in the 55th
25 Legislature.

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27 the leadership elected at the November 1996 caucuses.

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30 -END-

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5 MONTANA CONCERNING THE CLASSIFICATION, PAY, AND OTHER CONDITIONS OF EMPLOYMENT OF
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19 grade. A person who has served as a legislator or an employee of the Montana Senate or House of
20 Representatives for at least one-half of a regular session is entitled to be advanced one step for each
21 session served.

22 For the 54th Legislature:

23 Grade 20

24 Chief Clerk of the House

25 Secretary of the Senate

26 Grade 17

27 Sergeant-at-Arms

28 Grade 14

29 Chaplain

30 Grade 13

- 1 Assistant Chief Clerk of the House
- 2 Assistant Secretary of the Senate
- 3 Aide to the Speaker of the House
- 4 Aide to the President of the Senate
- 5 Aide to the House Minority Leader
- 6 Aide to the Senate Minority Leader
- 7 Grade 11
- 8 Legislative Assistant
- 9 Word Processing Center Supervisor
- 10 Bills Clerk
- 11 Journal Clerk
- 12 Bills Coordinator
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- 15 Secretary to the Following:
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 - 18 Senate and the House
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1 (c) That the following legislative pay matrix, shown in dollars per hour, be adopted:

2 Level

3

4 Grade	1	2	3	4	5
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6 2	6.529	6.631	6.736	6.842	6.950
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25 Secretary of the Senate

26 Grade 17

27 Sergeant-at-Arms

28 Grade 14

29 Chaplain

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- 29 Journal Clerk
- 30 Amendments Coordinator

- 1 Assistant Sergeant-at-Arms
- 2 BILLS COORDINATOR
- 3 Secretary to the Following:
 - 4 President, Speaker, Secretary of the Senate, Chief Clerk,
 - 5 and Majority and Minority Leaders and Whips in both the
 - 6 Senate and the House
- 7 Grade 10
- 8 Assistant Journal Clerk
- 9 Bills Clerk
- 10 ~~Bills Coordinator~~
- 11 Committee Secretary
- 12 Bills Distributor
- 13 Status Input Technician
- 14 Assistant Amendments Coordinator
- 15 Grade 9
- 16 Assistant Bills Distributor
- 17 Grade 8
- 18 Word Processor
- 19 Grade 7
- 20 Reading Clerk
- 21 Supply Clerk
- 22 Security Guard
- 23 Doorman
- 24 Grade 6
- 25 Proofreader
- 26 Grade 3
- 27 Committee Aide
- 28 Permanent Page
- 29 Minimum Wage
- 30 Page

1 (c) That the following legislative pay matrix, shown in dollars per hour, be adopted:

2 Level

3

4 Grade	1	2	3	4	5
5 1	6.280	6.377	6.476	6.577	6.680
6 2	6.529	6.631	6.736	6.842	6.950
7 3	6.800	6.908	7.018	7.130	7.244
8 4	7.097	7.210	7.326	7.444	7.564
9 5	7.423	7.543	7.666	7.791	7.918
10 6	7.798	7.917	8.038	8.170	8.305
11 7	8.232	8.341	8.459	8.591	8.734
12 8	8.713	8.818	8.945	9.065	9.197
13 9	9.236	9.350	9.486	9.602	9.733
14 10	9.811	9.944	10.079	10.205	10.345
15 11	10.441	10.572	10.717	10.865	11.015
16 12	11.126	11.280	11.437	11.598	11.760
17 13	11.880	12.047	12.216	12.389	12.564
18 14	12.807	12.990	13.164	13.378	13.564
19 15	13.790	14.015	14.212	14.428	14.648
20 16	14.931	15.160	15.392	15.609	15.849
21 17	16.172	16.401	16.654	16.909	17.169
22 18	17.523	17.793	18.069	18.348	18.631
23 19	19.047	19.328	19.628	19.909	20.242
24 20	20.848	21.006	21.333	21.640	22.004

25 (2) (a) That each employee record the number of hours worked each day on a timesheet provided
 26 by the employer. A completed timesheet must be turned in each Friday that ends a pay period. Each
 27 chamber shall adopt a procedure for review, approval, and collection of the timesheets and for timely filing
 28 with the Legislative Council.

29 (b) That the Sergeants-at-Arms review and approve the timesheets for the following
 30 employees: Assistant Sergeants-at-Arms, Doormen, Security Guards, Bills Distributors, Assistant Bills

1 Distributors, Supply Clerks, and Pages.

2 (c) That the Speaker and Minority Leader of the House review and approve the timesheets for their
3 employees.

4 (d) That the Secretary of the Senate and the Chief Clerk of the House review all timesheets and
5 approve those not otherwise provided for.

6 (3) That the positions classified at Grade 17 and above be exempt from overtime pay. During a
7 regular legislative session, employees in those positions must be paid for 48 hours a week regardless of
8 the number of hours worked. Whenever such employees are preparing for or closing a regular or special
9 session or otherwise working at the direction of their respective presiding officers during an interim, they
10 must be paid for each hour worked at the hourly compensation determined under subsection (1) and their
11 timesheets must be reviewed and approved by their presiding officers.

12 (4) That the positions classified below Grade 17 be subject to overtime pay. Hours over 40 a week
13 worked by an employee so classified must be compensated at the rate of 1 ½ times the employee's regular
14 hourly wage.

15 (5) That the legislative employees listed in subsection (1)(b) are not entitled to additional benefits,
16 including sick leave, vacation leave, holiday pay, time off with pay, health insurance, or longevity
17 allowances. Section 2-18-617(3), MCA, relating to assumption of liability for accrued vacation credits,
18 does not apply to the Legislature and its employees.

19 (6) That a Chaplain be entitled to be paid for 2 hours for each legislative day served.

20 (7) That membership in the Public Employees' Retirement System be made available to legislative
21 employees upon written request under the provisions of section 19-3-412, MCA.

22 (8) That the Legislative Administration Committees be encouraged to meet jointly during the interim
23 between sessions to consider changes that may be required in the pay matrix in subsection (1)(c) and that
24 the committees be authorized to publish a revised matrix for use when staff are hired for service in the 55th
25 Legislature.

26 (9) That this Joint Resolution apply to the employees hired to prepare for the 55th Legislature by
27 the leadership elected at the November 1996 caucuses.

28 (10) (a) That this Joint Resolution be effective upon passage and be effective until January 6, 1997.

29 (b) That this resolution apply retroactively to all employees of the 54th Legislature.

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