

Compensation Reassessment Presentation to JLMC

January 2025



Compensation History

- In 2019 NCSL conducted a study to evaluate the General Assembly's legislative staff compensation, workload, and organization. Among other things, NCSL recommended that a pay plan be developed and adopted relevant to the job market, as well as a review of individual salaries to ensure proper placement within the pay plan ranges.
- In 2022 NCSL created a compensation system for the staff of the VT General Assembly.
 - First of its kind at the VTGA; intended to provide consistency and equitable pay practices across the offices
 - Collaborative process included staff directors and staff
 - Reviewed updated position descriptions
 - Conducted market analysis of comparable positions (locally and nationally)
 - Created pay grades and salary ranges for all position titles
- Separately, a compensation consultant proposed target market salaries for staff within the pay grade system.
- Employees determined to be below their proposed target, were given increases near or close to their target market salary. Those at or above their market target were held and received a lump sum payment.

Compensation Current Status

- As is expected, internal and external influences may impact the existing compensation structure (e.g. additional responsibilities, supply/demand, market fluctuations, etc.), requiring periodic review.
- The Position Reclassification and Allocation Policy approved by JLMC in 10/2022, states that, "...a formal review of the pay structure and the placement of positions within that structure will take place approximately every three years."
 - *Position Reclassification and Allocation Policy*
- Now that the structure has been implemented for some time, we can identify certain areas that may benefit from reassessment.
- NCSL is no longer conducting compensation study work.

Moving Forward

- After a public RFP process, multiple meetings and vendor presentations, staff directors recommend retaining the organization, Arthur J. Gallagher, to conduct the following work:
 - Study of the current organizational compensation structure
 - Review current strategies and methods for compensation decisions
 - Review and analyze positions, titling, groupings, exemptions, equity
 - Suggest methods for career progression
 - Collect market data, benchmark positions, analyze internal salaries
 - Make recommendations
 - Present to leadership/JLMC
 - Final report
 - Train staff and supply maintenance tools
- Directors also recommend that Arthur J. Gallagher provide ongoing support in the compensation space, as necessary.

Moving Forward (cont.)

- Projected Project Timeline
 - Work commences within two weeks of receiving authorization/contract.
 - It is expected to take approximately seven months to complete the phases in total, absent of any requested breaks in the work (e.g. due to session priorities).
 - All office directors have committed to this work.
- Projected Costs
 - \$92,000 is estimated to conduct the work as outlined in the RFP.
 - \$12,500 additional is the cost per year for on-going support as needed.

Next Steps

- JLMC considers voting to retain Arthur J. Gallagher for both compensation work and on-going support for the year following completion.
- Execute a contract
- Establish a start date