

**STATE OF VERMONT  
VERMONT LABOR RELATIONS BOARD PAY PLAN**

It is the intent of the Vermont Labor Relations Board to compensate its exempt employees equitably, subject to budgetary constraints, on the basis of experience, expertise, responsibilities, and meritorious performance. Job definitions and position responsibilities are subject to change at any time at the discretion of the Vermont Labor Relations Board.

**DEPARTMENT OF HUMAN RESOURCES**

**Effective Dates: July 1, 2017 to June 30, 2018**

## **STAFF LEVELS**

### **I. Executive Director**

#### **Minimum Qualifications:**

Bachelor's degree with course work in labor relations and labor law or related field of study, plus a minimum of 3-5 years of experience in legal or labor relations matters in an investigatory, analytical or research capacity. An advanced degree in Labor Relations, Law, Public Administration, or related field of study is preferred and may be substituted for the experience requirement on a six months per semester basis, except that the requirement for at least one year of experience in labor relations matters may not be waived.

	<b>Annual</b>	<b>Hourly</b>
<b><u>Executive Director</u></b>		
Minimum Hiring Range	\$75,044	\$36.08
Maximum Hiring Range	\$93,808	\$45.10
Maximum Salary	\$112,570	\$54.12

Under the guidance, direction and general supervision of the Board Chair, the Executive Director as chief administrative officer for the Board, plans, organizes, directs, and reviews all budgetary and fiscal operations and recommends the allocations of funds and resources from multiple sources to achieve operational efficiency. Supervises and directs the work of assigned subordinates; evaluates the performance of staff; recruits, hires, and trains new employees. Develops plans and programs to ensure conformance with broad goals, objectives, policies and procedures as may be determined by the Board. Conducts factual investigations, legal research and legal decision writing, and administers the Board's case flow. Schedules and attends Board hearings; takes notes of testimony, and ensures orderly disposition of cases. May act as hearing officer; may mediate grievance disputes; may informally attempt to resolve unit determination issues; and may investigate and/or informally attempt to resolve unfair labor practice cases. Represents the Board at the legislature, and serves as liaison with agency/department heads of other state agencies. Prepares a variety of financial, statistical, and informational reports for use by both the Board and the public. Prepares extensive publications to provide comprehensive reference sources for practitioners before the Board. Participates in regional and national organizations of impartial government labor relations agencies. Plans and administers labor relations conferences and training sessions sponsored by the Board.

## **II. Labor Relations Specialist**

### **Minimum Qualifications:**

Bachelor's degree with course work in labor relations, labor law, or related field of study preferred, plus at least 2 years of experience in legal or labor relations matters in a capacity requiring investigatory, analytical and research skills. Knowledge of labor relations law is preferred, as is the ability to analyze and interpret legal data and to work independently with both the Board and the public.

	<b>Annual</b>	<b>Hourly</b>
<b><u>Labor Relations Specialist</u></b>		
Minimum Hiring Range	\$43,326	\$20.83
Maximum Hiring Range	\$54,122	\$26.02
Maximum Salary	\$64,875	\$31.19

Under the general supervision of the Executive Director, conducts Investigations of cases pending before the Board, and informally attempts to resolve cases, and writes legal decisions concerning labor relations matters under Board jurisdiction. Attends Board hearings and takes notes of testimony. Arranges procedures for and supervises representation elections. Performs research functions including case law research. May act as hearing officer as assigned by the Board. Assists in planning, coordinating and sponsoring labor relations conferences, writing quarterly Board newsletters, and maintaining the labor law library. May be involved in special projects as assigned by the Executive Director. Participates in regional and national organizations of impartial government labor relations agencies.

## **III. Labor Relations Administrative Assistant**

### **Minimum Qualifications:**

High School graduation or equivalent plus four years work experience including two in a junior administrative, senior clerical, or an equivalent level is required. College training may be substituted for work experience on a six months per semester basis.

	<b>Annual</b>	<b>Hourly</b>
<b><u>Labor Relations Administrative Assistant</u></b>		
Minimum Hiring Range	\$34,798	\$16.73
Maximum Hiring Range	\$43,451	\$20.89
Maximum Salary	\$52,166	\$25.08

Under supervision of the Executive Director, provides legal secretarial and administrative support to both the Board and staff. Copies and distributes Board decisions and related materials. Maintains docket book and case files. Assists in scheduling cases and ensures an orderly flow of both cases and hearings. Answers phone, serves as receptionist, distributes mail, operates office machines, requisitions equipment and supplies; maintains accounting, personnel and inventory records and prepares vouchers for payment. Performs financial bookkeeping to be used in conjunction with budget planning, preparation and monitoring. Prepares a variety of other financial, statistical or special reports. Works closely with the Executive Director in publishing the Board's decisions annually, and producing the Guide to Vermont Labor Relations Statutes and other Board publications. Assists the Executive Director in a variety of special projects as requested, including conferences and training sessions sponsored by the Board.

## **CONDITIONS AND OPERATIONS**

### **1) New Appointees:**

Salaries for new appointees shall not exceed the maximum of the hiring range for the position without prior and specific approval, for good cause shown, from the Department of Human Resources as the Governor's designee. All requests must include a completed Exempt Salary Approval form along with a copy of the applicant's resume, interviewer's comments and/or rating form, and any other information (e.g., reference checks of previous employers) which substantiate the salary being requested.

No specific salary offer may be extended until the Department of Human Resources as the Governor's designee has approved the request.

### **2) End Of Probation Increase:**

At the completion of the probationary period (normally six months), new appointees may receive an increase in base salary of up to 3% for satisfactory performance, and up to an additional 3% merit for performance which exceeds what is normally expected of the position. The Appointing Authority should complete an Exempt Salary Approval form as well as an evaluation of the individual's performance which supports the request and submit both to the Department of Human Resources for final review/approval.

### **3) Merit Pay:**

Participants shall be eligible for a base salary increase of up to 7% for documented short or long-term performance which has been at a satisfactory or above level during the preceding 12-month period. Both an Exempt Salary Approval form and an evaluation of the individual's performance must be submitted by the Appointing Authority to the Department of Human Resources as the Governor's designee for final review and approval. Effective dates of any merit pay adjustment will be the first pay period following the Department of Human Resources' approval. Absent extraordinary circumstances, only one merit pay increase will be approved within any 12-month period.

### **4) Cost of Living Increase:**

If performance is satisfactory or better, participants may receive an increase of up to the cost of living percentage increase approved by the legislature for salary adjustments to exempt employees. If approved by the Appointing Authority, an Exempt Salary Approval form authorizing the adjustment shall be forwarded to the Department of Human Resources for final review and approval.

### **5) Promotion:**

Current state employees promoted into this plan shall be eligible for a base salary

increase of between 5% and 8% (based on performance), but not less than the minimum hiring rate for the new position. A completed Exempt Salary Approval form along with a written recommendation and a current evaluation of performance are required for final review/approval by the Department of Human Resources.

**6) Approval Process:**

No specific salary offers or changes in salary may be extended nor become effective unless or until approved by both the Appointing Authority and the Department of Human Resources as the Governor's designee. All requests should include a completed Exempt Salary Approval form, and supporting documentation as specified in sections 1-5 above. All requests for salary and level changes must be submitted prior to the effective date to avoid retroactivity.

**7) Legislative Reporting:**

The Department of Human Resources is responsible for reporting any pay actions for which there may be a statutory or administrative requirement to report to any Legislative or Administrative body, and in such cases will also forward a copy of the notification to the Appointing Authority if approved.

**8) Maximum Salary:**

In no event shall a salary exceed the maximum salary for the position unless otherwise approved by law.

**9) Budgetary Constraints:**

Any and all salary adjustments as set forth in this Pay Plan are subject to the discretion of the Appointing Authority and to the budgetary constraints as deemed appropriate by that individual.

**10) No Vested Interest:**

The terms and conditions of this Pay Plan notwithstanding, all participants in this Plan serve exclusively at the pleasure of the Appointing Authority and without vested interest in, nor expectation of, any right to continuation of either position or salary. Promotion, meritorious increases, demotion, reduction in salary, suspension with or without pay, and dismissal shall remain at the pleasure of the Appointing Authority.