

## **SALARY LEVELS**

by Lawrence McIntosh, Joint Theological Library, Ormond College

At the Napier Conference, last year, we identified several types of salary structures to which ANZTLA members relate:

- some are paid according to the wage scales of a religious order,
- some according to other church-related stipends and allowances, clergy salaries,
- some of our institutions have adopted State public service awards,
- others have adopted University or College salary awards.
- to these we should add Commonwealth public service awards.

It is important to remember that ANZTLA has a clear standard which refers to salaries. Standard 3 (v):

**'All members of the library staff shall receive salaries in accord with an appropriate gazetted award (an Australian and New Zealand university library award is deemed appropriate).**

**They will receive all salary benefits related to this award and also be subject to the award's conditions of service.**

**Alternatively, they shall be paid according to appropriate church salary scales and observe related conditions.'**

The accents fall on an appropriate award system and a gazetted or identifiable award.

When a library staff position is advertised, the institution should specify the award system which applies to that position. As long as there is an identifiable award structure, actual salary levels can be negotiated within that structure. That remains our personal business with the institution.

Abiding by a declared award system saves us the grind of having to re-negotiate our salary. As there are award increases, they should flow on automatically.

Incremental steps, relating to a particular award, may or not be relevant. Annual increments are no longer regarded as being automatic. Rather the basis for incremental progression is an assessment with respect to the staff member's developing skills and overall performance. A librarian, accepting a salaried position, should have an understanding with the institution with respect to reasonable performance objectives and incremental salary increases. Incremental increases are less likely to apply to hourly paid positions.

The verso of the award is also important. Our responsibility is to observe the conditions of service related to a particular award - hours, leave, sick leave and the like.

Those of us who are in charge of a library and administer staff matters should make sure that

a separate file is kept for each staff member with records of appointment, position description, salary record, leave applications and any other matter pertinent to that person's appointment. We should make sure that each staff member is advised, in writing, of any changes to the award or conditions of service. Also that the staff member understands that she or he has access to the contents of this file.

To sum up:

The ANZTLA standard is designed to draw attention to the professional nature of our work. It is designed to protect librarians from that type of institution whose view of having to pay anybody to do anything extends to whimsicality.

I do commend the ANZTLA standard to you.

Lawrence D. McIntosh

### AN APPROACH TO BUDGETING by Tony McCumstie, Corpus Christie College

The process of budgeting is quite simple: You ask for a sum of money; you are allocated a sum of money (not necessarily what you asked for); you spend it; when a certain time period has elapsed you ask for another allocation. The more difficult bits come with questions like: 'How much should I ask for?', 'How am I going to spend the money I have actually been allocated?', 'Where did all that money go?', and 'How much should I ask for next time?'. Underlying these questions are two processes: reviewing and planning.

**1. Reviewing.** Even if you have not worked to a defined plan in the past, you have still spent money and can do a bit of research to find out what you have to show for it. One approach is to determine the subject categories by which you are going to analyse past expenditure (eg. Theology, Scripture, Philosophy, etc). These categories will vary from one library to another depending on the nature of the institution owning the library (its size, purpose, client profile, etc). The categories will vary in their degree of specificity - one library may break 'Theology' down into Systematic, Pastoral, Moral, Ecclesiology, Ecumenism, etc while another leaves the category as simply Theology. If you are in an academic library, the course structure of the institution will give you an indication of the categories you may use. The aim is to get a workable set of categories - neither too detailed nor too broad as to become uninformative.

If you have worked on a plan in the past or if you have a more sophisticated automated system, information about what you have spent in each category should be fairly easily obtained. But assuming the worst - that you sharply received a sum of money as the book vote then proceeded to spend it until it ran out and you don't have a computer system that manages accounts/funds. Take the time to go back over invoices for a year or two (or three or more, depending on how much time you can spare and how resistant your mind is to tedium). As you do so, record for each category how much money was spent and how many books the money bought.