



Interstate Medical Licensure Compact

MEMO - FINAL

To: IMLCC Executive Committee

From: Marschall Smith, Executive Director

Date: April 9, 2024

RE: FY2025 Employee Compensation Plan

This memo outlines the compensation plan and complies with the requirements of IMLC Administrative Memo No. 8.

Item #1 – Staff Salary Ranges. The ranges listed below will be used for FY2025 and are unchanged from those established for FY2023. Salary survey information indicates that the established ranges are competitive and will not be adjusted. This information will be reviewed annually. The “Equal Pay for Equal Work Act” in Colorado, effective 1/1/2021, requires that employers establish compensation ranges for positions that are included in job postings and a record of wages paid for positions be maintained. In order to comply with the requirement, the Executive Director and approved Deputy Director position information has been included.

IMLCC Position Title	Annual Salary Range Minimum	Annual Salary Range Midpoint	Annual Salary Range Maximum
Executive Director	\$150,000.00	\$200,000.00	\$250,000.00
Deputy Director	\$140,000.00	\$180,000.00	\$220,000.00
IT Manager	\$130,000.00	\$165,000.00	\$200,000.00
Controller	\$115,000.00	\$137,500.00	\$160,000.00
Operations Manager	\$100,000.00	\$112,500.00	\$125,000.00
IT Professional	\$75,000.00	\$97,500.00	\$120,000.00



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Accounting Tech	\$50,000.00	\$60,000.00	\$70,000.00
Customer Service Rep	\$45,000.00	\$52,500.00	\$60,000.00

Item #2 – Cost of Living (COLA) increases. For FY2025, employees will be granted a 3.00% COLA increase to be effective with the August 1, 2024 pay period. The average of the national COLA increase for state employees is 3.59% - based on the 33 of 50 states have data available. The US Employer average is 4.00%, Federal employees is 3.3% and Social Security beneficiaries is 3.2%.

Item #3 – Performance Pay Opportunities. For FY2025, supervisors will be able to grant up to 3.00% in performance salary increases. Performance pay increases will be made in accordance with IMLC Administrative Memo No. 8, to be effective with the August 1, 2024 pay period.

Item #4 – Employer matched retirement programs. For FY2025, the IMLCC will implement a “Multi-tier” employer match formula, which results in an increase the employer match up to 5% for the 457b plan administered by John Hancock. The match will be:

- \$1.00 per dollar on the first 3%
- \$0.50 per dollar on the next 2%

Item #5 – Pay in Lieu of Vacation. For FY2025, employees who are approaching the maximum accrual of vacation leave will be offered a one-time per fiscal year option to convert up to 40 hours of vacation time for pay at a rate of 1 hour vacation time = ¾ hour of pay in lieu of vacation time. The IMLCC will continue to encourage employees to use vacation time; however, this process will allow employees a voluntary option to avoid “Use-It-Or-Lose-It” situations.

The funds necessary to accomplish this compensation plan are incorporated in the IMLCC FY2025 Budget.