

DATE: September 3, 2020

MEMO TO: Terry Wilke, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Approve an amendment to the Procedures Section of the District's Personnel Policies and Procedures 5.2 – The Pay Plan.

STRATEGIC DIRECTION SUPPORTED: Leadership, Organizational Sustainability

FINANCIAL DATA: There is no immediate financial impact.

BACKGROUND: The Diversity and Cultural Awareness Committee directed District staff to present to the Finance Committee any changes to the District's Personnel Procedures that are appropriate to confirm an equal pay philosophy. Staff recommends that Personnel Procedures 5.2 – The Pay Plan be amended to denote that pay decisions are made based on job factors only.

Therefore, it is the recommendation of staff that the Procedures Section of the District's Personnel Policies & Procedures 5.2 – The Pay Plan be amended in the form attached.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Manager of Human Resources and Risk, Corporate Counsel.

MOTION: Motion to approve an amendment to the Procedures Section of Personnel Policy 5.2 – The Pay Plan, in the form attached to staff's September 3, 2020 memorandum.

APPROVAL:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____



5.2 The Pay Plan

Effective Date: August 15, 1980

Revision Date: June 14, 1984, May 27, 1994, June 21, 2002, November 7, 2013, April 30, 2015, June 28, 2018, [September 3, 2020](#)

Procedure

Employees shall be paid on a bi-weekly basis. A salary range shall be established for each position in the position classification plan and shall be based on position qualifications, difficulty and responsibility of work, comparing other relative District positions, market rates, the financial policies of the District and other economic considerations. Adjustments in salary ranges must be approved by the Finance Committee.

New hires may be brought in at a level within the salary range recommended by the Director of Administration with the approval of the Executive Director. The Executive Director must approve new hires brought in above the midpoint of the salary range.

Each new employee shall serve an introductory period as defined in Policy 2.3. Unsatisfactory employees should be terminated on or before completion of this period. After completing the introductory period, an employee may receive up to a 5% increase in salary.

When an employee is promoted he shall be paid the minimum rate for the new position or up to 10% above his current rate of pay, whichever is greater. However, if the employee's current base salary exceeds the new pay grade midpoint by more than 5%, then the employee will receive a 5% increase. A demoted employee shall be paid at a rate within the salary range for the lower position as approved by the Executive Director.

Merit increases within the salary range are made annually as funded in the annual budget and based upon an employee's performance in the position. Merit increases will be allowed up to the maximum of that salary range. If the proposed salary increase raises the compensation for the employee above the maximum, the salary increase will be combined with a one-time cash payment so that the employee's compensation is raised to the maximum for the range and the balance of the performance increase is paid as a one-time cash payment. In those years where an annual increase is not approved or budgeted, employees at the maximum of the pay grade shall not receive an annual lump sum increase.

If position responsibilities have increased the Executive Director may grant an increase within the salary range or recommend a grade change. The Executive Director may grant an increase within the salary range in order to maintain equity or to respond to labor market shifts. When a base salary increase is approved, the entire salary schedule shall be increased in the same manner.



Proficiency incentives are used to reward a high performing non-bargaining unit employee who has demonstrated or increased proficiency in his current position. A proficiency incentive is a “slide over” advancement within a pay range. Based on meeting specific established standards, an employee may be eligible for a proficiency increase every three (3) years and no more than three (3) times in an eligible position. The incentive for demonstrated proficiency is 1.5% in addition to the annual merit increase at level one and 2.0% in addition to the annual merit for levels two and three.

For a period of up to eight months, a temporary increase to the entry level of a higher salary range or up to a 10 % salary increase may be granted by the Executive Director, when an employee is assigned special duties or receives a temporary promotion to fill a vacancy.

All pay decisions shall be based on bona fide business factors and not on non-job-related characteristics such as race, religion, color, national origin, sex, gender identity, pregnancy, age, disability (mental or physical), sexual orientation, genetic information, order of protection, political affiliation, military service or any protected classification under the Illinois Human Rights Act or Title VII of the Civil Rights Act.