

DATE: July 1, 2021

MEMO TO: Julie Simpson, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Approve amendments to the Procedure Section of the District's Personnel Policies & Procedures 5.2 – The Pay Plan, and 6.1 – Promotions and Transfers.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: There is no immediate financial impact from these changes.

BACKGROUND: The District's current procedure in Policy 5.2 – The Pay Plan caps a promotional increase at 10%. At times, this has restricted the District's ability to fairly and equitably compensate an employee. Changing the procedure to permit a promotional increase within the established salary range will allow the District to be responsive to each promotion in an equitable way.

The procedure on Promotions and Transfers does not address future compensation, nor does it point employees to the Pay Plan policy, which does address future compensation. The suggested edits to the Promotions and Transfer procedure will incorporate reference to the applicable policy, as well as some minor language clarifications.

Therefore, it is the recommendation of staff that the Procedures Sections of the District's Personnel Policies & Procedures 5.2 – The Pay Plan, and 6.1 – Promotions and Transfers be amended.

MOTION: Motion to approve amendments to the Procedures Sections of the District's Personnel Policies & Procedures 5.2 – The Pay Plan and 6.1 – Promotions and Transfers, in the form attached to staff's July 1, 2021 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, July 1, 2021*

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. Reclassifications to a different ~~Adjustments in~~ salary ~~ranges~~grade 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.

A promoted employee shall be paid at a rate within the salary range for the position as approved by the Executive Director. ~~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~~adjusted.



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/objectives](#), 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 [increase](#) for levels two and three.

~~For a period of up to eight months, a~~[A](#) temporary increase to the entry level of a higher salary ~~range~~[grade](#) 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.

[Employees covered under the terms of a collective bargaining agreement should refer to their contract.](#)



6.1 Promotions and Transfers

Effective Date: August 15, 1980

Revision Date: September 16, 1994, June 21, 2002, November 12, 2013, July 1, 2021

Procedure

It is the responsibility of the Administration Department and the Department Director to fill job openings with the best qualified people.

1. The District may, at its discretion, initiate the transfer or promotion of an employee.
2. An employee desiring a transfer to an open position of the same job title must submit a written request for transfer to the appropriate Department Director and the Manager of Human Resources and Risk ~~or the Director of Administration~~.
3. An employee interested in promotion to an open position must ~~submit a written application~~ apply according to the application instructions for the posted position. ~~for the position to the Human Resources Division.~~
4. When an employee is transferred or promoted to a different position ~~A~~ all accrued benefits remain with the employee ~~when he transfers or is promoted to a different position.~~ A promoted employee will be paid as stipulated in Section 5.2.
5. An employee transferred or promoted to another department will give ~~his~~ the current Department Director two (2) weeks notice from the date ~~he is approved to fill the position~~ the position is accepted.