



Lake County Illinois

Legislation Details (With Text)

File #: 09-2249 **Version:** 1 **Name:** Section 5.3 Pay Plan
Type: resolution **Status:** Passed
File created: 11/23/2009 **In control:** Financial & Administrative Committee
On agenda: **Final action:** 12/8/2009
Title: Ordinance authorizing the County Administrator to amend Section 5.3, The Pay-Plan-Hourly (Non-Exempt) and Section 5.4, The Pay Plan-Exempt, of the Lake County Policies and Procedures.

Sponsors:

Indexes:

Code sections:

Attachments: 1. F & A_Section 5 3 Pay Plan_11.23.09, 2. F & A_2010 pay policy chg_11.23.09

Date	Ver.	Action By	Action	Result
12/8/2009	1	Lake County Board	adopted	Pass
12/2/2009	1	Financial & Administrative Committee	recommended for adoption to the regular agenda	Pass

Ordinance authorizing the County Administrator to amend Section 5.3, The Pay-Plan-Hourly (Non-Exempt) and Section 5.4, The Pay Plan-Exempt, of the Lake County Policies and Procedures.

- Introductory increases (affected employees were eligible for 3% during fiscal year 2009) shall no longer be granted to employees who receive a non-career path promotion and newly hired employees.
- Modifies the promotion policy to reflect the elimination of the introductory increase.

ORDINANCE

WHEREAS, the County of Lake, originally adopted Section 5.3, The Pay-Plan-Hourly (Non-Exempt) and Section 5.4, The Pay Plan-Exempt, of the Lake County Policies and Procedures on December 13, 1983 and subsequently amend same on February 9, 1999; and

WHEREAS, the County of Lake will not grant a merit increase to non-bargaining unit employees for fiscal year 2010; and

WHEREAS, the County of Lake did not establish a merit increase matrix which is used to determine the amount of the introductory increase; and

WHEREAS, Sections 5.3 and 5.4 of the Lake County Policies and Procedures provide for an increase after the successful completion of an introductory period for non-career path promotions and newly hired employees; and

WHEREAS, the County of Lake has amended Sections 5.3 and 5.4 of the Lake County Policies and Procedures so that introductory increases will no longer be granted to employees who receive non-career path promotions and newly hired employees; and

WHEREAS, the County of Lake in recognition of the elimination of introductory increases shall change the County Administrator's authority to grant non-career path promoted employees up to a

6% increase (currently 5%) or the beginning of the new salary range whichever is greater without the approval of the Finance and Administrative Committee; and

WHEREAS, the Finance and Administrative Committee of the County Board has reviewed these policies recommended for adoption by the County Administrator and the Director of Human Resources.

NOW, THEREFORE, BE IT ORDAINED, by this the County Board of Lake County, Illinois, hereby authorizes the County Administrator to offer an accelerated retirement benefit as defined in this ordinance.

DATED, at WAUKEGAN, LAKE COUNTY, ILLINOIS, on this 8th day of December, A.D., 2009.



5.3 The Pay Plan-(Hourly Non-Exempt Employees)

Effective Date: December 13, 1983

Revision Date: November 10, 1992

Revision Date: February 9, 1999

Revision Date: December 8, 2009

Policy

(1) Administration

~~It is the responsibility of The Director of Human Resources to administer the Pay Plan(s) for positions designated as hourly (non-exempt). He/She shall be responsible for making arrangements to ensure that the administration of the plan(s) for all employees is on an equitable basis.~~

(2) Development and Maintenance of Salary Ranges

- a. Salary ranges shall be linked directly to the plan of position classification and shall be determined with due regard to ranges of pay for other classes, relative difficulty and responsibility of positions in the class, labor market availability of employees in certain occupational categories, rates of pay in other jurisdictions, cost-of-living factors, the financial policies of the County and other economic considerations.
- b. Prior to the preparation of each annual budget as well as other times, the Director of Human Resources shall make comparative studies of the factors affecting the level of salary ranges. On the basis of information derived from such studies, the Director of Human Resources and the County Administrator shall present recommendations to adjust compensation plan(s) to the Financial and Administrative Committee.

(3) New Hires

- a. The minimum rate of pay for a class shall be paid upon appointment to the class.
- b. When a new employee is more qualified than minimum standards and will not accept employment at minimum, he/she may be appointed above the minimum. Appointment between the minimum and midpoint of the salary range requires the concurrence of the Director of Human Resources. Appointment above the midpoint must be with the written approval of the Director of Human Resources and the Financial and Administrative Committee. Every effort should be made to recruit a qualified individual willing to accept the minimum rate.
- c. Introductory Periods - Hourly (Non-Exempt) Employees Each new employee will serve an introductory period of six (6) months. Unsatisfactory employees' employment should be terminated on or before completion of this period. ~~Satisfactory employees may be granted an increase in pay at completion of the six (6) months.~~

~~Appointments at the mid point or above are not eligible for an introductory increase.~~

(4) Promotion - Hourly - (Non-Exempt) Employees

- a. When an employee is promoted he shall be paid the minimum rate of the class into which he was promoted. In the case where he is already above that salary, compensation shall be set at an appropriate pay level within the designated class. Any pay increase greater than 5% **6%** will require

Financial and Administrative Committee approval. A promoted employee shall also serve above his/her current rate. A promoted employee shall also serve a six (6) month Introductory period. ~~at the end of which he/she may receive an increase consistent with paragraph 4 above.~~

- b. No change in salary shall accompany a transfer unless the transfer is to a position in a higher class. Such a transfer will be deemed a promotion and treated as such.

- (5) Demotion A demoted employee shall be paid at a rate within the approved range for the lower position. The exact placement in the range shall be set by the Director of Human Resources.

- (6) Reallocation Downward When a reallocation of a position to a lower class occurs, the incumbents shall remain at their present pay.

- (7) Salary Increases Salary increases within appropriate ranges may be made annually, consistent with the budget policies resolution. Such increases will be consistent with the Lake County Employee Appraisal Manual.

Procedure

- (1) Salary increases should be placed on the Position Inventory (PF-07) and included with the fiscal year fund request for salaries.
- (2) Increases must be placed individually on a Personnel Action Form (PF-04).
- (3) Increases should not be considered automatic, but available on the basis of performance. A performance appraisal should accompany a request for a salary increase.
- (4) Full-time multiple incumbents on the Position Inventory will be limited to the following conditions:
 - a. With a new hire - 30-day maximum;
 - b. With a Leave of Absence - Period of the Leave of Absence maximum.

Prior authorization by Human Resources will be required. Multiple incumbents assigned to a position number must be identified on the Personnel Action Form.

The appointment of a multiple incumbent in a full time position in excess of the limitations referenced above will require approval by the Financial and Administrative Committee prior to posting of the vacancy.



5.4 The Pay Plan - Exempt

Effective Date: Original

Revision Date: November 10, 1992

Revision Date: February 9, 1999

Revision Date: December 8, 2009

Policy

(1) Administration

It is the responsibility of the County Administrator and the Director of Human Resources to administer the Pay Plan for Exempt positions. Recommendations for schedules and guidelines for increases will be prepared by the County Administrator and the Director of Human Resources. Department Heads will evaluate those positions in their departments and make recommendations they feel appropriate, within guidelines provided, to the County Administrator and the Director of Human Resources. The County Administrator will, in turn, evaluate Department Heads and present combined recommendations to the Financial and Administrative Committee for review and approval.

(2) Salary Grades

All classifications in a salary schedule shall be given a designated grade. Grades will be established on the basis of job requirements and such factors as knowledge, skills, difficulty, complexity, responsibility for supervision and responsibility for funds shall be taken into consideration.

(3) New Hires

Every effort should be made to recruit qualified individuals willing to accept the minimum rate. New hires should be at the salary range minimum for positions with similar duties and responsibilities. When warranted, appointment between the minimum and midpoint of the salary range may be made with the concurrence of the Director of Human Resources. Appointment above the midpoint must be with the written approval of the Director of Human Resources and the Financial and Administrative Committee.

(4) Promotions

- a. **When an employee is promoted he shall be paid the minimum rate of the class into which he was promoted. In the case where he is already above that salary, compensation shall be set at an appropriate pay level within the designated class. Any pay increase greater than 5% 6% will require Financial and Administrative Committee approval. A promoted employee shall also serve above his/her current rate. A promoted employee shall also serve a six (6) month Introductory period.**
- b. **No change in salary shall accompany a transfer unless the transfer is to a position in a higher class. Such a transfer will be deemed a promotion and treated as such.**

(4) Salary Review

Adjustments in an individual's salary are based upon his/her record of performance in his/her position as follows:

Review Schedule

- a. ~~New Employee~~—at least once during his/her first year of employment. In most instances this will be after the first (6) months of employment (after assigned Introductory period).
- b. ~~Employee Remaining in the Same Position~~—At least once each twelve (12) months.
- c. ~~Employee Transferred to Another Assignment or Promoted to a Higher Grade~~—not sooner than six (6) months after the transfer or promotion took place. The length of the Introductory period is generally six (6) months, however the employees in this schedule may be assigned a shorter or longer Introductory period depending upon such factors as the individual's prior experience, training and rate of progress in the new position.

Procedures

- (1) Exempt occupations should also be placed on the Position Inventory Form and included with each fiscal year fund request for salaries.
- (2) Increases must be placed individually on a Personnel Action Form (PF-04).
- (3) A performance appraisal should accompany a request for a salary increase.