

Alternative Compensation Policy

I. Policy Information

Policy Title: University of Illinois System Policy Alternate Compensation

Policy Owner: Office of Human Resources

Responsible Official: Associate Vice Chancellor for Human Resources

Approved by: UIS Chancellor

Date Approved: December 20, 2022

Effective Date: January 8, 2023

Targeted Review Date: January 8, 2026

Contact: uishr@uis.edu

II. Scope

This policy applies to Civil Service and Academic Professional employees and provides guidance on:

- New hire salaries for Civil Service employees
- Promotional salaries for Civil Service employees
- Workload adjustments
- Counteroffers

III. Statement of Policy

New Hire Salary for Civil Service Employees:

Units shall typically hire in new employees at up to 10% above the base of the salary range. In the event a hiring unit seeks to hire an employee in at more than 10% above the base of the salary range, the unit must provide justification addressing the candidate's experience above and beyond the classification's minimum qualifications, as well as addressing internal pay equity within the hiring unit. Requests that would result in a new hire passing current employees in the same classification within the hiring unit generally shall not be approved. Such requests should provide specific reasoning and logic why the employee should surpass existing employees before being approved. The request is initiated by the unit in JDXpert.

Promotional Salary for Civil Service Employees:

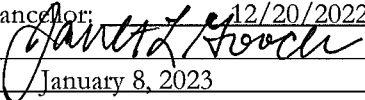
Employees who receive a promotion shall typically receive an increase of up to 10% above the base of the new range. In the event a hiring unit seeks to pay the employee more than the amount allowed above, the hiring unit must provide justification that addresses the employee's qualifications, internal equity, and any additional reasons why the unit is seeking to pay above the promotional salary guidelines. Requests that would result in a promotional employee passing current employees in the same classification within the hiring unit generally shall not be approved. Such requests should provide specific reasoning and logic why the employee should surpass other employees in the same classification within the unit before being approved. The request is initiated by the unit in JDXpert.

Workload Adjustments:

In the event an employee permanently assumes additional duties and responsibilities, a request for a workload adjustment may be submitted explaining the situation and providing justification. A new job description detailing the specific changes and the justification shall be submitted in JDXpert. Employees who assume additional duties on a temporary basis may also be eligible for a workload adjustment. A new, temporary job description shall be submitted in JDXpert including the justification, requested effective date, and the anticipated end date of the assignment. Such assignment shall not be less than 10 working days and shall not exceed six months. The justification should contain clear and concise information detailing the facts and circumstances leading to the request and specify the additional duties and responsibilities that the employee has assumed. Workload adjustments shall not be retroactive. Civil Service employees who are approved for a workload adjustment (permanent or temporary) may generally receive up to a 7% increase over their current salary. Requests for increases greater than 7% may be considered on a case-by-case basis. Requests that would result in a Civil Service employee exceeding the salary range maximum for their current classification shall not be approved. The request is initiated by the unit in JDXpert.

Counter A Job Offer:

To counter a job offer for an Academic Professional or Civil Service staff member, please see the Counteroffers policy. The request to make a counteroffer is initiated by the unit in JDXpert. Requests for pay adjustments based on countering a job offer shall typically be effective the beginning of the pay period following the final JDXpert and/or Cornerstone approval.

Date approval recommended by Chancellor's Cabinet: 12/20/2022
Date approved by Chancellor: 12/20/2022
Chancellor signature: 
Effective date: January 8, 2023