

ALTERNATIVE COMPENSATION PROGRAM

New Hire Salary Guidelines:

Units shall typically hire in new employees at up to 10% above the base of the salary range. In the event that a hiring unit seeks to hire an employee in at more than 10% above the base of the salary range, the unit must provide written justification addressing the candidates 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 supervisor and routed through the Hire Touch approval process. **Units are required to contact a human resource representative prior to submitting a written request.**

Promotional Salary Guidelines:

Employees who receive a promotion shall typically receive a 4 – 10% salary increase or to the base of the new range. In the event the salary range of the employee's new classification is more than 10% above his/her current salary, the employee may be brought in at up to 10% above the range base. In the event a hiring unit seeks to pay the employee more than 10% above the employee's current salary (or more than the base of the new range if it is greater than 10%), then the hiring unit must provide written justification that addresses the employees 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 supervisor and routed through the Hire Touch approval process. **Units are required to contact a human resource representative prior to submitting a written request.**

Off-Cycle Work-Load Adjustments:

In the event an employee permanently assumes additional duties and responsibilities, a written request for a work-load adjustment may be submitted explaining the situation and providing justification. A new job description detailing the specific changes shall be signed and submitted with the written justification. Employees who assume additional duties on a temporary basis may also be eligible for a workload adjustment. Written justification for temporary work-load adjustments should include not only the written justification, but should also include the requested effective date, and the anticipated end date of the assignment. A new, temporary job description shall be signed and submitted with the written justification. Such assignment shall not be less than ten working days and shall not exceed six months. Written 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. Work-load adjustments shall not be retroactive. Employees who are approved for a work-load adjustment (permanent or temporary) may receive up to a 7% increase over their current salary. The request is initiated by the supervisor and routed through the Hire Touch approval process. **Units are required to contact a human resource representative prior to submitting a written request.**

Counter A Job Offer:

In the event an employee receives a written offer of employment from an *employer other than the University of Illinois Springfield*, the department may request authorization to offer a permanent pay increase which matches the outside offer. Requests to match the written offer of employment should include written justification including: an organizational chart, a written description of the employees role in the department and the impact of their leaving, the employees current salary, the percent (%) of the salary increase being requested, the total new salary, and a comparison of the employee's current and proposed salary to the salaries of those in the same or similar classifications within the department, and information on any other off-cycle pay increases the employee may have received within the last two years and why they received them.

Units are required to contact a human resource representative prior to submitting a written request. *The employing unit shall provide a written copy of the offer letter for verification.* The Office of Human Resources, if appropriate, will issue a request form to the employing unit for completion. The completed request form and the documentation mentioned in the previous paragraph will be routed through the Hire Touch approval process.

Requests for pay adjustments based on countering a job offer shall typically be effective the beginning of the pay period following the final Hire Touch approval.

Please contact the Office of Human Resources at 206-6652 with any questions.
