

UIC HR POLICIES AND PROCEDURES

		NUMBER 402-01	
MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 5	
SUBJECT Adjusting Salary Ranges for Support Staff Job Titles		EFFECTIVE 04/01/1997	REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources		APPROVED BY Chancellor	

PURPOSE

To establish responsibility and authority for the adjustment of salary ranges or rates for Civil Service classifications and to ensure conformance with Civil Service Statutes and University policy.

SOURCES AND BACKGROUND

State Universities Civil Service System - Statute and Rules
State Universities Civil Service System Procedures Manual
University of Illinois Policy and Rules for Civil Service Staff

APPLICABILITY

All support staff positions

POLICY

The State Universities Civil Service System (SUCSS) is responsible for determining the range or single rate of compensation for each classification. There are four categories of pay: Open Range, Negotiated Rate or Range, Prevailing Rate or Range, and Established Rate or Range.

Department and Unit Heads must submit proposals for setting or adjusting compensation rates or ranges, approving negotiated rates, or using prevailing rates to UIC Human Resources-Compensation for submission to the Civil Service System for approval. This includes directing the payment of "prevailing rate of wages" where local multi-employer trade and craft agreements exist. The Civil Service system approves rates of compensation that the University and recognized union representatives have negotiated.

Rates of pay will be established that are consistent with judicious expenditure of funds. The rates will be set according to rates paid for similar work by other employers located in the recruiting area and the maintenance of internal equity based upon position classification factors. The President of the University may issue rules and procedures and take other actions needed to carry out this policy.

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PROCEDURES

RESPONSIBILITY

Reevaluation (Regrading) Salary Grade Assignments for Open Range and Established Job Titles:

1. Department or Unit
2. Vice Chancellor
3. UIC Human Resources Compensation
4. Vice Chancellor
5. UIC Human Resources Compensation
6. Assistant Vice President for Human

ACTION

Discovers a problem with salary rates for specific job title(s) through recruitment or retention reviews. Requests adjustment to the salary range for the specific job title(s), and forwards the request to the responsible Vice Chancellor.

Approves or denies the request and forwards it to UIC Human Resources Compensation for analysis.

Identifies the units that would be affected by the request, evaluates the problem that necessitates the request, evaluates market conditions and the internal relationships for the job titles, and recommends any necessary range adjustments. Determines the minimum pay increases required to implement the change and forwards pay evaluations and range adjustment justification to the responsible Vice Chancellor.

Authorizes or denies further processing of request.

If authorized by the Vice Chancellor, prepares forms and justification for the regrades required by Civil Service and University Administration and forwards to Assistant Vice President for Human Resources.

Approves or denies the request for regrade. If

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Resources

7. SUCSS Director
8. Assistant Vice President for Human Resources
9. UIC HR Human Resources-Compensation

approved, prepares a justification for Civil Service review and forwards it to SUCSS.

Approves or denies the request for regrade and forwards it to the Assistant Vice President for Human Resources.

Forwards approval or denial to UIC Human Resources Compensation.

Coordinates implementation of the range change and informs all affected parties.

RESPONSIBILITY

Reevaluation of Pay Rates for Negotiated Job Titles:

1. Department or Unit
2. Vice Chancellor
3. Vice Chancellor for Human Resources
4. Human Resources Compensation

ACTION

Discovers a problem with salary rates for the specific job title(s) through recruitment or retention reviews, requests adjustment to the salary rate(s) for range for the specific job title(s), and forwards the request to the responsible Vice Chancellor.

Approves or denies request, and forwards it to the Assistant Vice President for Human Resources for analysis, if approved.

Directs an analysis of the request, if necessary.

Determines units that would be affected by the request, if approved, evaluates the problem that necessitates the request, evaluates market conditions and internal relationships for the job titles, and recommends any necessary rate or range adjustments. Determines minimum pay increases required to implement the change and

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5. Assistant Vice President for Human Resources
6. UIC Human Resources-Labor Relations
7. Assistant Vice President for Human Resources
8. SUCSS Director
9. Assistant Vice President for Human Resources
10. UIC Human Resources Labor and Employee Relations

forwards pay increase evaluations and range adjustment justification to the Vice President for Human Resources.

Submits request information to UIC Human Resources Labor and Employee Relations.

Negotiates the rate or range change with the bargaining unit and prepares required forms and documentation and forwards them to the Assistant Vice President for Human Resources for review.

Reviews forms and documentation and forwards to SUCSS.

Approves or denies the request for change in range or rate and forwards it to the Assistant Vice President Human Resources.

Forwards SUCSS approval to UIC Human Resources Labor and Employee Relations.

Coordinates implementation of the change and informs affected parties.

RESPONSIBILITY

Adjusting Salary Ranges/Rates for Prevailing Job Titles:

1. Assistant Vice President for Human Resources
2. UIC Human Resources Labor and Employee Relations

ACTION

Receives notice of new prevailing wages and their effective dates.

Notifies campus departments, prepares forms and documentation required by SUCSS, and forwards them to Assistant Vice President for Human Resources.

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3. Assistant Vice President for Human Resources
4. SUCSS Director
5. Assistant Vice President for Human Resources
6. UIC Human Resources Labor and Employee Relations

Reviews and forwards documentation to SUCSS.

Approves or denies the rates and, if approved, forwards them to the Assistant Vice President for Human Resources.

Forwards determination to UIC Human Resources Labor and Employee Relations.

Coordinates implementation of the rate or range change and informs affected parties.