

UIC HR Policies and Procedures

NUMBER

402-02

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SUBJECT	EFFECTIVE	REVISED
<i>Starting Rates of Pay for Support Staff New Hires and Re-Hires</i>	07/01/2006	9/1/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

To identify the criteria for setting starting rates of pay for support staff, to establish responsibility and authority of UIC personnel in the determination of starting rates of pay, and to ensure conformance with Federal and State Labor Laws, Collective Bargaining Agreements, and University policy.

SOURCES AND BACKGROUND

Fair Labor Standards Act as Amended in Equal Pay Act of 1963
Civil Rights Act
State of Illinois Human Rights Act
University of Illinois Policy and Rules
Collective Bargaining Agreements

APPLICABILITY

All UIC support staff employees

POLICY

Employees who are doing substantially equal work that requires substantially equal skill, effort, and responsibility and that is performed under similar working conditions shall receive equal pay, except when a wage difference is based upon some other factor such as experience, longevity, or merit. Differences in pay will not be based upon such factors as race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, status as a disabled veteran or veteran of the Vietnam era.

The Assistant Vice President for Human Resources (AVPHR) is responsible for ensuring that individual salary determinations conform to all equal pay provisions. The AVPHR or a UIC Human Resources Officer so delegated may approve a starting rate higher than the range minimum for applicants whose qualifications are supported by specialized training, experience, or other relevant factors. Before a final salary determination is made, internal equity factors, including pay history and qualifications of current employees should be considered.

Upon separation from employment in good standing and subsequent reappointment within six months, an employee's returning salary to the same job title, job title of equal salary range, or a job title representing a promotion, will be determined by what the employee's salary would have been if the employee had been continuously employed by the University. If an employee returns to a position in a job title of a lower salary, starting salary guidelines will apply.

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RESPONSIBILITY

ACTION

1. Hiring Official

Concludes that a rate of pay above the prescribed minimum is appropriate for a prospective employee. Forwards a letter of justification to UIC HR Employment outlining the reasons why the qualifications of the employee support a hiring rate above the minimum.

2. UIC HR Employment

Evaluates the credentials of the prospective employee and the credentials of current employees in the job title to ensure that the proposed starting rate will not conflict with equal pay or collective bargaining agreements. Approves a starting rate of pay as close to the requested rate as possible provided it does not create inequitable pay practices, as defined by law and regulations. UIC HR Employment notifies the hiring official of the decision and offers approved pay to prospective employee.