



Policy 4.1	Compensation Practices		
<u>Effective Date:</u> 2/28/12 <u>Last Amended Date:</u> 3/10/15, 3/12/18, 11/23/21, 7/12/22	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None

COMPENSATION PRACTICES

4.1

POLICY

It is the policy of DuPage County Board to follow Salary Practices that will attract and retain quality employees.

ELIGIBILITY

- All employees under DuPage County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Salary Adjustments

1. Salary adjustments, outside of those specifically authorized by the County Board or recognized collective bargaining agreements, must be reviewed by the Finance Department. These requests should be included within the Department's annual fiscal budget. Request made outside of the annual fiscal budget shall complete all required documents and obtain approval from the Chief Financial Officer (or designee), County Board Chairman's designee and Chief Human Resources Officer. If approved, the Department Head will prepare a resolution to the County Board for the approval of an adjustment outside of the annual fiscal budget. Such increases should be reserved for compelling or emergency circumstances.

B. New Hires

1. New employees may be hired in at any salary within a position's salary range based on available funding. Consideration should be given to applicant's educational background, previous experience and proven skills and abilities as compared to current employees.

2. Newly hired employees may be eligible for a wage adjustment and a merit increase in accordance with the wage adjustment and merit increase guidelines adopted by the County Board. When considering the amount of an employee's merit increase, if any, a Department Head may pro-rate the increase from the date of hire.

C. Promotions

1. A promotion is considered movement into a job classification that is at least one (1) salary grade higher than an employee's current position.
2. An employee is also normally eligible for a promotional increase based on the following considerations:
 - The amount of additional responsibility, including education and training, required for the new position
 - The employee's performance history
 - The location of the employee's current salary in the new salary range
 - Present salaries of current employees in comparable positions
 - Departmental budgetary constraints
 - If the minimum of the new salary range is higher than the proposed promotional increase, the employee shall be moved to at least the new minimum of the salary range, unless on trainee status
3. A promotion normally results in an increase of 5%. However, if departmental budgetary constraints and/or internal inequity issues exist, a promotional increase that is less or more than 5% may be recommended to the Chief Human Resources Officer.
4. Employees promoted may be eligible for a wage adjustment and a merit increase, if any, in accordance with the merit increase guidelines adopted by the County Board. When considering the amount of an employee's merit increase, a Department Head may pro-rate the increase from the date of the promotion.
5. A lateral transfer is considered movement into a job classification that is of the same salary grade as the employee's current position.
6. If an employee transfers to a position with a different job title, but the same salary grade, the Department Head may recommend a salary increase up to 2% based on the following considerations:
 - The amount of additional responsibility, including education and training, required for the new position
 - The employee's performance history
 - The location of the employee's current salary in the salary range
 - Present salaries of current employees in comparable positions
 - Departmental budgetary constraints

D. Voluntary/Involuntary Demotion

1. A demotion, whether voluntary or involuntary, is considered movement into a job classification that is of lower salary grade and range than the employee's current position.
2. At the time of demotion, an employee's salary may be decreased based on the following considerations:
 - A decrease in the amount of responsibility within the new classification
 - The employee's performance history
 - The location of the employee's current salary in the new salary range
 - Present salaries of current employees in comparable positions
 - Departmental budgetary constraints
3. A demotion normally results in a 10% salary decrease. However, if departmental budgetary constraints and/or internal inequity issues exist, a decrease that is less or more than 10% may be recommended to the Chief Human Resources Officer.
4. An employee that is voluntarily demoted may be eligible for a wage adjustment and a merit increase in accordance with the wage adjustment and merit increase guidelines adopted by the County Board. When considering the amount of an employee's merit increase, a Department Head may pro-rate the increase from the date of the demotion.

E. Merit Increase/Wage Adjustment

1. All employees may be eligible for a wage adjustment and a merit increase in accordance with the wage adjustment and merit increase guidelines approved by the County Board. When considering the amount of an employee's merit increase, if any, a Department Head may pro-rate the increase from the date of any previous salary increase within the last twelve (12) month period.

F. In-Charge Pay

Care Center staff in Housekeeping, Dining Services, and Nursing are eligible to receive in-charge pay when acting as a shift or division supervisor. In-charge pay will result in a temporary wage increase not to exceed 5% for the duration of the work assignment of acting shift or division supervisor.

G. Shift Incentive Pay

In emergency situations, shift employees of the Care Center will receive an hourly incentive to work additional weekends or holidays to ensure adequate shift coverage. Shift incentive pay may include a temporary increase in the hourly rate, or lump sum incentive payment.

H. Temporary or Short-term Workload Changes

Exempt level employees at grade 315 or lower may, upon prior approval by the County Board Chairman's designee and Chief Human Resources Officer be granted additional compensation when assigned short-term workload increases. Additional compensation, at straight time, may be authorized when temporary staffing shortages or increased service demands require work to be performed outside of the employee's usual work schedule in order to maintain the County's compliance with deadlines, regulations, statutes, or grant requirements.

I. Bonus

1. Employees may be eligible for compensation in the form of a bonus if their performance is deemed exceptional as indicated below.
2. To be eligible for a bonus, an employee must have demonstrated performance that far exceeds the norm in terms of service, quality, professionalism, or that which is far beyond what is usual, normal or customary.
3. During the annual fiscal budget process, if departmental budget allows, the Department Head may recommend a bonus increase for an employee.
4. Bonus payments shall be paid in a lump sum and shall not become part of the employee's base salary.

J. Equity Adjustments

1. This type of increase may be recommended by a Department Head when an employee's salary is inequitable compared to their peers and/or the outside labor market, or if an employee has performed above expectations. These requests and changes should be completed within the County's annual fiscal budget. Factors to be considered include:
 - Employee performance
 - Employee education and experience
 - Labor Market salaries
 - Ease of recruitment
 - Departmental budget
 - Salary of other employees in same department within the same classification
2. A Department Head who requests an equity increase for an employee, outside of the annual fiscal budget process, must submit a written request as outlined in the policy under Guideline A, Salary Adjustment.
3. During the annual cycle, if departmental budget allows, the Department Head may recommend an equity increase for an employee to the Chief Human Resources Officer.

K. Mentor Stipend Pay – DuPage Care Center

1. Employees who are selected by the Care Center Administrator (or designee) as a mentor for the Nursing Department Mentoring Program will receive an additional per hour stipend while assigned to the role of mentor. The employee will return to their regular rate of pay upon completion of their mentoring assignment. Employees assigned to the role of mentor may be removed from the mentoring assignment at any time at the discretion of the Care Center Administrator.