



Policy 4.1	Compensation Practices		
<i>Effective Date:</i> 2/28/12	<i>Applicable Law/Statute:</i> None	<i>Source Doc/Dept.:</i> None/HR	<i>Authorizing I.C. Sec:</i> None
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COMPENSATION PRACTICES

4.1

POLICY

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

ELIGIBILITY

- All employees under 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. Salary increases for employees under County Board jurisdiction and those who do not fall under County Board jurisdiction must be submitted in writing to the Finance Department for consultation. Immediate and long-term funding sources must be identified and agreed to prior to the adjustment taking effect.

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 Director of Human Resources.
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 Director of Human Resources.
 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. Trainee Status

1. If an applicant does not fully meet the minimum qualifications, but will within one (1) year of hire, the applicant may be hired at a trainee-status that is 10% below the minimum of the new hiring salary range.
2. Once the trainee has met the minimum requirements of the position, they will be brought to the minimum of the hiring salary range, or, based on internal inequities, brought to an equitable increase as approved by the Department Head and the Director of Human Resources.
3. Trainee Status 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 the employee met the minimum qualifications.

F. 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.

G. 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.

H. 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.

I. Temporary or Short-term Workload Changes

Exempt level employees at grade 314 or lower may, upon prior approval by the County Administrator and Director of Human Resources 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.

J. 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. A Department Head who recommends a bonus outside of the annual cycle must submit a written request justifying the purpose and reason for the bonus to the Director of Human Resources, or designee, for approval. The Finance Committee will be notified, on an annual basis, when bonuses are issued.
3. During the annual cycle, if departmental budget allows, the Department Head may recommend a bonus increase for an employee to the Director of Human Resources for approval.
4. Bonus payments shall be paid in a lump sum and shall not become part of the employee's base salary.

K. 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. 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 recommends an equity increase for an employee, outside of the annual cycle, must submit a written request for approval to the Director of Human Resources justifying the purpose and reason for the equity increase.
- 3. During the annual cycle, if departmental budget allows, the Department Head may recommend an equity increase for an employee to the Director of Human Resources.

L. Mentor Stipend Pay – 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.