**Section 310.45 Comparison of Pay Grades or Salary Ranges Assigned to Classifications**

a) What Classifications to Compare When an Employee Moves – The movement of an employee subject to the Personnel Code to a vacant position (subject to the Personnel Code) is between two positions. The employee moves from the former position to the targeted position. The targeted position may be the former position allocated to a different classification title (80 Ill. Adm. Code 320.80) or may be the former position assigned substantial additional responsibilities in the same broad-band title (Section 310.495(c)). The former and targeted positions have the same or different classification titles. The former position is in the former classification and the targeted position is in the targeted classification. The former and targeted classifications are used in the comparison when an employee moves.

b) Definitions of Employee Movements –

1) When the Former and Targeted Classification Titles are the Same – When the former and targeted classifications are the same, the employee movement is an interim assignment (80 Ill. Adm. Code 302.150(j)), a transfer (80 Ill. Adm. Code 302.400), geographical transfer (80 Ill. Adm. Code 302.430) or where in the broad-band classification title the targeted position has substantial additional responsibilities compared to the former position (Section 310.495(c)).

2) When the Former and Targeted Classification Titles are Different – When the former and targeted classifications are different, the employee movement is an interim assignment (80 Ill. Adm. Code 302.150(j)), a transfer (80 Ill. Adm. Code 302.400), geographical transfer (80 Ill. Adm. Code 302.430), demotion (80 Ill. Adm. Code 302.470), voluntary reduction (80 Ill. Adm. Code 302.500), promotion (Sections 310.50 and 310.500), based on the position being allocated to another class (80 Ill. Adm. Code 301.20 and 301.41) or based on the positions in a class being reclassified (Sections 310.50 and 310.500).

c) What to Compare in Each Classification – This pertains whether comparing former and targeted classifications, the pay grades or salary ranges assigned to the former and targeted classifications, or the maximum permissible salary or rate assigned to the former and targeted classifications.

1) When the Former and Targeted Classification Titles are the Same – When the former and targeted classification titles are the same, no comparison beyond the titles, which are the same, is needed.

2) When Both Former and Targeted Classifications are Different – When both former and targeted classifications are different, determine whether both classes are whole, divided or one is whole and one is divided. The definitions for whole and divided classes are found in Section 310.50.

A) When Both Classes are Whole – When both classes are whole, follow the flow chart provided in Appendix C.Illustration A by beginning with the oval with the word "start" in it, move through the flow chart by the arrows based on the information known about the two classes and finally reaching the diamond shape indicating what to compare. The definitions of bargaining unit and bargaining representative are found in Section 310.50. In that same Section, the definition of "pay plan code" assists in identifying whether regular or alternative rates are assigned to the classes listed in the ALPHABETIC INDEX OF POSITION TITLES. The ALPHABETIC INDEX OF POSITION TITLES provides the highest rates.

B) When One Class is Whole and One Class is Divided – When one class is whole and one class is divided, follow the flow chart provided in Appendix C.Illustration B by beginning with the oval with the word "start" in it, move through the flow chart by the arrows based on the information known about the two classes and finally reaching the diamond shape indicating what to compare. The definitions of bargaining unit and bargaining representative are found in Section 310.50. In that same Section, the definition of "pay plan code" assists in identifying whether regular or alternative rates are assigned to the classes as listed in the ALPHABETIC INDEX OF POSITION TITLES. The ALPHABETIC INDEX OF POSITION TITLES provides the highest rates.

C) When Both Classes are Divided – When both classes are divided, follow the flow chart provided in Appendix C.Illustration C by beginning with the oval with the word "start" in it, move through the flow chart by the arrows based on the information known about the two classes and finally reaching the diamond shape indicating what to compare. In moving through the flow chart, the classification titles containing an option (found in the definition of option in Section 310.50) do not apply. The definitions of bargaining unit and bargaining representative are found in Section 310.50. In that same Section, the definition of "pay plan code" assists in identifying whether regular or alternative rates are assigned to the classes as listed in the ALPHABETIC INDEX OF POSITION TITLES. The ALPHABETIC INDEX OF POSITION TITLES provides the highest rates.

d) The Comparison Determines the Type of Employee Movement and Pay – Comparing the highest of the maximum base salaries set forth in subsection (c) for each classification establishes whether the former classification is higher than, lower than or the same as the targeted classification. This information determines (or assists in determining) which type of employee movement in subsection (b) is occurring. From that determination, the pay treatment is set in following Sections of the Pay Plan.

(Source: Amended at 46 Ill. Reg. 11713, effective July 1, 2022)