**Section 310.50 Definitions**

The following definitions of terms are for purposes of clarification only. They affect the Schedule of Rates (Subpart B), and Negotiated Rates of Pay (Appendix A). Section 310.500 contains definitions of terms applying specifically to the Merit Compensation System.

"Adjustment in Salary" – A change in salary rate occasioned by a previously committed error or oversight, or required in the best interest of the State as defined in Sections 310.80 and 310.90.

"Agency" means an agency (e.g., Department, Board, Commission, etc.) of Illinois State government whose employees are subject to this Part.

"Anticipated Starting Salary" – A position-specific rate or range within the pay grade or salary range assigned to the classification title to which the position being filled is allocated and based on the value of the work to be performed in the position description. The anticipated starting salary is published in the posting of a position opening. When valuing the work to be performed in the position description, agencies, boards and commissions shall consider questions based on the factors located in Section 310.80(e). The factors are: is the valuation consistent with the treatment of other similar situations; is the valuation equitable in view of the particular circumstances; what are the staffing needs and requirements of the employing agency; and are there labor market influences on recruitment for the classification or position. Some of the questions to be considered are: how are others in this title in the agency compensated; how many staff does the position supervise; what is the scope of the position's area of responsibility; is the position similar to positions at other agencies and, if so, how are those employees compensated; what types of subordinates report to the position and how are they compensated; does this position require a license that is difficult to obtain; has the agency unsuccessfully attempted to fill the position and if so, how many times; and if the position has private sector counterparts, how are they compensated? This is a non-exhaustive list of factors and questions for agencies, boards and commissions to consider when developing an anticipated starting salary.

"Bargaining Representative" – The sole and exclusive labor organization (union, chapter, lodge or association) recognized, as noted in an agreement with the State of Illinois, to negotiate for one or more bargaining units and may include one or more locals.

"Bargaining Unit" – The sole and exclusive labor organization that represents and includes at least one position and its appointed employee as specified in a Certification of Representative, Certification of Clarified Unit or corrected certification issued by the Illinois Labor Relations Board as authorized by Sections 6(c) and 9(d) of the Illinois Public Labor Relations Act [5 ILCS 315].

"Base Salary" – A dollar amount of pay specifically designated in the Negotiated Rates of Pay (Appendix A) or Schedule of Rates (Subpart B). Base salary does not include commission, incentive pay, bilingual pay, longevity pay, overtime pay, shift differential pay or deductions for time not worked.

"Bilingual Pay" – The dollar amount per month, or percentage of the employee's monthly base salary, paid in addition to the employee's base salary when the individual position held by the employee has a job description that requires the use of sign language, Braille, or another second language (e.g., Spanish), or that requires the employee to be bilingual.

"Classification" – The classification established by the Department and approved by the Civil Service Commission based on Section 8a(1) of the Personnel Code [20 ILCS 415] and to which one or more positions are allocated based upon similarity of duties performed, responsibilities assigned and conditions of employment. Classification may be abbreviated to "class" and referred to by its title or title code.

"Class Specification" – The document comprising the title, title code, effective date, distinguishing features of work, illustrative examples of work and desirable requirements.

"Comparable Classes" – Two or more classes that are in the same pay grade.

"Creditable Service" – All service in full or regularly scheduled part-time pay status beginning with the date of initial employment or the effective date of the last salary increase that was at least equivalent to a full step.

"Demotion" – The assignment for cause of an employee to a vacant position in a class in a lower pay grade than the former class.

"Department" or "CMS" means the Department of Central Management Services.

"Differential" – The additional compensation added to the base salary of an employee resulting from conditions of employment imposed on the employee during normal schedule of work.

"Director" means the Director of the Department of Central Management Services.

"Divided Class" – The classification established by Section 8a(1) of the Personnel Code [20 ILCS 415], represented by more than one bargaining unit as certified by the Illinois Labor Relations Board. The divided classes effective January 24, 2023 are:

|  |  |
| --- | --- |
| **Title** | **Title Code** |
| Apparel/Dry Goods Specialist III | 01233 |
| Automotive Shop Supervisor | 03749 |
| Bridge Mechanic | 05310 |
| Bridge Tender | 05320 |
| Civil Engineer I | 07601 |
| Civil Engineer II | 07602 |
| Civil Engineer III | 07603 |
| Clinical Laboratory Associate | 08200 |
| Clinical Laboratory Technician I | 08215 |
| Clinical Laboratory Technician II | 08216 |
| Educator | 13100 |
| Educator Aide | 13130 |
| Educator – Career and Technical | 13103 |
| Engineering Technician II | 13732 |
| Engineering Technician III | 13733 |
| Engineering Technician IV | 13734 |
| Heavy Construction Equipment Operator | 18465 |
| Highway Maintainer | 18639 |
| Highway Maintenance Lead Worker | 18659 |
| Housekeeper | 19600 |
| Human Resources Trainee | 19694 |
| Labor Maintenance Lead Worker | 22809 |
| Laboratory Assistant | 22995 |
| Laboratory Associate I | 22997 |
| Laboratory Associate II | 22998 |
| Laborer (Maintenance) | 23080 |
| Licensed Practical Nurse I | 23551 |
| Licensed Practical Nurse II | 23552 |
| Maintenance Equipment Operator | 25020 |
| Maintenance Worker | 25500 |
| Pest Control Operator | 31810 |
| Power Shovel Operator (Maintenance) | 33360 |
| Property and Supply Clerk II | 34792 |
| Property and Supply Clerk III | 34793 |
| Public Service Administrator | 37015 |
| Silk Screen Operator | 41020 |
| Social Service Aide Trainee | 41285 |
| Storekeeper I | 43051 |
| Storekeeper II | 43052 |
| Storekeeper III | 43053 |
| Stores Clerk | 43060 |

"Entrance Base Salary" – The initial base salary assigned to an employee upon entering State service.

"Hourly Pay Grade" – The designation for hourly negotiated pay rates is "H".

"In Between Pay Grade" – The designation for negotiated pay rates in between pay grades is ".5".

"In-hire Rate" – An in-hire rate is a minimum rate/step for a class that is above or below the normal minimum of the range or full scale rate, as approved by the Director after a review of competitive market starting rates for similar classes or as negotiated between the Director and a bargaining unit.

"Midpoint Salary" – The rate of pay that is the maximum rate and the minimum rate in the salary range added together divided by two and rounded up or down to the nearest whole dollar.

"Option" – The denotation of directly-related education, experience and/or knowledge, skills and abilities required to qualify for the position allocated to the classification. The requirements may meet or exceed the requirements indicated in the class specification. The following options are for the Public Service Administrator classification and have a negotiated pay grade and/or a broad-banded salary range assigned:

|  |  |  |
| --- | --- | --- |
| 1 | = | General Administration/Business/Marketing/Labor/Personnel |
| 2 | = | Fiscal Management/Accounting/Budget/Internal Audit/Insurance/Financial |
| 2B | = | Financial Regulatory |
| 2C | = | Economist |
| 3 | = | Management Information System/Data Processing/Telecommunications |
| 3J | = | Java Application Developer |
| 3N | = | Networking |
| 4 | = | Physical Sciences/Environment |
| 6 | = | Health and Human Services |
| 6B | = | Day Care Quality Assurance |
| 6C | = | Health Statistics |
| 6D | = | Health Promotion/Disease Prevention |
| 6E | = | Laboratory Specialist |
| 6F | = | Infectious Disease |
| 6G | = | Disaster/Emergency Medical Services |
| 6H | = | Illinois Council on Developmental Disabilities Program Specialist |
| 6I | = | Rehabilitation Counseling |
| 7 | = | Law Enforcement/Correctional |
| 7A | = | Sworn Law Enforcement |
| 8A | = | Special License − Architect License |
| 8B | = | Special License − Boiler Inspector License |
| 8C | = | Special License − Certified Public Accountant |
| 8D | = | Special License − Federal Communications Commission License/National Association of Business and Educational Radio |
| 8E | = | Special License − Engineer (Professional) |
| 8F | = | Special License − Federal Aviation Administration Medical Certificate/First Class |
| 8G | = | Special License − Clinical Professional Counselor |
| 8H | = | Special License − Environmental Health Practitioner |
| 8I | = | Special License − Professional Land Surveyor License |
| 8J | = | Special License - Registered American Dietetic Association/Public Health Food Sanitation Certificate/Licensed Dietician |
| 8K | = | Special License − Licensed Psychologist |
| 8L | = | Special License − Law License |
| 8N | = | Special License − Registered Nurse License |
| 8O | = | Special License − Occupational Therapist License |
| 8P | = | Special License − Pharmacist License |
| 8Q | = | Special License − Religious Ordination by Recognized Commission |
| 8R | = | Special License − Dental Hygienist |
| 8S | = | Special License − Social Worker/Clinical Social Worker |
| 8T | = | Special License − Professional Educator License and Administrative Endorsement |
| 8U | = | Special License − Physical Therapist License |
| 8V | = | Special License − Audiologist License |
| 8W | = | Special License − Speech-Language Pathologist License |
| 8Y | = | Special License − Plumbing License |
| 8Z | = | Special License − Special Metrologist Training |
| 9A | = | Special License – Certified Internal Auditor |
| 9B | = | Special License – Certified Information Systems Auditor |
| 9C | = | Special License – Landscape Architect |
| 9D | = | Special License – Certified Real Estate Appraisal License |
| 9G | = | Special License − Registered Professional Geologist License |

The following options are for the Senior Public Service Administrator classification and have a broad-banded salary range assigned:

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| 1 | = | General Administration/Business/Marketing/Labor/Personnel |
| 2 | = | Fiscal Management/Accounting/Budget/ Internal Audit/Insurance/Financial |
| 2A | = | Revenue Audit Field Manager |
| 2B | = | Financial Regulatory |
| 3 | = | Management Information System/Data Processing/Telecommunications |
| 4 | = | Physical Sciences/Environment  |
| 5 | = | Agriculture/Conservation |
| 6 | = | Health and Human Services |
| 6H | = | Illinois Council on Developmental Disabilities Program Policy |
| 7 | = | Law Enforcement/Correctional |
| 7A | = | Sworn Law Enforcement |
| 8A  | = | Special License – Architect License |
| 8B  | = | Special License – Boiler Inspector License |
| 8C  | = | Special License – Certified Public Accountant/Certified Internal Auditor |
| 8D  | = | Special License – Dental License |
| 8E  | = | Special License – Engineer (Professional) |
| 8F  | = | Special License – Clinical Professional Counseling |
| 8G  | = | Special License – Geologist |
| 8H  | = | Special License – Environmental Health Practitioner |
| 8I  | = | Special License – Illinois Auctioneer License |
| 8K  | = | Special License – Licensed Psychologist |
| 8L  | = | Special License – Law License (Illinois) |
| 8M  | = | Special License – Veterinary Medicine License |
| 8N  | = | Special License – Registered Nurse License (Illinois) |
| 8O  | = | Special License – Occupational Therapist License |
| 8P  | = | Special License – Pharmacist License |
| 8Q  | = | Special License – Nursing Home Administrator License |
| 8R  | = | Special License – Real Estate Broker License |
| 8S  | = | Special License – Social Worker/Clinical Social Worker |
| 8T  | = | Special License – Professional Educator License and Administrative Endorsement |
| 8U | = | Special License – Landscape Architect |
| 8Z  | = | Special License – Certified Real Estate Appraisal License |

Other classification titles contain an option and the option also may denote differences in the distinguishing features of work indicated in the classification specification. The classification titles containing an option are:

Children and Family Service Intern, Option 1

Children and Family Service Intern, Option 2

Health Services Investigator I, Option A – General

Health Services Investigator II, Option A – General

Health Services Investigator II, Option C – Pharmacy

Juvenile Justice Youth and Family Specialist Option 1

Juvenile Justice Youth and Family Specialist Option 2

Medical Administrator I Option C

Medical Administrator I Option D

Medical Administrator II Option C

Medical Administrator II Option D

Physician Specialist − Option A

Physician Specialist − Option B

Physician Specialist − Option C

Physician Specialist − Option D

Physician Specialist − Option E

Research Fellow, Option B

"Pay Grade" – The numeric designation used for an established set of steps or salary range.

"Pay Plan Code" – The designation used in assigning a specific salary rate based on a variety of factors associated with the position. Pay Plan Codes used in the Pay Plan are:

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| --- | --- | --- |
| B | = | Negotiated regular pension formula rate for the State of Illinois |
| E | = | Educator – Career and Technical for the Department of Juvenile Justice and Educator title for the State of Illinois AFSCME negotiated 12-month regular pension formula rate |
| J | = | Negotiated regular pension formula rate for states other than Illinois, California or New Jersey |
| L | = | Educator – Career and Technical for the Department of Juvenile Justice and Educator title for the State of Illinois AFSCME negotiated 12-month alternative pension formula rate |
| M | = | Educator title AFSCME negotiated 9-month regular pension formula rate at the Illinois School for the Visually Impaired |
| N | = | Educator and Educator – Career and Technical titles Illinois Federation of Teachers negotiated 9-month regular pension formula rate for the Illinois School for the Deaf |
| O | = | Educator title AFSCME negotiated 9-month regular pension formula rate at the Illinois Center for Rehabilitation and Education-Roosevelt |
| P | = | Educator – Career and Technical for the Department of Juvenile Justice and Educator title for the State of Illinois AFSCME negotiated 12-month maximum-security institution rate |
| Q | = | Negotiated alternative pension formula rate for the State of Illinois |
| S | = | Negotiated maximum-security institution rate for the State of Illinois |
| U | = | Negotiated regular pension formula rate for the state of California or New Jersey |
| V | = | Educator title AFSCME negotiated 9-month regular pension formula rate at the Department of Juvenile Justice |
| W | = | Educator title AFSCME negotiated 9-month alternative pension formula rate at the Department of Juvenile Justice |
| X | = | Educator title AFSCME negotiated 9-month maximum security rate at the Department of Juvenile Justice |

"Promotion" – The appointment of an employee, with the approval of the agency and the Department of Central Management Services, to a vacant position in a class in a higher pay grade than the former class.

"Reallocation" – A position action in which gradual changes in a single position's assigned duties and responsibilities accumulate and result in the assignment of the position to another class.

"Reclassification" − A position action that occurs subsequent to approval of a new or revised classification by the Civil Service Commission and results in the assignment of a position or positions to a different class.

"Reevaluation" – The assignment of a different pay grade to a class based upon change in relation to other classes or to the labor market.

"Salary Range" – The dollar value represented by Steps 1c or the Step with the lowest salary through 8 or the Step with the highest salary of a pay grade assigned to a class title.

"Satisfactory Performance Increase" – An upward revision in the base salary from one designated step to the next higher step in the pay grade for that class as a result of having served the required amount of time at the former rate with not less than a satisfactory level of competence. (Satisfactory level of competence shall mean work, the level of which, in the opinion of the agency head, is above that typified by the marginal employee.)

"Transfer" – The assignment of an employee to a vacant position having the same pay grade.

"Whole Class" – The classification established by Section 8a(1) of the Personnel Code [20 ILCS 415], represented by no more than one bargaining unit as certified by the Illinois Labor Relations Board and to which no more than one bargaining unit pay grade is assigned.

"Work Year" – That period of time determined by the agency and filed with the Department in accordance with 80 Ill. Adm. Code 303.300.

(Source: Amended at 47 Ill. Reg. 10482, effective July 1, 2023)