**Section 310.460 Other Pay Increases**

a) Promotion − Normally, upon promotion, an employee shall be advanced in salary by an amount not more than 5% of the current base salary. In no event is the resulting salary to be lower than the minimum rate of the salary range to which the employee is being promoted or greater than the maximum of the new salary range. Upon promotion the employee shall receive a new creditable service date. Agencies, boards and commissions shall review the anticipated starting salary range before making a salary offer to a State government candidate for promotion and consider offering less than a 5% increase for a promotion. Any deviation from the 5% maximum, except when the resulting salary is the minimum rate of the salary range, is a special salary adjustment (see Section 310.470).

b) Reallocation − Upon reallocation, an employee shall be advanced in salary to a rate of pay that is the equivalent of 5% above the current base salary. However, in no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the new salary range. A reallocation will not affect the creditable service date of the employee, unless an increase of 10% or greater is provided to move the employee to the minimum salary of the new title. The reallocation shall not change the creditable service date.

c) Reevaluation − If a higher salary range is assigned to a class, the employee occupying a position in the class normally shall be advanced the equivalent of 5% of the current base salary. However, in no event is the resulting salary to be lower than the minimum or higher than the maximum rate of the new salary range. The creditable service date of an employee will not be changed due to the reevaluation of the class the employee occupies, unless an increase of 10% or greater is provided to move the employee to the minimum salary of the new range. The reevaluation shall not change the creditable service date.

d) Separation and Subsequent Appointment − Upon separation from a position of a given class and appointment within four calendar days to a position in a higher salary range, an increase shall be given under the conditions and requirements applicable to promotions (see subsection (a)).

e) Reclassification – If the class to which the position is being moved has a higher salary range, the employee occupying the position shall be advanced the equivalent of 5% of the current base salary. However, in no event is the resulting salary to be lower than the minimum or higher than the maximum rate of the new salary range. The creditable service date of the employee will not be changed due to the reclassification of the position the employee occupies, unless an increase of 10% or greater is provided to move the employee to the minimum salary of the new range.

(Source: Amended at 44 Ill. Reg. 6859, effective April 16, 2020)