**Section 420.220 Pay Plan**

a) Establishment of Plan: The Director of Personnel shall prepare and maintain a Pay Plan for all employees subject to Jurisdiction A of the Merit Employment Code in accordance with the applicable provisions of the Code.

b) Provisions of the Pay Plan: The Pay Plan shall provide for uniform and equitable starting rates of pay, the time and manner in which subsequent changes in salary may be made, the rate each employee is to be paid, and for rates that are fair and reasonable compensation for the type of employment and service rendered. The Pay Plan may also include other provisions not inconsistent with law to assist in the administration of good personnel practices for the Office of the Secretary of State.

c) Approval of Pay Plan: The Pay Plan and amendments to the Plan shall be prepared by the Director of Personnel. After preparing the Pay Plan or any amendments, the Director of Personnel shall submit it to the Secretary of State. The Pay Plan or amendments shall become effective only after approval by the Secretary of State.

(Source: Amended at 32 Ill. Reg. 15017, effective September 8, 2008)