**Section 310.47 In-Hire Rate**

a) Use – No employee in a position in which the position and/or the employee meet the criteria of an in-hire rate receives less than the in-hire rate. The in-hire rate is used when a candidate only meets the minimum requirements of the class specification upon entry to State service (Section 310.100(b)(1), 310.490(b)(1) or 310.495(b)(1)), when an employee moves to a vacant position (Section 310.45) or when an MS salary range is assigned to a Trainee Program (Section 310.415(b)).

b) Request –

1) Agency Head Request for Other Than a Merit-Compensation-System-only Trainee Program – An agency head may request in writing that the Director approve or negotiate an in-hire rate. The in-hire rate is a Step or dollar amount depending on whether the classification title is assigned to a negotiated full scale rate, negotiated pay grade, merit compensation salary range or broad-band salary range. The in-hire rate may be for the classification title or limited within the classification title to the agency, facilities, counties or other criteria. The supporting justifications for the requested in-hire rate and the limitations are included in the agency request. An effective date may be included in the request.

2) Agency Head Request for a Merit-Compensation-System-only Trainee Program – The Department determined in-hire rates for existing trainee programs assigned only MS-salary ranges to be used by agencies as the anticipated starting salaries. The in-hire rates are tied to the targeted title and in one case the county in which the trainee position is located. Some targeted titles have been determined to be inappropriate for some trainee titles. If an agency is unable to locate an in-hire rate for its trainee program's targeted title, the targeted title is inappropriate. Agencies using inappropriate targeted titles shall allow employees in the trainee titles targeting the inappropriate targeted titles to finish their training and be promoted if successful. Then, the agency shall not use the inappropriate targeted title again for that trainee program. Questions about the best titles to use for training shall be addressed by CMS. When an agency submits for approval the establishment of a new or a targeted title revision for an existing Trainee or Apprenticeship Program form (CMS-705), the agency head shall request in writing that the Director approve an in-hire rate. The in-hire rate is a dollar amount within the merit compensation salary range assigned to the trainee title. The in-hire rate may be for the trainee title limited for the targeted title and the agency, facilities, counties or other criteria. The supporting justifications for the requested in-hire rate and the limitations shall be included in the agency request. An effective date may be included in the request.

c) Review – The Director shall review the supporting justifications, the turnover rate, the length of vacancies, the currently filled positions for the classification title, and the market starting rates for similar classes, and consult with other agencies using the classification title. Other factors may be included in the review and negotiation of negotiated in-hire rates.

d) Approval or Negotiated –

1) Approval − The Director indicates in writing the approved in-hire rate and effective date, which is either the date requested by the agency or the beginning of the next pay period after the approval.

2) Negotiated – The Director and the bargaining unit representative indicate in writing the in-hire rates and effective date, which is either the date indicated in the agreement, the date of the agreement's signature or the beginning of the next pay period after the signatures are secured on the agreement.

e) Implementation – In the classification title or within the limitations of the classification title and when the in-hire rate is above the normal minimum of the assigned salary range or pay grade, an employee paid below the in-hire rate receives the in-hire rate on the approved effective date. The in-hire rate remains in effect for any employee entering the title or the limits within the title until the title is abolished or an agency request to rescind the in-hire rate is approved by the Director or negotiated by the Director and the bargaining unit representative.

f) Approved or Negotiated In-Hire Rates –

1) Assigned to a Classification –

A) Approved and Assigned to a Pay Grade or Salary Range −

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Pay Grade or Salary Range | Effective Date | In-Hire Rate |
| Correctional Officer  | RC-006-09 | January 1, 2008 | Step 1 |
| Correctional Officer Trainee | RC-006-07 | January 1, 2008 | Step 1 |
| Environmental Engineer I | RC-063-15 | January 1, 2008 | Step 2 |
| Environmental Protection Engineer I | RC-063-15 | January 1, 2008 | Step 5 |
| Environmental Protection Engineer II | RC-063-17 | January 1, 2008 | Step 4 |

B) Negotiated and Assigned to a Full Scale Rate – The rates are located in Appendix A Table A for bargaining unit RC-104, in Appendix A Table D for bargaining unit HR-001, in Appendix A Table E for bargaining unit RC-020, in Appendix A Table F for RC-019 and in Appendix A Table G for bargaining unit RC-045.

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Bargaining Unit | Effective Date | In-Hire Rate |
| Auto & Body Repairer | RC-045  | July 1, 2013 | 75% |
| Automotive Attendant I | RC-045 | July 1, 2013 | 75% |
| Automotive Attendant II | RC-045  | July 1, 2013 | 75% |
| Automotive Mechanic | RC-045  | July 1, 2013 | 75% |
| Automotive Parts Warehouse Specialist | RC-045  | July 1, 2013 | 75% |
| Automotive Parts Warehouser | RC-045  | July 1, 2013 | 75% |
| Bridge Mechanic | RC-019 | July 8, 2013 | 75% |
| Bridge Mechanic | RC-020 | June 26, 2013 | 75% |
| Bridge Tender | RC-019 | July 8, 2013 | 75% |
| Bridge Tender | RC-020 | June 26, 2013 | 75% |
| Building Services Worker | HR-001 | July 24, 2013 | 75% |
| Conservation Police Lieutenant | RC-104 | July 31, 2019 | \* |
| Conservation Police Sergeant | RC-104 | July 31, 2019 | \* |
| Deck Hand | RC-019 | July 8, 2013 | 75% |
| Elevator Operator | HR-001 | July 24, 2013 | 75% |
| Ferry Operator I | RC-019 | July 8, 2013 | 75% |
| Ferry Operator II | RC-019 | July 8, 2013 | 75% |
| Grounds Supervisor | HR-001 | July 24, 2013 | 75% |
| Heavy Construction Equipment Operator | HR-001 | July 24, 2013 | 75% |
| Heavy Construction Equipment Operator | RC-020 | June 26, 2013 | 75% |
| Highway Maintainer | HR-001 | November 1, 2009 | 75% |
| Highway Maintainer | RC-019 | July 8, 2013 | 75% |
| Highway Maintainer | RC-020 | June 26, 2013 | 75% |
| Highway Maintenance Lead Worker | HR-001 | July 24, 2013 | 75% |
| Highway Maintenance Lead Worker | RC-019 | July 8, 2013 | 75% |
| Highway Maintenance Lead Worker | RC-020 | June 26, 2013 | 75% |
| Highway Maintenance Lead Worker (Lead Lead Worker) | RC-019 | July 8, 2013 | 75% |
| Highway Maintenance Lead Worker (Lead Lead Worker) | RC-020 | June 26, 2013 | 75% |
| Janitor I (Including Office of Administration) | RC-019 | July 8, 2013 | 75% |
| Janitor II (Including Office of Administration) | RC-019 | July 8, 2013 | 75% |
| Labor Maintenance Lead Worker | RC-019 | July 8, 2013 | 75% |
| Labor Maintenance Lead Worker | RC-020 | June 26, 2013 | 75% |
| Laborer (Maintenance) | HR-001 | July 24, 2013 | 75% |
| Laborer (Maintenance) | RC-019 | July 8, 2013 | 75% |
| Laborer (Maintenance) | RC-020 | June 26, 2013 | 75% |
| Maintenance Equipment Operator | HR-001 | July 24, 2013 | 75% |
| Maintenance Equipment Operator | RC-019 | July 8, 2013 | 75% |
| Maintenance Equipment Operator | RC-020 | June 26, 2013 | 75% |
| Maintenance Worker | HR-001 | July 24, 2013 | 75% |
| Maintenance Worker | RC-019 | July 8, 2013 | 75% |
| Maintenance Worker | RC-020 | June 26, 2013 | 75% |
| Power Shovel Operator (Maintenance) | HR-001 | July 24, 2013 | 75% |
| Power Shovel Operator (Maintenance) | RC-019 | July 8, 2013 | 75% |
| Power Shovel Operator (Maintenance) | RC-020 | June 26, 2013 | 75% |
| Security Guard I | RC-019 | July 8, 2013 | 75% |
| Security Guard II | RC-019 | July 8, 2013 | 75% |
| Silk Screen Operator | RC-019 | July 8, 2013 | 75% |
| Silk Screen Operator | RC-020 | June 26, 2013 | 75% |
| Small Engine Mechanic | RC-045 | July 1, 2013 | 75% |
| Storekeeper I\*\* | RC-045 | July 1, 2013 | 75% |
| Storekeeper II\*\* | RC-045 | July 1, 2013 | 75% |

\* New bargaining unit members, regardless of their current rank, shall be hired at 33% of the differential between a Conservation Police Officer II and the new member's new rank at the appropriate longevity level.

\*\* Storekeeper I & Storekeeper II serving as Automotive Parts Warehouser in Cook County.

2) Based on the Position's Work Location or Employee's Credential or Residency –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Pay Grade or Salary Range | Location or Residency | Credential | Effective Date | In-Hire Rate |
|  |  |  |  |  |  |
| Civil Engineer Trainee  | NR-916 | None identified | Bachelor's degree in accredited civil engineering program | January 1, 2008 | Add to minimum monthly rate $40/quarter work experience up to 8 |
|  |  |  |  |  |  |
| Civil Engineer Trainee | NR-916 | None identified | Passed Engineering Intern exam  | January 1, 2008 | Add to minimum monthly rate $60/month  |
|  |  |  |  |  |  |
| Civil Engineer Trainee | NR-916 | None identified | Job-Related Master's degree  | January 1, 2012 | Add to minimum monthly rate $40/month for each year of full-time graduate study as a substitute for job-related experience up to two years |
|  |  |  |  |  |  |
| Engineering Technician I | NR-916 | None identified | Completed 2 years of college in civil engineering or job related technical/ science curriculum (60 semester /90 quarter hours credit) | January 1, 2012 | $2,845 |
|  |  |  |  |  |  |
| Engineering Technician I | NR-916 | None identified | Completed 3 years of college in areas other than civil engineering or job related technical/ science curriculum (90 semester /135 quarter hours credit) | January 1, 2012 | $2,730 |
|  |  |  |  |  |  |
| Engineering Technician I | NR-916 | None identified | Associate Degree from an accredited 2 year civil engineering technology program | January 1, 2012 | $2,975 |
|  |  |  |  |  |  |
| Engineering Technician I | NR-916 | None identified | Completed 3 years of college courses in civil engineering or job related technical/ science curriculum (90 semester/ 135 quarter hours credit) | January 1, 2012 | $2,975 |
|  |  |  |  |  |  |
| Engineering Technician I | NR-916 | None identified | Completed 4 years of college courses in areas other than civil engineering or job related technical/ science curriculum (120 semester /180 quarter hours credit) | January 1, 2012 | $2,845 |
|  |  |  |  |  |  |
| Engineering Technician I | NR-916 | None identified | Completed 4 years of college in civil engineering or job related technical/ science curriculum (120 semester/180 quarter hours credit includes appointees from unaccredited engineering programs and those who have not yet obtained a degree) | January 1, 2012 | $3,095  |
|  |  |  |  |  |  |
| Engineering Technician I and II | NR-916 | None identified | Bachelor of Science Degree from an accredited 4 year program in civil engineering technology, industrial technology, and construction technology | January 1, 2012 | $3,510 |
|  |  |  |  |  |  |
| Forensic Scientist Trainee | RC-062-15 | None identified | Meets minimum class requirements or completed Forensic Science Residency Program at the U of I-Chicago  | January 1, 2008 | Step 1 |
|  |  |  |  |  |  |
| Information Services Intern | RC-063-15 | Work outside Cook County | Computer Science degree at 4-year college | January 1, 2008 | Step 4 |
|  |  |  |  |  |  |
| Information Services Intern | RC-063-15 | Work in Cook County | Computer Science degree at 4-year college | January 1, 2008 | Step 6 |
|  |  |  |  |  |  |
| Information Services Intern | RC-063-15 | Work outside Cook County | Computer Science degree at 2-year technical school | January 1, 2008 | Step 2 |
|  |  |  |  |  |  |
| Information Services Intern | RC-063-15 | Work in Cook County | Computer Science degree at 2-year technical school | January 1, 2008 | Step 4 |
|  |  |  |  |  |  |
| Information Services Intern | RC-063-15 | Work in Cook County | Non-Computer Science degree at 4-year college | January 1, 2008 | Step 3 |
|  |  |  |  |  |  |
| Information Services Specialist I | RC-063-17 | Work in Cook County | None identified beyond class requirements | January 1, 2008 | Step 2 |
|  |  |  |  |  |  |
| Juvenile Justice Specialist | RC-006-14 | None identified | Master's degree | September 1, 2008 | Step 2 |
|  |  |  |  |  |  |
| Juvenile Justice Specialist Intern | RC-006-11 | None identified | Master's degree | September 1, 2008 | Step 2 |
|  |  |  |  |  |  |
| Meat & Poultry Inspector Trainee | RC-029 | Work in Regions 1 and 6 | None identified beyond class requirements | May 15, 2014 | Step 1 |
|  |  |  |  |  |  |
| Physician Specialist, Option C | RC-063-MD-C | Work in Alton, Chester, Choate, Ludeman, McFarland, and Murray facilities | None identified beyond class requirements | May 1, 2018 | Step 5 |
|  |  |  |  |  |  |
| Physician Specialist, Option D | RC-063-MD-D | Work in Alton, Chester, Choate, Ludeman, McFarland, and Murray facilities | None identified beyond class requirements | May 1, 2018 | Step 5 |
|  |  |  |  |  |  |
| Telecommunicator | RC-014-12 | Work in District 2 | None identified beyond class requirements | January 1, 2008 | Step 2 |
|  |  |  |  |  |  |
| Telecommunicator Trainee | RC-014-10 | Work in Kane County | None identified beyond class requirements | January 1, 2008 | Step 3 |
|  |  |  |  |  |  |
| Telecommunicator Trainee | RC-014-10 | Work in Cook County | None identified beyond class requirements | January 1, 2008 | Step 7 |

(Source: Peremptory amendment at 47 Ill. Reg. 15712, effective October 18, 2023)