**Section 310.470 Adjustment**

An employee may receive an upward adjustment in base salary for the purpose of correcting a previous error or oversight or when the best interests of the agency and the State of Illinois will be served. Adjustments shall have the prior approval of the Director. An adjustment at the time of entrance into State government requires supporting documentation in the candidate's CMS employment application. An adjustment at the time substantial additional duties and responsibilities are added to a position allocated to a broad-band title requires that the substantial additional duties and responsibilities be documented on an updated position description and reflected on the organization chart. In determining the appropriateness of a request for a salary adjustment by an employing agency, the Director will consider whether the need for the adjustment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request. The approval of an adjustment at the time of entrance into State government is based on the candidate's documented directly-related education and experience exceeding the minimum requirements in the class specification, staffing needs and requirements of the employing agency, and labor market influences on the recruitment for the position classification or position. The adjustment shall not change the creditable service date.

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