



1415.11: Employee Compensation

Salaries

Employees are compensated on a service-rendered basis, with compensation rates based on the job classification plan. See Attachments I and II for salary standards.

Although a new employee may be started at less than the minimum salary for their classification, no employee is paid more than the maximum rate shown in Attachments I and II.

As each employee reaches their employment anniversary date in their current classification, an additional increment step, up to the maximum for the salary range, may be allowed, provided job performance is acceptable.

Request for variations from the salary standards in Attachment II must be in writing and directed to the DHS Bureau of Operations Support. The request is submitted to the GA Liaison for review and forwarding to the Regional Office.

Employer Contributions to the Illinois Municipal Retirement Fund

GA Units that receive State funds may claim as an administrative expense, contributions made to the Illinois Municipal Retirement Fund (IMRF) for employees engaged in the administration of the GA program. The total cost of the contributions made to the IMRF may be claimed by the GA Unit. The contributions that are reimbursable are:

- the municipality's normal cost rate which includes FICA and retirement annuity,
- contributions for disability benefits,
- contributions for death benefits (widows' or children's annuities), and
- other IMRF contributions as required by Section 7-172 under Article 7 of the Pension Code.

Travel

Document travel expenses incurred by employees while performing assigned duties. Use General Assistance Employee Travel Voucher (Form 732) for this purpose. Keep approved copies on file in the GA Unit office.

Travel allowances may not exceed those currently established by Central Management Services for employees in State service. Expenses for meals and lodging are not approved for employees while working in their headquarters.

Insurance

GA Units that receive State funds may include as administrative expenses obligations assumed for employee's **insurance premiums** or charges for **group life or health insurance**, or both. Generally the amount may not exceed comparable premiums or charges currently paid by the State of Illinois for comparable coverage for State employees. However, if local conditions are such that insurance with a premium and coverage comparable to that paid for State employees cannot be obtained, get 3 bids and forward them through the GA Liaison to the DHS Bureau of Operations Support for approval.