



## Illinois Heartland Library System

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TO: IHLS Board of Directors  
 FROM: Leslie Bednar  
 DATE: February 24, 2025  
 RE: IHLS Pay Grades

### **Background**

The IHLS Board of Directors approved our current pay grade assignment plan on April 27, 2021. The previous pay grade assignment schedule was adopted by the board in 2013. IHLS staff initiated the work on a new plan in FY2021, as the original did not allow for vertical growth including mandatory adjustments to minimum wage. The plan approved in 2021 allows for appropriate placement for new hires and staff new to a position. Our compensation plan is designed to ensure fairness and equity, complying with all applicable laws and regulations regarding protected classes. Decisions regarding compensation are made objectively and without bias.

A multi-part project allowed IHLS to get to the 2021 plan and maintain it for several years:

- Step 1: all position descriptions were redesigned to reflect actual responsibilities and organizational needs (FY2021)
- Step 2: pay grade assignments based on market analysis adopted, and staff brought to at the least the minimum grade (FY2021)
- Step 3: formula vetted by external consultants placed staff appropriately within their pay grade based on education, experience, and library system service (FY2022)
- Step 4: pay grade assignments maintained based on external research and IHLS budget (FY2023 – FY2024)

### **Process**

If you would like additional details, please see the table below for links to meeting documents on the IHLS board intranet:

<b>Board action</b>	<b>Date</b>	<b>Links</b>
Pay grade assignment plan approved ; Staff not within their assigned pay grade (based on position description) were moved up to the minimum of the grade	April 27, 2021	<a href="#">Board of Directors for IHLS Intranet - Packet Board Meeting 042721..pdf - All Documents</a>
Board approves IHLS staff placed appropriately within pay grade based on internal assessment using education,	January 25, 2022	<a href="#">Board of Directors for IHLS Intranet - Packet Board Mtg 012522.pdf - All Documents</a>

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

experience, and library system service		
FY2023 pay grade assignments approved by board	June 21, 2022	<a href="#">Board of Directors for IHLS Intranet - Packet Board Mtg 062122.pdf - All Documents</a>
FY2024 pay grade assignments including a 4.5% increase based on recommendation from HRSource approved by board	June 20, 2023	<a href="#">Board of Directors for IHLS Intranet - Packet Board Mtg 062023.pdf - All Documents</a>
FY2025 pay grade assignments including a 2.6% increase based on recommendation from HRSource approved by board	June 25, 2024	<a href="#">Board of Directors for IHLS Intranet - Packet Board Mtg 062524.pdf - All Documents</a>
IHLS Compensation Philosophy and Policy approved by board to be added to the 2025 Employee Handbook	November 26, 2024	<a href="#">Board of Directors for IHLS Intranet - Packet Board Meeting 112624.pdf - All Documents</a>

If you have any questions or difficulties with the links, please let me know. Thank you!