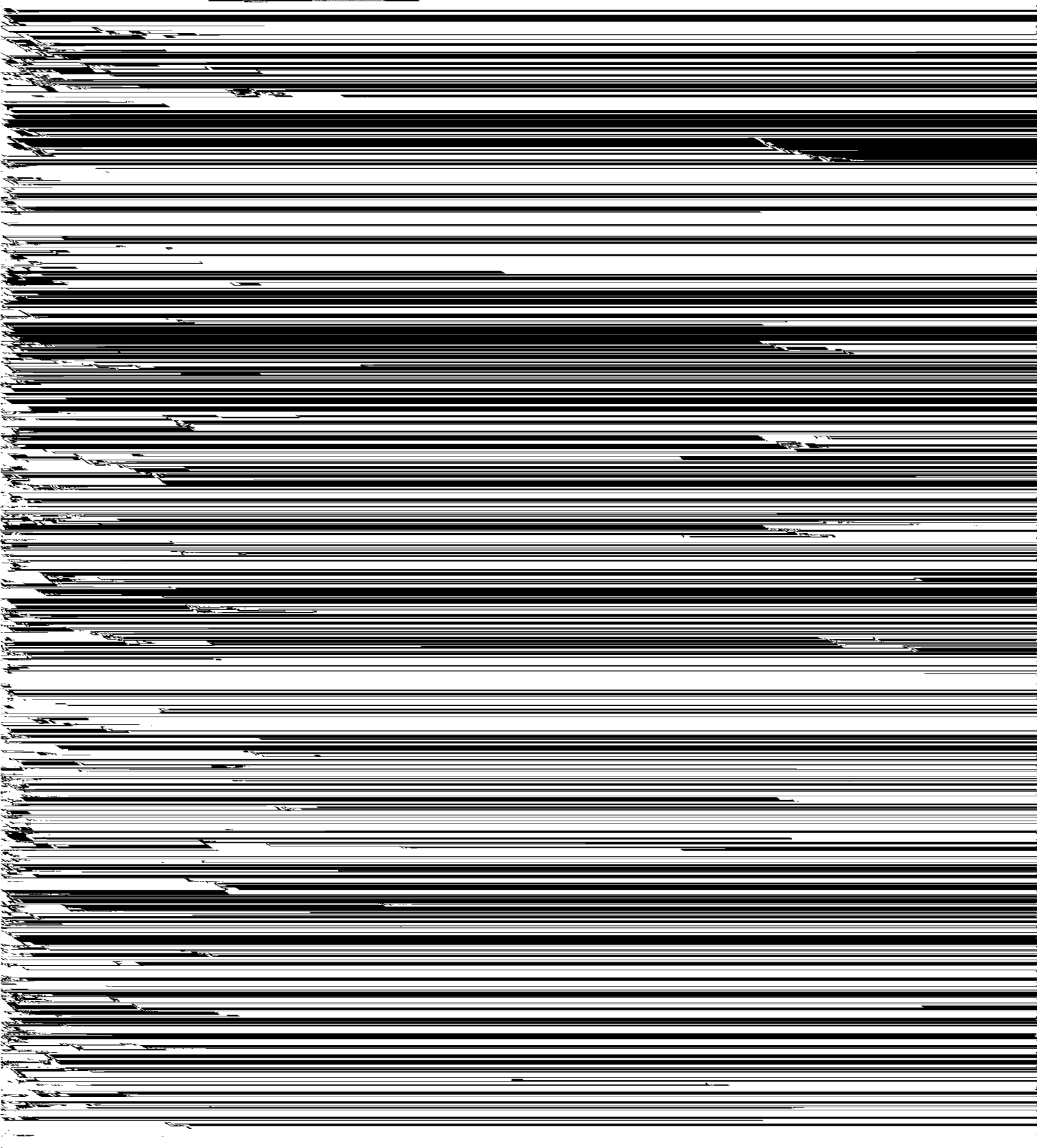


December 16, 2020

AND ACCEPT REPORT ON NEW COMPENSATION GUIDELINES FOR NON-UNION EMPLOYEES

That the Board accept new compensation guidelines for non-union employees of the Chicago Public Schools as described in the attachment to this Board Report. The new compensation guidelines will be



CPS Non-Union Compensation Guidelines

Non-Union Compensation Philosophy



Job Evaluations

A job evaluation refers to the process of determining the salary grade of a position in the non-union salary structure. Job evaluations are conducted by the Talent Office to ensure

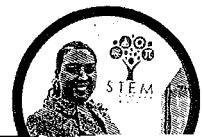
positions are assigned a salary grade that is market competitive and internally equitable for the role. A manager, at their discretion, may recommend a job evaluation for a position

any position or changing the job description of an existing position. A manager of

Salary Structure (Continued)

of the salary grades. Any exception requires the approval of the Chief Talent Officer or their designee. Employees scheduled for fewer than 52-weeks may be paid below the minimum of their salary range as long as the 52-week equivalent falls within the salary range. The 52-week equivalent may not exceed the maximum of their salary range. If an employee's salary is above the maximum of the salary range, the employee's salary will be frozen until such time that the salary ranges are adjusted and the employee's salary falls below the range maximum or the employee is promoted to a higher salary grade.

All non-union offers and salary adjustments, including school-based roles, must be approved by the Talent Office.



Salary Adjustments

Promotions

A promotion occurs when an employee moves into a new position which includes more responsibilities, a greater level of accountability, and results in moving to a role in a higher

Acting Pay (continued)

An acting assignment is subject to review after 6 months at which time the Officer of the functional area and the Chief Talent Officer or their designee will jointly determine a final date for the acting assignment.