



Required Pay and Benefits Information To Include in University of Illinois Job Postings

Per Illinois law ([Public Act 103-0539](#)), and the [Equal Pay Act](#), employers must include salary and benefit information in all job postings. University of Illinois System hiring units must follow the benefit and pay requirements detailed below.

Benefits Statement: Required

All job postings for benefits-eligible positions must include the following language:

| Options | Choose ONE of the Below for Each Job Posting |
|------------------|--|
| General | <ul style="list-style-type: none"> <i>The University of Illinois offers a very competitive benefits portfolio. Click for a complete list of Employee Benefits.</i> |
| List of Benefits | <ul style="list-style-type: none"> <i>Benefits eligible positions include a comprehensive benefits package which offers: Health, Dental, Vision, Life, Disability & AD&D insurance; a defined benefit pension plan; paid leaves such as Vacation, Holiday and Sick; tuition waivers for employees and dependents. Click for a complete list of Employee Benefits.</i> |

Salary Statement: Required

For all positions (faculty, specialized faculty, academic professional, civil service, and hourly positions), it is required to include one of the following options in italics regarding salary:

| Options | Choose ONE of the Below for Each Job Posting |
|--|---|
| Exact Wage or Salary | <ul style="list-style-type: none"> <i>The wage for this position is \$xx,xxx</i> <i>The collective bargaining agreement sets a wage of \$xx,xxx.</i> |
| Previously Determined Range | <ul style="list-style-type: none"> <i>The previously determined salary range for this position was \$xx,xxx to \$xx,xxx.</i> |
| Actual Range for Others with Equivalent Position | <ul style="list-style-type: none"> <i>The salary range of employees currently holding equivalent positions is \$xx,xxx to \$xx,xxx.</i> |
| Budgeted Amount | <ul style="list-style-type: none"> <i>The budgeted salary range for the position is \$xx,xxx to \$xx,xxx.</i> |
| Multiple Ranks (required to include the exact wage, salary or range for each rank) | <ul style="list-style-type: none"> <i>The budgeted salary range for the position is \$xx,xxx to \$xx,xxx at the Assistant Professor level, \$xx,xxx to \$xx,xxx at the Associate Professor level, and \$xx,xxx to \$xx,xxx at the Full Professor level, for a [9 or 12] month service basis.</i> |
| Course Specific Pay | <ul style="list-style-type: none"> <i>The rate for teaching this course is \$xx,xxx.</i> <i>The rate range for teaching this course \$xx,xxx-\$xx,xxx.</i> |

Salary Statement(s): Optional

In addition to including one of the required, italicized salary statements listed above, one of the following statements may be included, at your discretion. Please note the below options should not be used if the position is covered by a collective bargaining agreement that sets specific wage amounts or for any position for which the exact wage or salary is specified.

- *Final salary offered will be determined by a thorough assessment of available market data, internal salary equity, candidate experience and qualifications, and budget constraints.*
- *We strive to provide a competitive salary, considering factors such as available market data, internal equity, candidate experience and qualifications, and budget constraints. The final salary offer will be determined through a thorough assessment of these elements.*
- *Salary is competitive and commensurate with qualifications and experience, while also considering internal equity.*
- *The pay offered to the selected candidate will be determined based on factors including (but not limited to) the experience and qualifications of the selected candidate including equivalent years in rank, training, and field or discipline; internal equity; and external market pay for comparable jobs.*
- *It is not typical for an individual to be offered a salary at or near the top of the full range for a position. (This option may be used in conjunction with one of the other bulleted options in this section.)*

Fines for Non-Compliance

The unit/office that published a noncompliant job posting is responsible for any resulting fines issued by the Department of Labor. A description of these fines appears below.

| Active Posting | Inactive Postings |
|---|---|
| \$500 for the first offense, if not remedied within a 14-day period | \$250 for the first offense |
| \$2,500 for a second offense, if not remedied within a seven-day period | \$2,500 for a second offense |
| \$10,000 for a third offense | \$10,000 for a third offense and any subsequent offense |

Contacts for Additional Information

Urbana-Champaign: Illinois HR: (217) 333-2137; ihr@illinois.edu
Chicago: UIC Human Resources: Cheri Canfield; cheric@uillinois.edu
UI Health: UI Hospital and Clinics (UI Health): Debbie Lewis; deblewis@uic.edu
Springfield: UIS Human Resources: (217) 206-6652; uishr@uis.edu
System Office: System Human Resource Services: erhr@uillinois.edu