

## FY 2026 POSITION HOURS CHANGE

### ACTION REQUESTED:

☐ RECLASSIFICATION

☒ SALARY ADJUSTMENT

DEPARTMENT Mental Health

DIVISION 25000

CURRENT GRADE 3N

PROPOSED GRADE 3N

CURRENT CLASSIFICATION Training Assistant Full Time (30 hours per week)

PROPOSED CLASSIFICATION/CHANGE Training Assistant Full Time (37.5 hours per week)

ANNUAL SCHEDULED HOURS (required for calculation):

CURRENT 1560

PROPOSED 1950

### RECLASSIFICATION/SALARY INCREASE - HOURLY SALARY

EMPLOYEE RECLASSIFIED: Training Assitant Full Time (30 hours per week)

#### CURRENT CLASSIFICATION

REG	PT	Rate of Pay	REG	FT	Rate of Pay	
SLEP	PT	\$0.00	SLEP	FT	\$21.53	\$33,583.68
					\$0.00	\$0.00

#### PROPOSED CLASSIFICATION

REG	PT	\$0.00	REG	FT	\$21.53	\$41,979.60
SLEP	PT	\$0.00	SLEP	FT	\$0.00	\$0.00

ANNUAL IMPACT \$8,395.92

### ADDITIONAL SALARY COSTS

FICA		\$642.29
IMRF		\$514.46
IMRF SLEP		\$0.00

HEALTH CARE COSTS \$0.00

ADDITIONAL COSTS (computer, phone, equipment, etc.): \$0.00

TOTAL **\$9,552.67**

FUNDING SOURCE: Sales Taxes

APPROPRIATE EXISTING SPACE FOR POSITION ☒ YES ☐ NO

#### COMMENTS/JUSTIFICATION:

Requesting to increase position hours from 30 hours per week to 37.5 hours per week.  
Rate of pay adjusted for a 4% merit increase on FY25 rate of \$20.70

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_