State Universities Civil Service System Audit and Classifications Update

University Human Resources
Employee Relations and Human Resources

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Why are we here?

- Overview of State Universities Civil Service System
- Update on UIC CS audit
- Address rumors and questions about conversions from AP to CS
- Discuss impact of UIC audit on UA positions/employees
SUCSS Overview

- Classification Plan Management
  - Specifications/Examinations
  - Compensation

- Compliance
  - Bi-annual Audit Process
  - Exemption Overview
SUCSS Jurisdiction

The State Universities Civil Service System, as delegated and authorized through the State Universities Civil Service Act (Act) (110 ILCS 70/36b et. seq.), has jurisdiction over all designated places of employment at institutions (Employers) identified in the Act (110 ILCS 70/36b(2)) as follows:

<table>
<thead>
<tr>
<th>Illinois Community College Board</th>
<th>Southern Illinois University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Student Assistance Commission</td>
<td>Chicago State University</td>
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<tr>
<td>Illinois Board of Higher Education</td>
<td>Eastern Illinois University</td>
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<tr>
<td>Governors State University</td>
<td>Illinois State University</td>
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<tr>
<td>Northeastern Illinois University</td>
<td>Northern Illinois University</td>
</tr>
<tr>
<td>State Universities Civil Service System</td>
<td>University of Illinois</td>
</tr>
<tr>
<td>State Universities Retirement System</td>
<td>Western Illinois University</td>
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Operational Concepts

- Decentralized oversight with Designated Employer Representatives (DER) empowered to conduct day-to-day HR operations.

- Business operations require statewide collaboration and direct involvement of system constituency primarily through the following advisory committees:
  - Employee Advisory Committee
  - Administrative Advisory Committee
  - Human Resource Director Advisory Committee

- Employment priority is the selection of most highly qualified candidate. Focus on equal access and opportunity for all applicants.

- Minimal compensation oversight enabling employment institution to direct their own compensation plans.
Classifications/Examinations

- Each Civil Service Classification has a corresponding Examination

Classification/Examination Development
- Approximately 1,150 Class Specifications/Examinations
- Comprehensive Procedures regarding spec/exam development
- Business processes require collaboration with employers

New Classifications
- Review current specifications to assure that the proposed classification is unique.

Revised Classifications
- Work towards eliminating redundancy within the classification structure.
- Work towards reducing the redundancy within a classification series.
Pilot (Custom) Program

- The Pilot Program was created in October 2002 and the purpose is to provide more flexible employment protocols for technical and professional classifications based on the ever-changing set of knowledge, skills, and abilities required in these positions, including the capability to immediately refer large applicant pools for interview. The program included the following classifications:
  - Human Resource Associate
  - Business/Administrative Associate
  - Accounting Associate

- Employment concepts built into this program were particularly applicable to IT classifications and operational units. The Program was expanded to include the following IT classifications:
  - IT Manager/Administrative Coordinator
  - IT Technical Associate
  - IT Support Associate
Pilot (Custom) Program

- Specifications/Philosophy
- Campus/UA Use
- Timeframe

- Positions grouped into broad, general classification categories – one of three classifications.

- Testing is a Rating of the Application/Résumé, through a Credentials Assessment Instrument.
  - No ‘visit’ required for written test
  - Rating can be completed immediately upon receipt of résumé

- Test Score is determined by evaluation of education, experience, special skills.
- Limited variability of scores. (4-scores)
- Top three scores on the Employment Register are referred for interview.
  - Larger, diverse applicant pool possible
  - Facilitates campus diversity objectives

- Opportunity to void Employment Registers following the selection process.
“Academic Professional” Exemption

The State Universities Civil Service Act (Act) (110 ILCS 70/36e) states that all employees shall be covered by the State Universities Civil Service System (University System), except the following persons:

(1) The members and officers of the Merit Board and the board of trustees, and the commissioners of the institutions and agencies covered hereunder;

(2) The presidents and vice presidents of each educational institution;

(3) Other principal administrative employees of each institution and agency as determined by the Merit Board;

(4) The teaching, research, and extension faculties of each institution and agency;

(5) Students employed under rules prescribed by the Merit Board, without examination or certification.
Principal Administrative Appointments (PAA) – “Academic Professional”

- Principal Administrative Appointments (PAA) are considered exempt from civil service guidelines in accordance with section 36e(3) of the Act.

- PAA is defined as an employee who is charged with high level administrative responsibilities, whose decisions are based on administrative polices and who exercises discretion and independent judgment. A PAA performs these duties with only general administrative supervision or direction, e.g. Director, Associate or Assistant Director.

- PAA can be defined as an employee who is in a position requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education) and which requires the consistent exercise of discretion and judgment, e.g., physician, attorney.
Exemption Procedure

- Exemption status is determined primarily by a thorough and comprehensive review of the position/job description (delegated to ER/HR for UA).

- It is extremely important that an updated/accurate job description is maintained for all employees in your unit.
  - During annual performance review period
  - When there are significant changes to the duties and responsibilities

- If a position/job description matches the specifications for any civil service classification, the position must be designated as civil service.
UIC Audit

- 2008 Bi-annual Audit
  - Significant Material Findings

- 2009 – Supplemental Audit
  - Same Material Findings
UIC Audit Response

UIC HR Plan to Address Findings

- Job Analysis of all AP positions at UIC

- Revised position exemption (PAPE) procedures
  - No new PAPES approved if appropriate CS classification exists

- Coordinated search and EEO process
  - All positions must be approved through UIC HR before search is approved

- No new Academic Hourly positions
UIC Job Analysis

- Job Analysis Tool
- Interview all campus Academic Professionals at UIC
- Job description developed from analysis summary
- Determination made about exemption from CS (AP position) or the most appropriate CS classification
Conversion from AP to CS

- Periodic job description review and update procedures may indicate that a position originally identified as civil service exempt may have incorrectly been classified or may have changed to the point whereby a department now must convert this position, and any employee currently in this position, to an identified and appropriate Civil Service classification.

- When it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for a 36(e) exemption, the employer may or may be required to change the position from an exempt position to an appropriate Civil Service appointment in a recognized Classification.
UIC Job Analysis

- Offices of the Chancellor, Provost, UIC HR, Honors College, Athletics have completed the data collection phases. Job descriptions are being developed.

- Medical Center
  - Completed 325 data collection interviews
  - Draft job descriptions have been produced (being finalized)
  - 260 conversions to CS classes planned

- Plan to review remaining UIC colleges/units over next 18 – 24 months
UIC 2010 Audit

- **9 Material Findings**
  - Business processes regarding exemption
  - Inappropriate exemptions to AP
  - Inappropriate exemption to Academic Hourly
  - Salary range exceptions
  - Temporary Upgrade timeframes
  - Extra help position limitations
  - Position control system
  - Position Audits (from last audit)
  - Position audits (regularly scheduled)

- **2 Non Material Findings**
  - Dismissal notices
  - Improper classification
University Administration Review

- 811 Academic Professional Positions
  - UIUC – 603
  - UIC - 187
  - UIS - 21

- Job descriptions already exist

- Exemption (PAPE) process centralized within ER/HR
  - PAPES approved for all positions
University Administration Review

- Job analysis interviews for UA AP employees at UIC
  - Conducted by ER/HR
  - Begin late Fall 2011

- Result of interviews
  - Updated job descriptions
  - Confirmation of exemptions appropriately applied
  - Conversion from AP to CS classifications
What if I’m converted from AP to CS?

- Voluntary vs. Mandatory
- Monthly vs. Bi-weekly pay
- Leave accruals and usage
- Notice rights vs. Seniority rights
- Employment Conditions
  - Exempt
  - Non-Exempt
  - Negotiated
  - Open Range
- No affect on benefits (including SURS) or service years
AP to CS
Conversion Summary

<table>
<thead>
<tr>
<th>Employee Specific Information</th>
<th>As Academic Professional Employee</th>
<th>As a Civil Service Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate</td>
<td>$45,675.00</td>
<td>$45,675.00</td>
</tr>
<tr>
<td>Pay Frequency</td>
<td>Monthly</td>
<td>Biweekly</td>
</tr>
<tr>
<td>Next Anticipated Pay Date</td>
<td>11/16/10 receive last AP paycheck which covers 10/16/10 – 10/30/10</td>
<td>11/24/10 which covers 10/31/10 – 11/13/10</td>
</tr>
<tr>
<td>Link to UIC Payroll</td>
<td><a href="http://www.obfuiuc.edu/obfhome.cfm?view=2&amp;path=earnings&amp;xml=age=paycheck.jsp">http://www.obfuiuc.edu/obfhome.cfm?view=2&amp;path=earnings&amp;xml=age=paycheck.jsp</a></td>
<td></td>
</tr>
<tr>
<td>Vacation Balance (as of October 31, 2010)</td>
<td>236 Hours 29.5 Days</td>
<td>221.25 Hours 29.5 Days</td>
</tr>
<tr>
<td>Sick Balance (as of October 31, 2010)</td>
<td>228.88 Hours 28.58 Days</td>
<td>214.38 Hours 28.58 Days</td>
</tr>
<tr>
<td>Health Insurance Benefits</td>
<td>Health Insurance Benefits are the same for Civil Service and Academic Professional employees. Contact ER/HR for more info [<a href="https://n">https://n</a> tessuihruiuc.edu/ctf/index.cfm](<a href="https://n">https://n</a> tessuihruiuc.edu/ctf/index.cfm)</td>
<td></td>
</tr>
<tr>
<td>Retirement (SURS)</td>
<td>Retirement Benefits are the same for Civil Service and Academic Professional employees. Contact SURS for more information: <a href="http://www.surs.com/homepage.surs">http://www.surs.com/homepage.surs</a></td>
<td></td>
</tr>
<tr>
<td>Probation</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Employment Exams/Testing</td>
<td>N/A</td>
<td>Not required for conversion. It is presumed that you qualify for the Civil Service position.</td>
</tr>
<tr>
<td>Seniority Date</td>
<td>N/A</td>
<td>Will be determined and communicated to you.</td>
</tr>
<tr>
<td>Union Status</td>
<td>N/A</td>
<td>No</td>
</tr>
</tbody>
</table>
Questions?
Thank You!

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University Human Resources