

Sent: Thursday, March 04, 2004 2:53 PM To: DDDH-L@LISTSERV.UIUC.EDU Subject: [DDDH-L] State Officials and Employee Ethics Act - Notice of Personnel Policies

To: University of Illinois Deans, Directors, and Departments Heads

From: John Loya, Associate Vice President, Administration and Human Resources Richard Traver, Ethics Officer

Re: State Officials and Employee Ethics Act - Notice of Personnel Policies

Please distribute this information to employees in your unit or department as appropriate.

You may be aware that the Illinois Legislature recently enacted the State Officials and Employees Ethics Act (Ethics Act) (Public Act 93-0617), requiring documentation of time worked by all employees, and other personnel policies. The purpose of this notice is to clarify how the University of Illinois intends to comply with these requirements through existing policies and practices.

Current University policies require documentation of employee work time, though work time requirements vary between different employee groups. These policies are explained in the Policy and Rules for Civil Service Staff (Policies 4 and 7), General Rules Concerning University Organization and Procedure, University of Illinois Statutes, Conflict of Interest Policy and on the Notification of Appointment form. University of Illinois policies and procedures provide for periodic reporting and accounting of the accrual and utilization of State leave benefits. Leaves and other "exception" time should be reported on at least a quarter-hour basis. New requirements of the Ethics Act relate to work time requirements and documentation of time worked. For each category of University employee, the following procedures apply:

\* Non-exempt Civil Service staff are required to submit time worked on a biweekly basis, which document time spent on official state and university business, as well as any leave time, in minute increments to the tenth of an hour.

\* Exempt Civil Service staff are required to report "exception" time, which may include sick leave, vacation leave, and other appropriately approved leaves as specified by campus and University policies, on a biweekly basis.

\* For faculty and academic staff, the Notification of Appointment specifies that time not spent on the official business of the state and university be recorded as exceptions. Exceptions may include sick leave, vacation leave, and other appropriately approved leaves as specified by campus and University policies. Annually, departments are required to update leave balances for faculty and academic professional staff.

It shall be the responsibility of all University of Illinois employees to comply with the provisions of the Ethics Act and the work time accountability requirements specified in applicable University of Illinois policies.

Information about additional details of the Ethics Act, including information on ethics training for state employees, will be forthcoming, as well as clarification about procedures for reporting academic vacation and sick leave (AVSL) in Banner.

If you have any questions concerning the Ethics Act, please contact the University Ethics Officer at 1-866-758-2146 or <mailto:ethicsofficer@uillinois.edu>. Questions about compliance with these personnel policies should be directed to the University Office of Human Resources at 217-333-2590 or <mailto:uihr@uillinois.edu>. When contacting these officials, please make reference to the Ethics Act or Personnel Policies described in this statement.