

POLICY 13
STATUTORY AND INTER-INSTITUTIONAL BENEFITS

University Policy

The State Universities Retirement System and the State Universities Civil Service System provide retirement, seniority, and inter-institutional continuous service credit transfer benefits, all as prescribed by state law and regulations issued thereunder. Certain other benefits also are provided by federal and state laws. The President shall issue rules for the granting and administration of these benefits within the University. The President also (a) may establish reciprocal arrangements for recognition of past service credits with other employers relating to such benefits and (b) may grant University of Illinois tuition waivers and exemption from certain fees up to a maximum of eleven (11) credit hours per term or semester to Civil Service employees of other institutions and agencies under the State Universities Civil Service System and certain specifically identified related agencies.

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Rule 13.01 - Inter-Institutional Tuition Waivers

Civil Service employees of other institutions and agencies under the State Universities Civil Service System and of certain specifically identified related agencies may qualify to receive University of Illinois tuition waivers for regular courses established as part of the curriculum. To be eligible, employees must be employed in status appointments or appointments designed to qualify for status in an established class, such as trainee or intern appointments, for at least fifty percent time. The maximum tuition waiver to be granted by the University of Illinois is as follows:

Full-time permanent and continuous employee.....11 credit hours

50% to 99% time permanent and continuous employee.....5 credit hours

Regulations

13.011 Application Procedures

Employees should apply for inter-institutional/reciprocal agreement tuition waivers through the campus human resources office at which they are employed to establish eligibility for staff employee tuition waivers. In addition, employees should complete the application and registration requirements at the college they wish to attend. Information about institutions and agencies that have reciprocal agreements with the University may be obtained from the campus human resources offices.

13.012 Resignation/Termination During Term

An employee who resigns or terminates, or whose appointment is canceled, before rendering service for at least three-fourths of the term, becomes subject to the full amount of the tuition and fees unless the employee withdraws from University classes at the same time or before the appointment ends.

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Rule 13.02 - Service Credits for Past Service/Reciprocal Employers

Years of past continuous service credits may be transferred if they have been earned while employed by reciprocal employers. Reciprocal employers for the purpose of transferring service credits are:

- A. Departments and agencies under the State of Illinois Civil Service or the State Personnel Code.
- B. Institutions under the State Universities Civil Service System.
- C. Other employers for whom the President approves reciprocal agreements recognizing past continuing service credits.

Reciprocal agreements for recognition of vacation and personal leave or other credits earned under employment with other employers may be negotiated by the Assistant Vice President for Human Resources or the President's designee and are subject to approval by the President.

Regulations

13.021 Transfer of Service Credits

Transfer of service credits for employees serving under institutions of higher education and departments or agencies of the State of Illinois will be in accordance with Sections 36(q) and 250.100(c) and (d) of the State Universities Civil Service System Statute and Rules.

13.022 Procedures

When a candidate who is currently employed by a reciprocal employer is selected for employment, the campus human resources office will write such employer and request:

- A. The candidate's last day in pay status or approved leave status.
- B. The candidate's amount of total continuous employment as computed by that employer.
- C. The candidate's amount of accumulated compensable and non-compensable sick leave balance on the last day of service, if applicable.
- D. An itemization of any accrued vacation days paid or to be paid after the candidate's last day of service.

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Rule 13.03 - Credits for Vacation and Personal Leave Earnings Rates/Reciprocal Employers

The total State of Illinois service credit used to determine the vacation and personal leave earning rate is the summation of each separate period of employment with any agency of the State of Illinois (including service with institutions under the State Universities Civil Service System).

A candidate selected for employment by the University after October 1, 1972, who is a State of Illinois employee at the time of selection will be eligible to earn future vacation and personal leave benefits at the University at a rate based upon total State of Illinois service.

A candidate selected for employment by the University who is a former, but presently separated, State of Illinois employee will be eligible to earn future vacation and personal leave benefits at the University at a rate based upon the candidate's total State of Illinois service, subject to verification by the campus human resources office.

A candidate selected for employment by the University who has earned service credit with an employer other than the State of Illinois may be eligible to earn future vacation and personal leave at a rate based on service credit extended in accordance with a reciprocal agreement between the employer and the University.

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Rule 13.04 - Credit for Unused, Non-Compensated Sick Leave/Reciprocal Employees

A candidate who is an employee of an institution under the State Universities Civil Service System (University System) and who is selected for employment by the University will be credited at the University with the amount of accumulated and non-compensated sick leave credited as of the last day of service with the previous University System employer provided that (a) there is no actual break in service between employment with the University System employer and employment with the University and (b) movement from the previous University System employer to the University occurs after July 31, 1967.

Credit for unused, non-compensated sick leave earned while employed by an employer not under the University System may be extended in accordance with a reciprocal agreement between that employer and the University.

Employment with the University within ten (10) days of separation from employment with a University System or other reciprocal employer will be treated as if no actual break in service occurred.

Regulation

13.041 Transfer of Sick Leave Credits

Transfer of sick leave credits will be subject to the provisions of the State Finance Act (30 ILCS 105/1 *et seq.*) (see Rule 10.06).

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Rule 13.05 - Child of Employee Tuition Waiver

Eligible children of qualified University employees with at least seven (7) years of employment service may receive 50% tuition waivers for undergraduate education at any campus within the University of Illinois system for up to four (4) years of waivers. Each year consists of two semesters and one summer session. The seven (7) years of employment do not have to be continuous, but must be permanent employment at 50 percent time in order to be counted in the total. Children must qualify for admission under the same requirements, standards and policies applicable to general applications and maintain satisfactory academic progress toward graduation. In addition the child must be under 25 at the beginning of any academic year in which the waiver will be effective; and must be the natural child, adopted child, child of current spouse, or court-appointed guardianship of the employee. The employee must be currently employed at 50 percent time or more, eligible for benefits, and in active status as of the first day of the academic term for which the waiver is being requested.

Regulation

13.051 Where to Obtain Eligibility Forms

Employees may obtain Child of Employee Tuition Waiver Eligibility Forms through the campus human resources offices. Other campus offices, such as admissions and records, student financial aid, or employee benefits, may also provide forms.