

**POLICY 1**  
**ORGANIZATION OF DUTIES AND RESPONSIBILITIES**

**Rule 1.02 - Assignment of Duties and Responsibilities/Associate Vice President for Administration and Human Resources**

The University Office of Human Resources is responsible for the functional coordination and control of human resources policies and administrative matters that affect all campuses in order to insure consistency of University-wide operations. This office is under the direction of the Associate Vice President for Administration and Human Resources, who is also the University's Designated Employer Representative to the State Universities Civil Service System. Major responsibilities of the University office include:

Reviewing, evaluating, and developing human resources policies, rules, regulations, and practices.

Representing the campuses to the State Universities Civil Service System and the State Universities Civil Service System Merit Board regarding actions to be taken by the Chancellors and their staffs in the exercise of responsibilities relating to the State Universities Civil Service System Statute and Rules.

Advising Chancellors and/or their designees and University General Officers and their respective staffs on requests for exceptions to, or deviations from, established human resources policies, rules, regulations, standards, and practices; and taking or recommending action as appropriate.

Formulating appropriate action to assure compliance with federal and state legislation and conformance with rules and regulations issued by governmental regulatory agencies.

Directing the negotiations for all agreements with labor unions or other exclusive representatives.

Acting as principal liaison between the University and governmental agencies responsible for matters relating to Civil Service employees, such as the Illinois Educational Labor Relations Board and the State Universities Retirement System.

Consulting with the campus Chancellors, University officers, and human resources staff members, as well as with elected or appointed employee representatives, such as members of the University Employee Advisory Committee, regarding major human resources issues affecting Civil Service employees.