

POLICY 2
EMPLOYMENT AND SEPARATION

University Policy

The basic criteria for employment and promotion of all Civil Service employees shall be appropriate qualifications for and performance of the specified duties. The principles set forth in the University's nondiscrimination policy shall apply to the selection of employees and their treatment.

No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence, etc.) to a member of his or her immediate family (Article IX, Section 2, University of Illinois Statutes). "Immediate family" includes an individual's spouse, ancestors, and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing. Each Chancellor shall develop, for the approval of the President, campus procedures to insure against such conflict of interest.

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Rule 2.01 - Recruitment

Each campus human resources office will administer an active recruitment program to assure the availability of qualified applicants when vacancies occur.

Regulations

2.011 Advertising a Vacant Position

When necessary to advertise a vacant position outside the University (in newspapers, professional journals, trade magazines, national publications, etc.), the campus human resources office will assure that advertisements fulfill the University's equal employment and affirmative action objectives. Hiring units advertising for positions shall coordinate handling the responses with the campus human resources office.

2.012 Referral of Applicants to Campus Human Resources Office

Units receiving inquiries about employment should refer applicants to the campus human resources office, which will provide information about employment opportunities and application procedures.

2.013 Employment Agencies

In the event that it becomes necessary to obtain the assistance of an employment agency, a unit head or designee will submit a request through the campus human resources office indicating the duties of the position to be filled.

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Rule 2.02 - Prerequisites for Employment/EEO/Civil Service Examinations

All persons qualified and choosing to become candidates for Civil Service appointments must pass the appropriate examinations for classes as required by the State Universities Civil Service System. Employment procedures will be in compliance with the University nondiscrimination policy.

Regulations

2.021 Reasonable Accommodations

No otherwise qualified disabled individual shall, solely by reason of the disability, be discriminated against in any employment matter. Reasonable accommodations will be made by the University to provide opportunities for a qualified applicant or candidate who can safely perform the essential functions of a class or position.

2.022 Age Discrimination

No applicant, candidate, or University employee will be discriminated against in any employment matter because of age unless age is a bona fide occupational qualification necessary to the normal operation of the University.

2.023 Citizenship or Residency Requirement for Applicants

As specified in Section 36f of the State Universities Civil Service Act (110 ILCS 70/36f), an applicant must be a citizen of or resident in the State of Illinois and qualify by training and experience for the class in order to be admitted to an original entry examination. The residency requirement may be waived for examinations for technical positions when no qualified citizens or residents are available. Citizens and residents are defined as follows:

- A. A citizen is a member of the political community of Illinois who enjoys full civil rights, including the right to vote.
- B. A resident is a person presently living within the boundaries of the State of Illinois and planning to maintain residency. A person temporarily absent from the State who intends to return and maintain residence within Illinois continues to be a resident. The Illinois residency requirement may be met when an individual abandons present out-of-state residency and establishes residency within Illinois which does not hinge upon securing employment, e.g., a student spouse is regarded as an Illinois resident when the student is admitted to the University and prepares to move to Illinois for this purpose.

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Rule 2.02 - Prerequisites for Employment/EEO/Civil Service Examinations

Regulations (Continued)

2.024 Requests for Location of Employment

An applicant will have the opportunity to specify the on-campus and off-campus locations at which the applicant wishes to be considered for employment. This may be requested upon admission to an original entry or promotional examination or when requesting a transfer in a class.

2.025 Examination and Employment Register Administration

The head of the campus human resources office or a designee is responsible for certifying the eligibility of applicants to take examinations, and for the administration of examinations and maintenance of employment registers in accordance with State Universities Civil Service Statute and Rules.

- A. A waiver or request for compensatory qualifications recommendation for admittance to an examination must be submitted to the Director of the State Universities Civil Service System. Such requests will be initiated by the head of the campus human resources office. All recommendations must be approved by the Designated Employer Representative (the Associate Vice President for Administration and Human Resources) in accordance with Civil Service Rules 250.50(b)(3), 250.50(b)(4), and 250.50(b)(6).
- B. The head of the campus human resources office or a designee may verify that reasonable accommodations can be made for a disabled applicant. With approval of the Designated Employer Representative (the Associate Vice President for Administration and Human Resources), the head of the campus human resources office may submit a request to the Director of the State Universities Civil Service System for approval of an exemption from a section or sections of an original entry exam based on a disability, in accordance with Civil Service Rule 250.50(b)(5).
- C. Applicants shall provide proof of military service to the campus human resources office for certification of preference eligibility, in accordance with Civil Service Rule 250.40.
- D. The campus human resources office shall provide an applicant with notice of the dates and scores of Civil Service examinations taken by the applicant, in accordance with Civil Service Rule 250.50(g).

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Rule 2.02 - Prerequisites for Employment/EEO/Civil Service Examinations

Regulations (Continued)

- E. An original copy of each original entry and promotional register shall be maintained and filed in accordance with State Universities Civil Service System policies.

2.026 Rejection or Disqualification of Applicants

Rejection or disqualification of any applicant will be made only by the head of the campus human resources office or, after examination, by the Director of the State Universities Civil Service System. The proposal to the Director of the System to disqualify any candidate for reasons of character or personal suitability shall bear the concurrence of University Counsel and the Designated Employer Representative (the Associate Vice President for Administration and Human Resources), in accordance with Civil Service Rule 250.50(c).

2.027 Revisions to Examinations

A proposal for revisions to an examination or its weighting may originate at any level of the University organization. The proposal will be submitted to the head of the campus human resources office who will be responsible for assuring appropriate administrative review. If approved, the proposal will be forwarded to the State Universities Civil Service System. Notice of an examination change will be communicated to applicants and candidates by the head of the campus human resources office, in accordance with Civil Service Rules 250.50(d)(4) and 250.50(d)(5).

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Rule 2.03 - Filling Vacancies/Employment Registers

The selection of an individual to fill a position from among the qualified candidates is a management prerogative provided that it is accomplished in compliance with the rules and procedures of the State Universities Civil Service System. Employee grievances relating to such selection cannot be arbitrated.

Regulation

2.031 Filling Vacancies

Filling vacancies is the responsibility of the head of the campus human resources office in accordance with Civil Service Rule 250.60:

- A. The head of the employing unit or a designee will identify a vacancy and submit the requisition to the campus human resources office. Certified candidates will be referred from active employment registers for selection by the employing unit. Candidates may be interviewed by a designated official of the employing unit or by a staff member of the campus human resources office or by both.
- B. Removal of names from registers will be made by the head of the campus human resources office or a designee.
- C. Applicants or employees whose names have been removed from registers may request restoration of their names to registers by submitting requests to the head of the campus human resources office or a designee.
- D. Registers are closed for the purpose of certification of the names of candidates to a particular vacant position at a time established by the head of the campus human resources office

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Rule 2.04 - Employment Processing

The head of the campus human resources office shall issue notices of appointment for all Civil Service employees.

Regulation

2.041 Notices of Employment

These notices continue in effect until:

- A. Employment is terminated; or
- B. Conditions of employment are changed.

All notices will state the classification, salary, and other conditions affecting employment, and will include the effective date of the latest personnel action.

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Rule 2.05 - Probationary Period

Each employee will be required to serve a probationary period prior to receiving a status appointment.

Regulations

2.051 Duration of Probationary Period

A probationary period begins on the date of appointment to a status position and expires at the close of business on the last working day which completes six (6) or twelve (12) months of service, based on criteria of the class, regardless of percentage of time of employment during the probationary period; therefore, a full-time employee and a half-time employee could complete a probationary period within the same six (6) or twelve (12) month period. Employing units that decide not to certify an employee to a status position should dismiss the employee prior to the last working day of the probationary period. When a probationary period is interrupted by an unpaid leave of absence, layoff, or suspension, a comparable amount of time will be added to the probationary period before it is considered complete. Employing units should notify the campus human resources office of the unpaid time so that records can be officially adjusted.

2.052 Evaluation During Probationary Period

It is recommended that employing units evaluate an employee's progress at the end of one (1) month, three (3) months, and five (5) months of employment, and at additional regular intervals for employees in 12-month probationary periods. Evaluations during the probationary period will be discussed with the employee and should termination be decided upon, the employee will be given reason(s) for dismissal, and a copy of the reason(s) will be forwarded to the head of the campus human resources office to become a part of the employee's record in accordance with Civil Service Rule 250.90(a).

2.053 Layoff During Probationary Period

An employee who is placed on layoff status while serving a probationary period may be reinstated to the original entry or promotional register in accordance with Civil Service Rules 250.60(k)(3) and 250.90(b)(4) and (5).

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Rule 2.06 - Work Reassignments

Work reassignments may be made from time to time as required by work loads and work conditions.

Regulations

2.061 Reassignments

Reassignment from one position to another in the same class may be made by the head of the campus human resources office, in accordance with Civil Service Rule 250.100(a).

2.062 Temporary Downgrading and Upgrading

Temporary downgrading of work assignments will be made by the head of the employing unit. Temporary upgrading of work assignments will be initiated by the head of the employing unit but will require the endorsement of the head of the campus human resources office, in accordance with Civil Service Rule 250.100(b).

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Rule 2.07 - Seniority/Layoff and Retreat Rights

Seniority lists by Civil Service class will be maintained by the campus human resources office for each place of employment.

Regulations

2.071 Seniority Lists

Seniority lists which include the names of all status employees in each class in order of their seniority will be maintained in accordance with Civil Service Rule 250.120 by the campus human resources office. Seniority is accumulated on the basis of hours in a pay status, exclusive of overtime. Once earned in a class, an employee's seniority for that class is retained during any period of continuous employment for purposes of determining the order of layoffs and reemployment and retreat rights.

2.072 Retreat Rights

An employee who fails to complete a probationary period in a new class or is laid off from a class prior to completing probation because of a workforce reduction, may exercise retreat rights to a position in another job class in which the employee holds seniority. An employee who is laid off after completing probation may have retreat rights to another position in the employee's current class or to a position in another job class in which the employee holds seniority. The exercise of retreat rights shall be in accordance with State Universities Civil Service procedures and campus policies. Salaries of employees exercising retreat rights will be determined according to procedures established by each campus human resource office.

2.073 Layoffs

Layoffs shall be handled in accordance with State Universities Civil Service System Rule 250.110(c). Whenever it becomes necessary to lay off one or more employees, the employee who has the least amount of seniority or service in the class shall be laid off first, and additional layoffs shall be made in the ascending order of the place of the employee on the service and seniority list for the class at that place of employment.

2.074 Return from Layoff

When it is possible to reemploy one or more employees in a class, the employee listed on the reemployment register with the most seniority shall be reemployed first.

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Rule 2.08 - Work Reduction/Layoff

Any reduction in the size of the Civil Service workforce will be accomplished to the extent feasible by attrition. A layoff of one or more status employees for other than a temporary period will require approval according to the layoff procedures established by each campus.

Regulations

2.081 Employee Notice

The State Universities Civil Service System requires that a status employee shall receive a written notice of layoff at least thirty (30) calendar days in advance of the effective date when such layoff is to exceed thirty (30) consecutive workdays. The effective date of the layoff may be delayed up to fifteen (15) days without the requirement of further notice. Work of short duration requiring reemployment of one or more employees will not require a new written thirty (30) day advance notice of layoff if the work period is to be five (5) consecutive working days or less and the work is emergent in nature.

In the event of a shorter term layoff--less than thirty (30) consecutive workdays--a status employee, whenever possible, shall receive a written notice at least fifteen (15) working days in advance of the effective date of layoff.

2.082 Civil Service System Notice

The Director of the State Universities Civil Service System shall be notified of layoff transactions. Such notification will indicate if the employee is on leave or layoff for more than 30 consecutive work days, in accordance with procedures established by the State Universities Civil Service System.

2.083 Learner, Trainee, or Apprentice Workforce Reductions

When a reduction in workforce is made in a class in which there are current learner, trainee, or apprentice appointees, selection for layoff (and subsequent recall) between appointees to the class and appointees to the training program will take into account both the short-range and the long-range staffing needs of the class, ratios of skilled workers to trainees, the supply of fully trained applicants available, equal employment opportunity obligations, and all other applicable regulations. An employee in a training program whose position is being canceled shall be granted a special leave (see Policy 11, Approved and Unapproved Absences) to continue until recalled, but such special leave shall not exceed two (2) years. While on special leave, the employee's name will be maintained on a training recall list. An employee whose name is on a training recall list shall have preference for reemployment within the respective program over all other training applicants or candidates.

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Rule 2.08 - Work Reduction/Layoff

Regulations (Continued)

- 2.084 Insurance Benefits for Employees in Layoff Status
Employees in layoff status are provided limited insurance coverage in accordance with State of Illinois insurance provisions (see Rule 12.03).

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Rule 2.09 - Separation

Separation of employees from University employment will be in accordance with the State Universities Civil Service System Statute and Rules.

Regulations

- 2.091 Resignation
Employees who intend to resign will notify their designated supervisors or the campus human resources office and follow campus resignation procedures.
- 2.092 Dismissal During Probationary Period
The head of the employing unit or a designee may dismiss an employee during the probationary period if the employee fails to demonstrate the ability and qualifications necessary to furnish satisfactory service (Civil Service Rule 250.110(g)). The employee shall be dismissed prior to the last day of probation and shall be informed not to report to work on the last day. The employee shall also be informed of the reasons for dismissal and that the reasons are not reviewable unless they are discriminatory (see also Rule 16.09).
- 2.093 Termination
The head of the employing unit or a designee, in consultation with the campus human resources office is responsible for the decision to terminate extra help, temporary, apprentice, trainee, and learner employees. The head of the campus human resources office is responsible for terminating provisional employees who fail to achieve status.
- 2.094 Discharge/Demotion/Suspension
Procedures for discharge, demotion, and suspension of employees are addressed in Policy 16, Conduct and Discipline, Rules 16.06 - 16.08.
- 2.095 Notice
Notice of separation of status and non-status appointees will be made to the Director of the State Universities Civil Service System by a quarterly or monthly report except for employment transactions involving demotion, dismissal in probation, discharge, disciplinary suspension, and suspension pending discharge, which will require individual reports.

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Rule 2.10 - Retirement

There is no mandatory retirement age. Employees in status positions must contribute to the State Universities Retirement System regardless of percentage of appointment and will become eligible for benefits as determined by the statutes and rules governing that agency. Those employees who retire and receive a retirement benefit and then return to service will not be required to contribute to the Retirement System.

Upon retirement, an employee will be paid any accumulated unpaid vacation and personal leave, and any compensable sick leave allowance in accordance with Policy 10.

Regulations

2.101 Early Retirement

University policy, in accordance with the provisions of the State Universities Retirement System, allows for early retirement in certain cases:

- A. Police and fire fighters may retire at age 50 with a minimum of twenty-five (25) years of service or age 55 with a minimum of twenty (20) years of service in the law enforcement or fire fighter fields.
- B. Employees who have thirty (30) or more years of service may retire at any age; employees may retire at age 55 to 60 with at least eight (8) years or more of service; and employees may retire at age 62 with at least five (5) years of service.

2.102 Final Pay for Accumulated Leave

Contingent on payroll deadlines, compensation for accumulated vacation and personal leave and sick leave will be paid on the payday the employee receives payment for his or her final workday.

2.103 Conversion of Accrued Leave to Service Credit

A retiring employee may elect to convert all accrued compensable sick leave to service credit for retirement purposes.

2.104 SURS Benefits

Employees should contact the State Universities Retirement System for information about retirement benefits and options.

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Rule 2.11 - Retirement and Service Awards

Each Civil Service employee will be awarded a certificate upon completion of 5 and 10 years of total service. A certificate and service gift will be awarded at 15, 20, 25, 30, 35, 40, and 45 years as an expression of the University's appreciation of service to the mission of higher education. A retiring employee will be awarded a retirement certificate and other mementos as determined by the campus service recognition program. Certificates will be signed by the appropriate University and campus administrators.

Regulations

2.111 Employee Recognition

The Chancellor of each campus will encourage deans, directors, and department heads to properly recognize employees who become eligible for service awards.

2.112 Retirement and Service Certificates and Gifts

Each campus shall plan and implement the awarding of retirement and service certificates and gifts in a mode which will appropriately express University policy. Participation by the employing unit in the awarding of the certificates and gifts, as well as the participation of other campus officials, is encouraged.