

## PREFACE

### *Application and Purpose*

The policies, rules, and regulations contained in this Policy and Rules manual apply to all Civil Service employees of the University of Illinois. Their purpose is to provide uniform guidelines for the management of the Civil Service staff in support of University objectives. Questions of interpretation or application for which answers are not readily available at the campus level should be directed to the University Office of Human Resources.

Civil Service staff members are subject to the statute and rules governing the State Universities Civil Service System which is under control of a Merit Board. The State Universities Civil Service System and the Merit Board have delegated some responsibilities for implementing System rules to the University through the Designated Employer Representative. Guidance with respect to applying University System rules is the responsibility of the University Office of Human Resources. This Policy and Rules document incorporates references to the statute and various rules as necessary.

It is University policy to incorporate the provisions contained in Policy and Rules into each labor agreement to which the University is a party. In the event of a conflict between a provision of the labor agreement and a provision of Policy and Rules, the Policy and Rules will control unless the labor agreement spells out the provision as a deviation or provides otherwise for resolution of conflicts.

The policies contained in this Policy and Rules manual are supplemented by additional policies established by various University and campus units and communicated through employee handbooks, operational and informational guides, and other University and campus publications. Such other publications may not change, modify, or be inconsistent with University-wide policies, rules, and regulations defined within this document or the State Universities Civil Service Statute and Rules.

### *Organization and Maintenance of the Manual*

The Policy and Rules manual is organized by sections that address individual policies listed in the Table of Contents. Each policy section contains rules and regulations applicable to the interpretation and implementation of the policy. Policies are numbered, and each rule related to a specific policy is assigned the policy number plus an increment of .01 (e.g., 1.01, 1.02, 1.03). University regulations immediately follow the rule to which they pertain, and are assigned rule numbers plus an increment of .001 (e.g., 1.011, 1.012, 1.013, etc.).

The University Office of Human Resources is responsible for maintaining and updating these University-wide policies, rules, and regulations, which may be modified when appropriate as described below. When new or revised material is issued, information is communicated to the

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University and campus communities. Inquiries regarding policy and rule revisions may be addressed to the University Office of Human Resources.

### A. University Policies

All University policies are approved by the Board of Trustees of the University of Illinois. University human resources policies express in general terms the intent and direction of the conduct of the University's relations with its Civil Service employees.

Certain employment policies and conditions applicable to University employment are established by legislative action or by an administrative agency acting pursuant to legislative authority. Such policies and conditions are generally included only by reference, such as statutes and regulations pertaining to the State Universities Retirement System, the State Universities Civil Service System, and the Illinois Educational Labor Relations Board. Clarifying language concerning administration of these policies may be contained within Policy and Rules.

The establishment of or change in a policy requires the approval of the Board of Trustees upon the recommendation of the President. Exceptions to policy under extenuating circumstances may be granted by the President, as designated by the Board of Trustees.

### B. University Rules

Rules related to each policy are approved by the President of the University. They provide directives for the implementation of policies approved by the Board of Trustees.

The establishment of or change to a University-wide rule requires the approval of the President upon the advice of the Vice President for Business and Finance. Exceptions to a University Rule require the approval of the President or the President's designee.

### C. University Regulations

University-wide regulations define in greater detail how certain human resources policies are to be implemented. They are developed in consultation with the campus offices to provide for equitable and consistent treatment of employees and to derive the benefits of efficiencies that result from University-wide applications.

The establishment of, change to, or exception to a University-wide regulation requires the approval of the University Office of Human Resources.