

2011 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

# Effective Management: Civil Service 101

April 27, 2011

1:30pm – 2:30pm

2:45pm – 3:45pm

**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO

*Empowering Performance & Achievement through Teamwork*

# Workshop Presenters

- Thomas H. Riley, Jr.  
Director of Labor and Employee Relations  
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- Anniese Lemond  
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- Mirta Mendez  
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# Please ...

- Turn off cell phones.
- Avoid side conversations.
- We will have time for questions after each presenter, during the break, and at the end.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

# Workshop Objectives

Develop a more in-depth understanding of civil service rules, policies and procedures as they relate to managing civil service employees.

# Overview of the State University Civil Service System

## *Purpose*

The State Universities Civil Service System was created and established on January 1, 1952, when the State Universities Civil Service Act (Act) was passed by the 67<sup>th</sup> General Assembly and became law.

As defined by the Act, “the purpose of the University System is to establish a sound program of personnel administration” for the Illinois Higher Education community.

- Classification Plan Management
- Compliance
  - Bi-annual Audit Process
  - Exemption Overview

# Agency Overview

## *Purpose (cont.)*

- To develop, establish and maintain a fair and consistent program of personnel administration at State supported institutions of higher education and other specified allied agencies.
- Statutory obligation to develop and administer the basic rules and procedures related to the employment of professional (non-academic), technical, and support staff at each university and affiliated agency within its jurisdiction.
- Provide direct guidance and support services to universities/agencies in such areas as employment, classification plan management, salary administration, statutory compliance, disciplinary procedures, and other business operations related to the personnel management of support staff positions
- **Note:** SUCSS does not have technical jurisdiction over affirmative action/diversity plans at specific employment sites.



# SUCSS Jurisdiction

The State Universities Civil Service System, as delegated and authorized through the State Universities Civil Service Act (Act) (110 ILCS 70/36b et. seq.), has jurisdiction over all designated places of employment at institutions (Employers) identified in the Act (110 ILCS 70/36b(2)) as follows:

Illinois Community College Board  
Illinois Student Assistance Commission  
Illinois Board of Higher Education  
Governors State University  
Northeastern Illinois University  
State Universities Civil Service System  
State Universities Retirement System

Southern Illinois University  
Chicago State University  
Eastern Illinois University  
Illinois State University  
Northern Illinois University  
University of Illinois  
Western Illinois University

# Operational Concepts

- Decentralized oversight with Designated Employer Representatives (DER) empowered to conduct day-to-day HR operations.
- Business operations require statewide collaboration and direct involvement of system constituency primarily through the following advisory committees:
  - Employee Advisory Committee
  - Administrative Advisory Committee
  - Human Resource Director Advisory Committee
- Employment priority is the selection of most highly qualified candidate. Focus on equal access and opportunity for all applicants.
- Minimal compensation oversight enabling employment institution to direct their own compensation plans.



## “Academic Professional” Exemption

The State Universities Civil Service Act (Act) (110 ILCS 70/36e) states that all employees shall be covered by the State Universities Civil Service System (University System), except the following persons:

- (1) The members and officers of the Merit Board and the board of trustees, and the commissioners of the institutions and agencies covered hereunder;
- (2) The presidents and vice presidents of each educational institution;
- (3) Other principal administrative employees of each institution and agency as determined by the Merit Board;**
- (4) The teaching, research, and extension faculties of each institution and agency;
- (5) Students employed under rules prescribed by the Merit Board, without examination or certification.

# Principal Administrative Appointments (PAA) – “Academic Professional”

- Principal Administrative Appointments (PAA) are considered exempt from civil service guidelines in accordance with section 36e(3) of the Act.
- PAA is defined as an employee who is charged with *high level administrative responsibilities, whose decisions are based on administrative policies and who exercises discretion and independent judgment*. A PAA performs these duties with only general administrative supervision or direction, e.g. Director, Associate or Assistant Director.
- PAA can be defined as an employee who is in a position *requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education) and which requires the consistent exercise of discretion and judgment, e.g., physician, attorney*.

# Civil Service Employment

- Application Process
- Testing Process
- Hiring for Civil Service Employees.

# WHAT YOU NEED TO KNOW

- Application process for new applicants and current employees
- Testing requirements and Job Classes
- Types of Civil Service exams and order of Civil Service register entries
- How vacancies are filled
- Selection of applicants to interview
- Responsibilities of the HR Employment Officer and new employee

# Civil Service Application Process

- Complete an online application
- Complete and submit an Exam Request
- Exam Requests are distributed to assigned Employment Officer who reviews application and other related documents to determine if minimum qualifications are met
- If qualified, applicant is scheduled for a test

# Civil Service Application Process

## CURRENT EMPLOYEES

- Must update their application online at: [www.jobs.uic.edu](http://www.jobs.uic.edu)
- Complete and submit an Exam Request
- Exam Requests are distributed to assigned Employment Officers who review updated application and personnel file to determine if minimum qualifications are met
- If qualified, employee is scheduled for the exam



# APPLYING FOR JOBS AND UPATING JOB APPLICATION

UIC Human Resources - Windows Internet Explorer

http://www.uic.edu/depts/hr/

File Edit View Favorites Tools Help

UIC Human Resources

## UIC Human Resources

WebBanner

**Home**

**Jobs at UIC**

**Departments**

**Policies and Procedures**

**Mission and Vision**

**Other Related Links**

**Contact us**

**UIC Home**

**Quick Links**

Quick Links

**HR Systems**

HR SYSTEMS

Search

Google Custom Search

**Welcome**

Welcome to the University of Illinois at Chicago (UIC) Human Resources website. We partner with UIC schools, departments and medical center to coordinate the implementation of Human Resources services, programs, policies, and procedures for the Chicago campus.

**UIC's Civil Service Audit and Job Analysis**

Please click the link below for information on the Civil Service Audit, Job Analysis, Academic Professional Exemptions and Conversions

[UIC CIVIL SERVICE AUDIT AND JOB ANALYSIS](#)

For questions related to the Civil Service Audit and Job Analysis, please contact campus/central Human Resources office for further information at [jobanalysis@uic.edu](mailto:jobanalysis@uic.edu)

**Graduate Employees Organization Contract Update**

**Jobs**

**Jobs @ UIC**

**HR Calendar**

March 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

[Holiday Schedule for 2010 - 2011](#)

**HR Support**

- FAQs
- HR Support
- Systems Training

**Training & Development**

Waiting for http://s7.addthis.com/static/r07/sh25.html...

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10:28 AM  
10/19/2010



# Civil Service job Opportunities – Job Postings

The screenshot displays the UIC Human Resources website in a Windows Internet Explorer browser window. The address bar shows the URL: [http://www.uic.edu/depts/hr/recruitment\\_staffing/index.shtml](http://www.uic.edu/depts/hr/recruitment_staffing/index.shtml). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and security, including a McAfee security icon.

The website's header features a navigation menu with the following links: Home, Jobs at UIC, Departments, Policies and Procedures, Mission and Vision, Other Related Links, and Contact us. Below this, there are sections for UIC Home, Quick Links (with a dropdown menu), and HR Systems (with a dropdown menu). A search bar with a Google Custom Search logo is also present.

The main content area is titled "Employment - Staffing & Recruitment Services" and "Recruitment & Employment Information for Civil Service Opportunities". It provides detailed information about the services offered, including recruitment, application processing, and exam administration. The text states: "The Human Resources Employment Staffing & Recruitment Services Section delivers a variety of services to the UIC campus. Employment oversees the job application process for support staff positions as well as the coordination of placement for extra help and temporary pool employees. This includes recruitment, application and resume processing, previous employee verification, applicant credential evaluation and civil service exam administration and scheduling."

Further down, the website lists several key services:

- Staffing & Recruitment Services coordinate the hiring of support staff including candidate referral, placement and completion of the hiring process.
- Serves as liaison to over 200 community agencies, organizations, schools and training programs.
- Frequently participate in citywide job fairs and special recruitment programs.
- Provides employee counseling and career planning, as well as departmental advice on policy, rules and legal interpretation.
- Manages the Civil Service exam program, which includes administering exams and maintenance of the active registers.
- Coordinates the hiring process for all in-house temporary and extra help employees. This includes recruitment, screening, interviewing, testing, referral, and placement.
- Coordinates the referral and placement of outside vendor temporary agency employees. This includes bidding, billing and voucher approval.

Applicants must complete an on-line application and an exam request. It is anticipated that applicants will have no more than one active exam request at a time. Once you have been notified of an exam date or of a denial of the request for cause (i.e.- lack of minimum qualifications), an additional exam request may be submitted.

Please note that the following listed testing opportunities does not mean that there are vacancies currently open for the posted titles.

Links provided include:

- [Civil Service Employment Opportunities](#)
- [Employment Accommodation Policy\(PDF\)](#)
- [Employee Request for Reasonable Accommodation Based on Medical Condition\(PDF\)](#)
- [Separate Place of Employment](#)
- [Summary of Employee Benefits\(PDF\)](#)
- [Temporary/Extra Help Services](#)
- [Banner Employment Job Aid Flowcharts](#)
- [Search and Apply for Jobs at the University - Employment Center](#)

**About PDF files :** The PDF files on this website can be read online or printed using Adobe® Acrobat® Reader. If you do not have this software installed on your system, you may download it from Adobe's website.

The bottom of the browser window shows the status bar with "Internet | Protected Mode: On", a zoom level of 125%, and the system clock showing 3:39 PM on 10/19/2010.

# Civil Service Job Opportunities – Job Postings

The screenshot shows a Windows Internet Explorer browser window displaying the UIC Human Resources website. The address bar shows the URL: [http://www.uic.edu/depts/hr/recruitment\\_staffing/csjobs.shtml](http://www.uic.edu/depts/hr/recruitment_staffing/csjobs.shtml). The page title is "UIC Human Resources".

**Civil Service Employment Opportunities**

Welcome to University of Illinois at Chicago one of the premier public institutions of Higher Education and Research in the nation and the world. You can view current job listings by clicking the link below. You will have the opportunity to begin the online application process by using this link.

To create or update your application, you can click on the link below. You will have the opportunity to begin the online application process at this point in time.

[jobs.uic.edu](http://jobs.uic.edu)

Civil Service employment categories include, professional, paraprofessional, clerical, technical, service and crafts/trades.

Due to the uncertain budget outlook, the Chicago Campus is not filling most permanent Civil Service vacancies. We will however, continue to accept applications and exam requests from qualified UIC applicants/employees to fill approved vacancies. Qualified applicants and employees will be sent their scheduled test date via US mail.

For more information, employees interested in Civil Service testing should contact their HR staffing and recruitment officer at 312-996-0840.

**Administrative Assistant II**

The University of Illinois at Chicago – Mile Square Health Center is seeking a full time Administrative Assistant II. Position reports to the Associate Executive Director, for the Mile Square Health Center. The candidate will be responsible for developing, evaluating, reviewing and maintaining policies, procedures and standard function of the Medical Records and Registration Department. Manages the activities and personnel responsible for the operations of these areas.

Minimum Acceptable Qualifications Required:

1) Bachelor's degree in any field **AND** 5 years of progressively responsible managerial or administrative work experience in a private or governmental organization.

**OR**

8 years of progressively responsible managerial or administrative work experience in a private or governmental organization.

Please submit an Online Application and Exam Request at: <https://jobs.uic.edu>

# State Universities Civil Service System

State Universities Civil Service System - Windows Internet Explorer

http://www.sucss.state.il.us/

File Edit View Favorites Tools Help

State Universities Civil Service System

**SUCSS**  
Commitment to Excellence

Governor Pat Quinn Chair Joanne E. Maitland Executive Director Tom Morelock

**Employment/Test Tips**

- Preparation
- Practice Typing Test
- Study Guides
- Police Series

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Frequently Asked Questions  
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Newsletters  
Maps/Directions  
Pilot Program  
Presentations  
Procedure Manuals  
Quarterly Employee Data  
Related Links  
Salary Range Report  
Statute & Rules  
Universities & Agencies

**STATE UNIVERSITIES  
CIVIL SERVICE SYSTEM**

**The October Salary Range Report is now available.**

**Pulliam Hall**  
Southern Illinois University Carbondale

**SPECIAL INTEREST TOPICS**

**Mary Follmer**

In memory of Mary Follmer,  
our beloved friend and colleague.  
*We will remember her always.*

Email  
Password  
**LOGIN**

**CUPA-HR  
'Best Practice'  
Award Winner  
2006**

(1 item remaining) Waiting for http://www.sucss.state.il.us/...

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10/19/2010



# State Universities Civil Service System Class Specifications

SUCSS: Class Specifications - Windows Internet Explorer

http://www.sucss.state.il.us/classspecs/admin.asp?kw=&criteria=ShowAll

File Edit View Favorites Tools Help

Secure Search McAfee

SUCSS: Class Specifications

**SUCSS** STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Governor Pat Quinn Chair Joanne E. Maitland Executive Director Tom Morelock

Home > Class Specifications

Tuesday, October 19, 2010

**Employment/Test Tips**

- Preparation
- Practice Typing Test
- Study Guides
- Police Series

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Director's Message

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Classification Status Notices

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Related Links

Salary Range Report

Statute & Rules

Enter your search criteria below and click on the Search button.

Search for...

Select search criteria Search All

Search

**you may also want to...**

View New Spec Development

**search results**

Quick Find: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	Code	Work Area	return to top
Academic Contract Specialist	4755	Campus	
Academic Contract Supervisor	4763	Campus	
<b>Account Technician I</b>	<b>3851</b>	<b>Accounting</b>	
Account Technician II	3852	Accounting	
Account Technician III	4651	Accounting	
Accountant I	0010	Accounting	
Accountant II	0011	Accounting	
Accountant III	0012	Accounting	
Accountant IV	0023	Accounting	
Accountant V	0017	Accounting	
Accountant-Statistician	0035	Accounting	
Accounting Associate	5000	Special Group	
Accounting Clerk	0741	Accounting	
Activity Therapist	4120	Rehabilitation and Therapeutic	

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# State Universities Civil Service System

## Class Specification Minimum Qualifications

### ADMINISTRATIVE AIDE

Function of Job - Under administrative supervision, to assist in carrying out administrative functions of a major unit or department.

#### MINIMUM ACCEPTABLE QUALIFICATIONS

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following types of preparation:
  - (A) Bachelor's degree in business, accounting, finance, management, marketing, economics and/or other related field AND 24 months of responsible clerical office experience that included supervising, organizing, coordinating, and performing responsible clerical duties (such as experience comparable to that gained at the IV or higher levels in the general clerical/secretarial classes)
  - OR
  - (B) Bachelor's degree in a field not listed in (a) above AND 36 months of responsible clerical office experience that included supervising, organizing, coordinating, and performing responsible clerical duties (such as experience comparable to that gained at the IV or higher levels in the general clerical/secretarial classes)
  - OR
  - (C) 5 years of responsible clerical office experience that included supervising, organizing, coordinating, and performing responsible clerical duties (such as experience comparable to that gained at the IV or higher levels in the general clerical/secretarial classes)

# Job Titles and Testing

- UIC has over 650 active titles
- Civil Service staff, academic professional employees and external applicants are open to apply
- Except for highly specialized technical classifications - State of Illinois Residency is Required to be admitted to an exam
- Applicant must present a valid state of Illinois ID to validate they are a resident of the State of Illinois

# **Types of Civil Service Exams**

- Knowledge based
- Education & Experience based
- Training and Experience based
- Credential Assessment
- Job Element and Experience based
- Computerized or in paper formats



# Exam Scores

- A score of 70 is considered passing
- Highest score achievable without veteran points is 100
- Veterans are eligible for additional points (3, 5 or 10)
- Exam can be taken initially 4 times in a calendar year,
  - (first exam and 3 re-writes).
- Applicant must wait 30 days after exam has been taken to re-take
- Test results are mailed within 2 weeks of exam and include register rank

# Registers

## Civil Service Registers

- A register is a waiting list of eligible candidates for Civil Service positions
- Recruitment & Staffing (CS Employment) manages the registers for the UIC campus and the Medical Center & Clinics
- The registers are managed as mandated by Illinois State Law

# Order of Civil Service Register Entries

1. **REEMPLOYMENT** (laid off employees by order of seniority)
2. **PROMOTIONAL** (for titles that belong to a promotional line)
3. **RESTORAL**
4. **ORIGINAL ENTRY**
5. **REASSIGNMENT** (internal transfer requests)

# CIVIL SERVICE REGISTER

<b>UIC</b>		<b>REEMPLOYMENT REGISTER CARD</b>		<b>PERSONNEL SERVICES</b>	
Total seniority _____					
Name _____					
Address _____					
Class _____					
For register at _____					
Lesser unit _____					

<b>REGISTER SCORE</b> <input type="checkbox"/> P _____ <input type="checkbox"/> F _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">SCORES</th> </tr> <tr> <td style="width: 50%;">STENO. _____</td> <td style="width: 50%;">TRANS. _____</td> </tr> <tr> <td style="width: 50%;">TYPING _____</td> <td style="width: 50%;">T/E _____</td> </tr> </table>	SCORES		STENO. _____	TRANS. _____	TYPING _____	T/E _____	<b>CLERICAL CLASSES FAILED</b> WRITTEN _____ TYPING _____ STENO. _____ TRANS. _____ DATE OF APPLICATION _____	<b>EXAM.</b> <input type="checkbox"/> OE <input type="checkbox"/> PROM <input type="checkbox"/> REWRITE
SCORES									
STENO. _____	TRANS. _____								
TYPING _____	T/E _____								
EXAM. CLASS _____		NAME _____							
ADDRESS _____		CITY _____ STATE _____ ZIP _____ TEL. _____							
FOR REGISTER AT _____		SERV. BONUS POINTS _____ SSAN _____							
EDUCATION LEVEL-CIRCLE ONE (HIGHEST GRADE COMPLETED) H.S. _____ DEGREE-CIRCLE HIGHEST: _____									

<b>RESTORAL REGISTER CARD</b>					
Total Service Seniority _____					
Name _____					
Address _____					
Class _____					
For register at _____ Lesser unit _____					
<input type="checkbox"/> OE reg. <input type="checkbox"/> Prom. reg.					

<b>REGISTER SCORE</b> <input type="checkbox"/> P _____ <input type="checkbox"/> F _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">SCORES</th> </tr> <tr> <td style="width: 50%;">STENO. _____</td> <td style="width: 50%;">TRANS. _____</td> </tr> <tr> <td style="width: 50%;">TYPING _____</td> <td style="width: 50%;">T/E _____</td> </tr> </table>	SCORES		STENO. _____	TRANS. _____	TYPING _____	T/E _____	<b>CLERICAL CLASSES FAILED</b> WRITTEN _____ TYPING _____ STENO. _____ TRANS. _____ DATE OF APPLICATION _____	<b>EXAM.</b> <input type="checkbox"/> OE <input type="checkbox"/> PROM <input type="checkbox"/> REWRITE
SCORES									
STENO. _____	TRANS. _____								
TYPING _____	T/E _____								
EXAM. CLASS _____		NAME _____							
ADDRESS _____		CITY _____ STATE _____ ZIP _____ TEL. _____							
FOR REGISTER AT _____		SERV. BONUS POINTS _____ SSAN _____							
EDUCATION LEVEL-CIRCLE ONE (HIGHEST GRADE COMPLETED) H.S. _____ DEGREE-CIRCLE HIGHEST: _____									
EXAM. DATE _____		EXAM. NUMBER _____ APPLICANT'S SIGNATURE _____							

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM  
REGISTER CARD**

# Sample Register

Document1 - Microsoft Word

Table Tools: Design, Layout

Home, Insert, Page Layout, References, Mailings, Review, View, Design, Layout

Clipboard, Font, Paragraph, Styles, Find, Replace, Select, Editing

Pos	Applicant ID	Name	Out of State	Register Type	Register Score	Time	Date Activated	Date Removed	Restoral Rule	Exam Score	VPP	Exam Test Date	View Exam Result	Application Date
1	NOT15	Todd,	N	RE		1 75	1993-05-07		60K2					1994-11-05
2	Jon14	Jones,	N	PR	72.0		2001-09-05			72.0			2001-09-05	1993-08-04
3	Sie16	Siegel,	N	OE		1 1838	2001-07-11		60K4					1995-02-15
4	Ik15	Kloc,	N	OE	100.0		2004-06-08			100.0			2004-06-08	2004-04-01
5	Pan13	Pandya,	N	OE	94.0		1996-02-13			94.0			1996-02-13	1995-06-13
6	Blo15	Blomberg,	N	OE	92.0		1996-02-15			92.0			2000-04-05	1991-09-17
7	NOT14	Delfin,	N	OE	90.0		2001-01-19		60K1	90.0			2000-05-23	1995-06-29
8	NOT15	Lehner,	N	OE	88.0		1997-07-23			88.0			1997-07-23	1994-01-04
9	Mal14	Abade,	N	OE	86.0		2001-06-13			86.0			2001-06-13	1997-10-28
10	Bro16	Brown,	N	OE	84.0		2001-01-19		60K1	84.0			1996-03-21	1995-07-19
11	Gai84	Gaither,	N	OE	82.0		2004-03-16			82.0			2004-03-16	2004-03-08
12	NOT12	Omen,	N	OE	82.0		2001-01-19		60K1	82.0			2000-05-24	1993-10-14

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# Separate Places of Employment

- The following are UIC's Separate Places of Employment. Each place of employment maintains separate registers and seniority.
  - Campus
  - Hospital (Medical Center & Clinics)
  - Rockford
  - Peoria
  - Division of Specialized Care for Children (DSCC)

# Civil Service Hiring Process

## How Vacant Positions are Filled

- Hiring department submits a Job Requisition via Hire Touch
- HR Compensation reviews and approves, forwards the Requisition to Employment
- Recruitment/Staffing (CS Employment) contacts hiring department to discuss posting, freezing the register and other requirements
- Employment Officer identifies top 3 scores/candidates and contacts them to schedule interview with hiring manager



# Interviewing

- All candidates who respond with interest **MUST** be interviewed by the hiring department
  - Candidates may provide a resume or HR can provide a copy of the online application prior to the interview
  - Hiring department interviews all interested candidates
  - Hiring department selects candidate for hire
  - Employment Officer makes official job offer and establishes an effective hire date

# **HR Employment Officer Responsibility**

- When making the job offer to the selected candidate, the Employment Officer will discuss the following:
  - Salary
  - Effective (Start) Date
  - Summary of Benefits
  - Health Evaluation
  - Other Required Clearances
  - New Employee Orientation
  - Completion of Hire Papers

# Important Websites

For additional information regarding civil service employment, visit the following websites:

- Job Application/Job postings- [www.jobs.uic.edu](http://www.jobs.uic.edu)
- State Universities Civil Service System - [www.sucss.state.il.us](http://www.sucss.state.il.us)
- UIC Human Resources Information - [www.uic.edu/depts/hr](http://www.uic.edu/depts/hr)

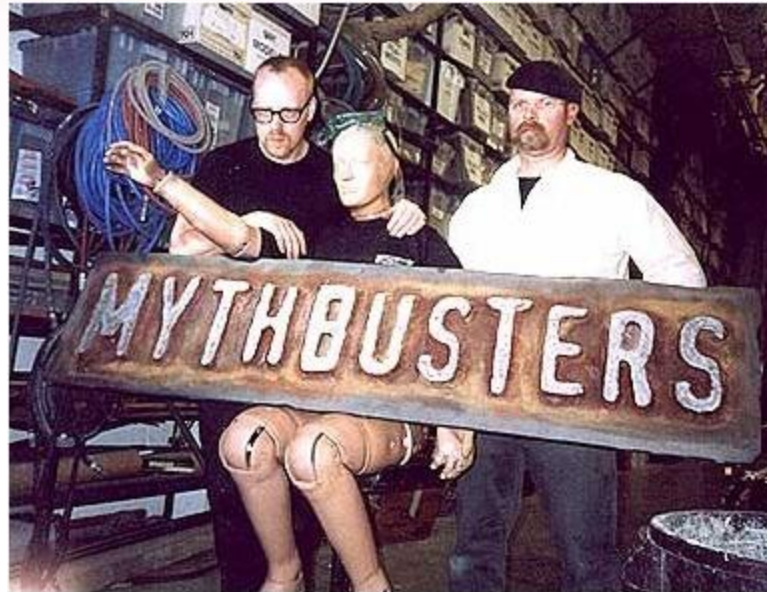
# Questions regarding Civil Service Employment Contact

Recruitment/Staffing  
(312) 996-0840

# OVERVIEW OF INTERPLAY BETWEEN SUCSS RULES AND COLLECTIVE BARGAINING

- IELRA
- Duty to Bargain
- Collective Bargaining Agreements

# Myths Related to Civil Service Disciplinary Process



**What have you heard about  
disciplining Civil Service employees?**

# Myths - Disciplinary Process

## Myth Busters:

- You can never discipline or fire a CS employee
- Once an employee becomes status they have a job for life
- The Unions make decision regarding disciplining CS employees



# Role of Employee Relations

- Interpret disciplinary process and provisions in:
  - University Policy and Rules
  - Civil Service Statute and Rules
  - Union Contracts

# Role of Employee Relations

- Provide advice regarding good business practices
- Suggest alternatives to certain actions
- Assist with resolution of disagreements
- Coordinate and monitor the disciplinary process

# Role of Employee Relations

- Conduct
  - Pre-disciplinary action meetings
  - Intent to discharge meetings, a.k.a. “Reconciliation Meetings”
- Offer suggestions related to investigations.

# Disciplinary Process at UIC

- Verbal Counseling
- Letter of Warning
- Disciplinary Suspension(s)
- Recommendation for Discharge

The disciplinary process may start or move to any step within the established process depending on the severity of the infraction(s).

# Verbal Counseling

- Initial informal step of progressive discipline:
  - Schedule meeting in a private setting
  - Follow-up Memo outlining what was discussed

A copy of the memo is NOT placed in HR file.  
Counseling is informal.

# Meeting Notification

- Three (3) workdays notification required, include:
  - Specified infractions (charges)
  - Meeting guidelines
  - Supporting documentation



# Letter of Warning

- Initial formal step of progressive discipline:
  - Pre-disciplinary action meeting held at department level
  - If warranted, department will issue follow-up Letter of Warning
  - Forward two (2) copies to Labor & Employee Relations

# Disciplinary Suspension

- Three (3) step unpaid suspension in progressive discipline process:
  - Discuss situation, develop charges, schedule pre-disciplinary action meeting with ER Officer
  - Caucus with ER Officer
  - If warranted, ER Officer prepares Notice of Disciplinary Suspension
  - Department serves Notice of Disciplinary Suspension to employee

# Discharge

- Final step of progressive discipline:
  - Provide documentation to ER Officer formally requesting discharge
  - ER Officer drafts Intent to Discharge Letter
  - ER Officer conducts Reconciliation Meeting
  - If warranted, Written Charges for Discharge are served to employee

# Contact Information

**Taycine McInnis**, Employee Relations Officer

**Elise Williams**, Employee Relations Officer

Labor and Employee Relations

Human Resources

1747 West Roosevelt Road, Rm. 360

(312) 355-3055

# Audit Background

- 2007 Biennial, 2008 Supplemental and 2010 Biennial  
Material findings:
  - Business processes regarding exemption
  - Inappropriate exemptions to AP
  - Inappropriate exemption to Academic Hourly
  - Salary range exceptions
  - Temporary Upgrade timeframes
  - Extra help position limitations
  - Position control system
  - Position Audits (from last audit)
  - Position audits (regularly scheduled)

# Impact of Audit Results

- Increased attention to this topic around the state:
  - Illinois Senate passed legislation to strip public universities of their discretion in classifying non-teaching employees as either academic professional or civil service (SB 1150)
  - Merit Board, SUCSS increased oversight and reporting requirements
  - Organized labor/impact on collective bargaining
- UIC employee groups and the potential impact on other U of I campuses



# Leadership Support & Commitment

Chancellor, Paula Allen-Meares lends her full commitment and support to the compliance , job analysis and conversion processes. Specifically communicated that,

- Intent to comply with the recommendations put forth by SUCSS
- Develop processes to ensure tighter position management protocols for AP's
- Immediately transition jobs that are incorrectly classified as Academic Professional to Civil Service upon expiration of appointment periods
- Analyze all AP jobs and document with appropriate job descriptions

# Job Analysis Project Goals

- Systematically define and document (through the creation of job descriptions) each Academic Professional job so as to properly categorize jobs as AP or Civil Service
- Achieve compliance with Civil Service exemption protocols
- Create a pathway to implement critical HR programs starting with compensation and professional development

# Job Analysis Progress Update

- Conducted close to 800 interviews (25%)

	Step 1	Step 2	Step 3	Step 4
	<i>Collect Data</i>	<i>Design</i>	<i>Job Doc/Eval</i>	<i>Conversion</i>
Chancellor's office				
Provost's Office				
ACCC				
Honors College				
Athletics , Dept Of				
Medical Center				
Contested Exemptions				
VC - Student Affairs				
Central Human Resources				

# Tentative Timeline

- 2011

Timeframe	College	Admin Unit
March		VC Student Affairs
June	Library	VC Research Public Affairs OBFS
July		Facilities Management Admissions/Record
August	Applied Health Dentistry	External Affairs VC Administrative Services
September	Arts & Architecture Business LAS	VC Development
October	Social Work	Exec Office, VP Academic Affairs
November	Education Pharmacy	AITs VP Tech/Ec Development

\*Based on revised staffing  
Model (4 additional FTEs)

# Tentative Timeline

- 2012

Timeframe	College	Admin Unit
January	Nursing	Alumni Assoc; University Audits; UA Admin; Capital Programs
February	Graduate College School of Public Health CUPPA COM – Office of Dean	
March	Engineering	
April	COM – Basic Sciences Continuing Studies	
May	COM - CS	

\*Based on revised staffing  
Model (4 additional FTEs)

# Questions / Concerns?