

2018 Administrative Leadership Conference

Navigating the Different HR Policies for Academic
Professional vs Civil Service Employees



Presented by...

Melissa Mlynski

Senior Director of Human Resources

One University Plaza, HRB 30

Springfield, IL 62703

Phone: (217)206-7148

Fax: (217)206-7145

mmlyn2@uis.edu



Please...

- Turn off cell phones.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.



Workshop Objectives

After this session, you should be able to:

- Understand the differences between academic professional, visiting academic professional, negotiated civil service, and open range civil service employees
- Understand the differences in handling performance issues
- Recognize leave of absence options beyond FMLA
- Report leave time appropriately



Employee Groups





Academic Professionals

University of Illinois, Springfield

*Approximately 220 Full Time equivalent Academic Professional employees

*Positions are exempted from the Civil Service System

*Receive a contract for a specified appointment period (typically one Academic Year)

*Generally Exempt (salaried) employees whose positions meet specialized administrative, professional, or technical needs

*Perform high-level duties and have specialized responsibilities in academic, research, or administrative areas

*Minimum of a Bachelor's degree is required

*Some positions may require an advanced degree (Masters, PhD, etc.)

*Experience uniquely relevant to the job



Academic Professionals, cont.

- *Appointed on an academic year cycle (08/16 - 08/15)

- *Hired through an open and competitive search

- *Exempt from FLSA overtime rules (if meets the salary requirement)

- *Full-Time (100%) have notification rights
 - < 4 years of non-visiting AP=6 months

 - 4+ years of non-visiting AP=12 months

 - Grants funded positions different notice rights



Visiting Academic Professional

- *May be hired through an open and competitive search or a search waiver

- *No notification rights

- *May be appointed on a non-academic year cycle

- *Follow same policies as academic professional employees



Academic Professional

Work Schedules

-Full time = Minimum of 8 hours per day

*May be required to work more than 8 hours/day or 40 hour/week based on responsibilities and workload

-Part-time = may vary based on unit needs



Academic Professionals

University Policies

- University Statutes
- General Rules Concerning University Organization and Procedure
- Board of Trustee Policies

Academic Staff Handbooks

- Intended for use by academic staff, including Faculty, on the three campuses
- The Provosts on each campus are consulted regarding policies and procedures for academic staff
- Policies in the Academic Staff Handbooks are not intended to replace policies set forth by the General Rules Concerning University Organization and Procedure or University Statutes
- UIS-available via the web at:
<https://www.uis.edu/academicstaffhandbook/>



Academic Professional

Absences/Leave Time

- *Report full and half day absences (4/8 hours)
- *Part-time based on daily work schedule, not FTE
- *May use combination of sick and vacation leave
- *FMLA absences report in 15-minute increments

State Universities Civil Service System

- What?
 - Created in 1952 to be a separate entity of the State of Illinois and is under control of the merit board
 - Purpose is to establish a sound program of personnel administration for specified agencies and institutions
 - States that all certificates, appointments, and promotions to positions at these specific agencies will be made solely on the basis of merit and fitness. To be ascertained by examination
 - Establishes civil service classifications, tests, and hiring guidelines
 - Civil Service Statute and Rules:
<https://www.sucss.illinois.gov/sar.aspx?osm=c43>



Jeff Brownfield
Executive Director



State Universities Civil Service System

- Who does it affect?
 - Essentially, all University employees
 - States all University employees shall be governed by SUCSS except:
 - Members of the Merit Board and the Board of Trustees, and the commissioners of the institutions and agencies
 - Presidents and Vice presidents of each educational institution
 - Teaching, research, and extension faculties of each institution
 - Students employed under rules prescribed by the merit Board, without examination or certification
 - **Other principal administrative employees of each institution as determined by the Merit Board**



Civil Service

University of Illinois, Springfield
*Approximately 320 Full Time equivalent Academic Professional employees
*Classification system governed by SUCSS
*Positions are typically continuous
*Occupy positions that have been categorized into classifications
*Have defined promotional lines
*Some positions fall under labor contracts
*State of Illinois residency may be required to fill position
*Must have electronic application on file
*Qualify for and pass a CS examination
*Some positions require a credentials assessment



Civil Service

Open Range

- Not covered by a union
- Exempt or Non-Exempt

Established Rate

- Not covered by a union
- Not part of the Open Range plan

Negotiated

- Covered by a union
- Exempt or Non-Exempt

Prevailing Rate

- Crafts and Trades (e.g., Electrician, Plumber, Carpenter, or Painter)
- Governed by a Master Agreement negotiated for a given area



Civil Service

Probationary Period

- ❖ Continuous appointment with no end date.
- ❖ Probationary period based on classification (6 & 12 months).
- ❖ Specific Review dates within probationary period.

Notification Rights

- ❖ Minimum 30 Day Notification.
- ❖ Employees continue to provide service and receive their contractual salary during the notice period.
- ❖ Seniority/bumping rights based on length of service in classification.



Civil Service Exempt

Absences/Leave Time

- *Report Full and Half Day absences (3.75/7.5 hours)
- *Part-time based on daily work schedule, not FTE
- *May use combination of sick and vacation time for leave
- *FMLA absences report in 15-minute increments



Civil Service Non-Exempt

Absences/Leave Time

- *Report in 6 minute (1/10th of an hour) increments
- *May use combination of sick and vacation time for leave
- *FMLA absences report in 6-minute increments



Civil Service

Civil Service Policies and Labor Contracts

- Apply to all Civil Service employees of the University of Illinois
- Purpose is to provide uniform guidelines for the management of civil service employees in support of University objectives
- It is University policy to incorporate the provisions contained in Policy and Rules into each labor agreement to which the University is a party
- Incorporates references to the Civil Service Statutes and Rules as necessary

Resources for Civil Service Employees

- <https://www.hr.uillinois.edu/cms/one.aspx?portalId=4292&pageId=5687>



Separations for both AP and Civil Service

Employee Responsibilities

- Submit Resignation (in writing) to Supervisor
- Schedule Exit Interview with Human Resources

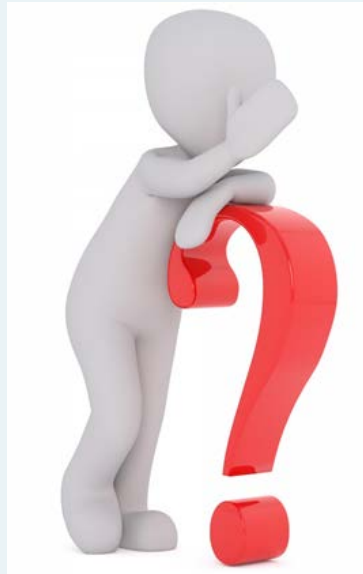
Department Responsibilities

- Accept the Resignation
- Initiate HR Front End Separation transaction
- Verify Final Leave Balances for Human Resources

HR Responsibilities

- Schedule/Conduct Exit Interview with Separating Employee
- Process HR Front End Separation to End Job
- Process Any Applicable Leave Balance Payout/Pay Adjustment
- Report Separation to SURS

How do I handle
performance issues with the
different employee groups?





Top Management Issues

- Top Behavioral Performance issues
- Bullying
- Compensation “Equity”
- State Universities Civil Service System
Conversions



Top Behavioral Performance Issues

Commitment to the Job

- * Lateness, absenteeism, leaving without permission, misuse of leave time
- * Work schedule

Quality of Work

- * Timeliness of work
- * Errors in work
- * Poor customer service
- * Inappropriate or poor work methods

Inappropriate Behavior

- * Insubordination
- * Failure to follow instructions
- * "Passing the buck"
- * Interpersonal conflict



Processes for Performance Issues

*Contact the UIS HR office (ER/HR for UA employees)!

*Disciplinary Action

*Different guidelines for AP vs CS

*AP—Letter of expectation followed by weekly/bi-weekly status updates for 45/60/90 days; may result in NNR

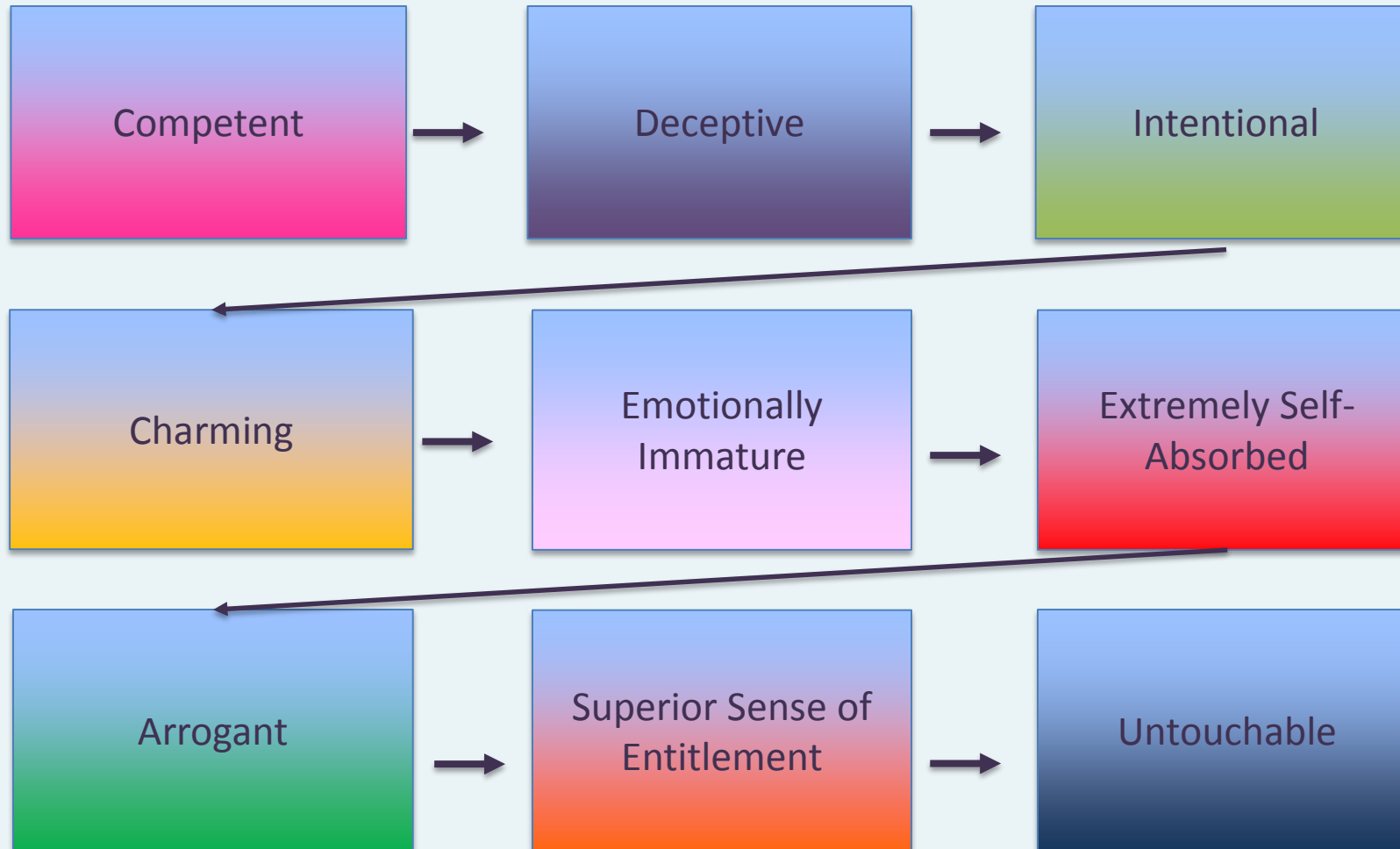
*CS—UIS Disciplinary Process

10 Signs of Bullying

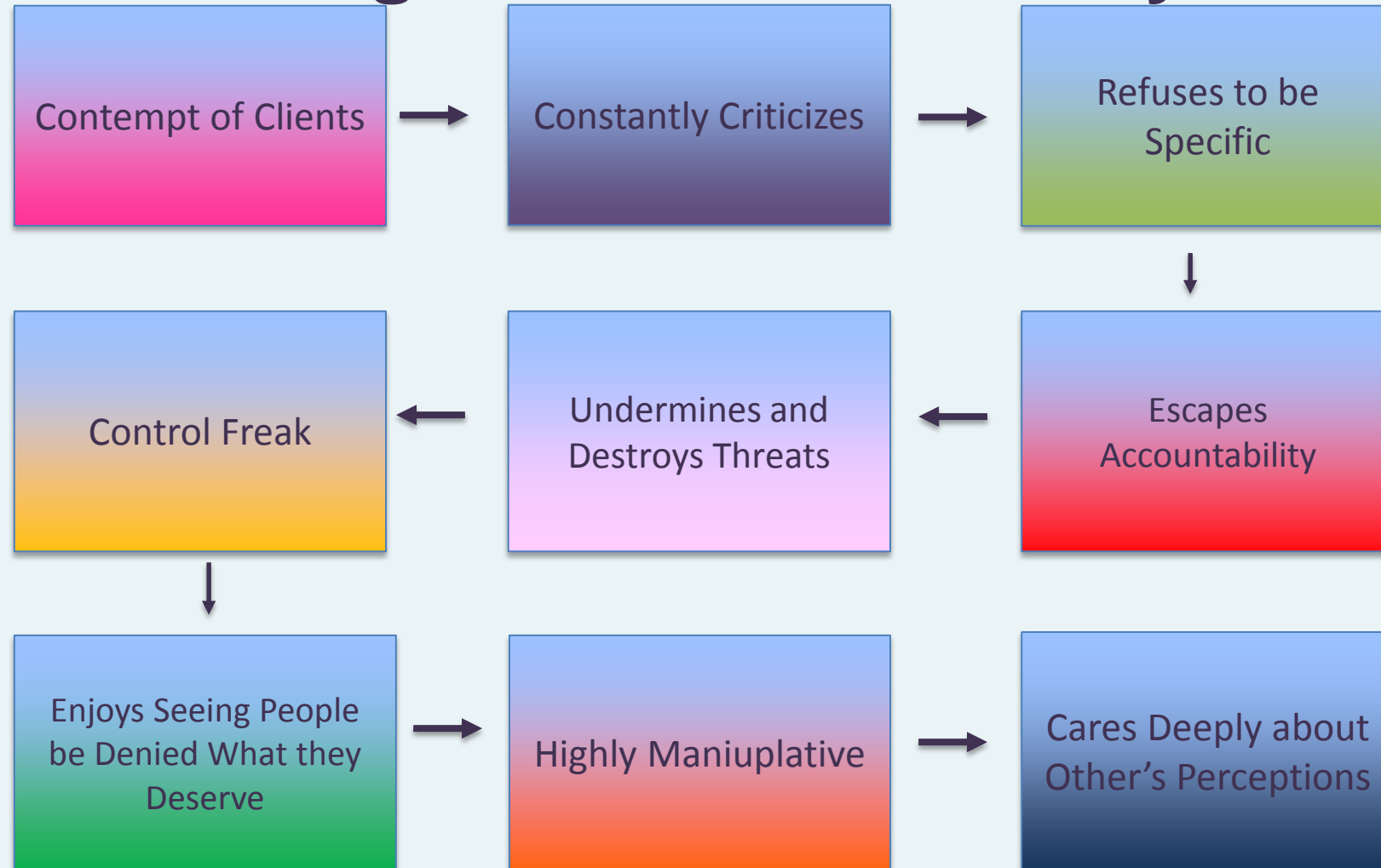
- ❖ Work Means Misery
- ❖ Constant Criticism
- ❖ Lots of Yelling
- ❖ Remembering the Employee's Mistakes
- ❖ Gossip and Lies
- ❖ Not Invited to Lunch or Meetings
- ❖ Sabotage
- ❖ Impossible Schedule
- ❖ Stolen Work
- ❖ Dr. Jekyll and Mr. Hyde Personality



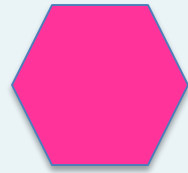
Examples and Signs of a “Serial Bully”



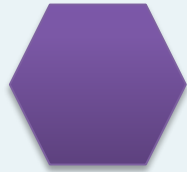
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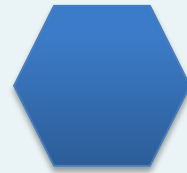
Investigating & Taming the Bully



Don't get caught up in whether the employee is violating the "law"



Realize that while employees are performing, it's out of fear



Consider the consequences/costs of bullying in the workplace



The bully is not fixable and has to go

Compensation “Equity”

Pay Disparity May Breed Discontent



Compensation “Equity”

- *Pay Right at the Start
- *Pay Increases
- *How do you define equal
 - Geography
 - Type of Work
 - Amount of Work
 - Span of scope
 - Experience
 - Education and Certification





State Universities Civil Service System Conversions

In October of 2018, SUCSS will implement a new procedure for exempting Academic Professional employees from the civil service system



New Definition of Principal Administrative Employee

Excerpt from final draft of SUCSS procedure:

Principal Administrative Appointments (PAA) may be exempt pursuant to §36e(3) of the Act, whose primary duties constitute senior management or senior administrative functions for an entire university, campus, agency, administrative/business department/unit, or academic department/unit. If the position does not fit within the general scope, duties, or function of an existing civil service classification, the following criteria may be considered in determining whether the primary duties constitute senior management or senior administrative functions:

- A. Whether and to what extent the position has the authority to represent and obligate the university, campus, agency, or department/unit in matters of significance;
- B. Exemption as an executive or administrative employee according to the Fair Labor Standards Act, 29 USC 213(A)(1) duties test is necessary, but not alone sufficient to qualify for exemption under 36e(3) of the Act.



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Notwithstanding the above criteria, specific positions exempted under 36e(3) include:

- A. The chancellor of each educational institution;
- B. The provost, vice provost or vice chancellor, associate and assistant chancellor, associate and assistant vice presidents, associate and assistant provost, associate and assistant vice provost, associate and assistant vice chancellor of each educational institution;
- C. The Executive Officer/Executive Director of the Illinois Community College Board, Illinois Student Assistance Commission, State Universities Retirement System, Illinois Board of Higher Education, and State Universities Civil Service System;
- D. Executive Director positions at each educational institution and agency;
- E. Positions that are professionally licensed/certified to practice within their respective fields and whose primary duties constitute the practice of that field who also possess a requisite degree within the field of study such as a MD, JD and MSW. Examples of these positions include physicians, veterinarians, dentists, pharmacists, licensed advanced practice providers, audiologists, genetics counselor, attorneys, engineers and architects. Note: other licensed/certified positions such as veterinary technicians, registered nurses, credentialed nursing assistants, lab technicians and other similar positions are not intended to be exempt.
- F. Executive policy advisors for each position identified in subparagraphs (2) above, and (i-iv), in this section;
- G. Positions whose primary duties constitute fundraising, advancement or development work for the institution.



Other positions that can be exempted under the new procedures, provided certain criteria are met:

- faculty
- teaching positions
- adjuncts and instructors
- athletic coaches or trainers
- academic advising
- recruiters
- residence hall directors
- deans, assistant deans, associate deans
- research positions
- extension faculty



Important takeaways from the new SUCSS procedures:

- *The universities retain the ability to make the initial determination on exempting positions as AP.**
- *The standard PAPE (Principal Administrative Position Exemptions) have been deleted.**
- *SUCSS will continue to audit each university to determine compliance with the exemption process.**
- *Positions that are found to be improperly exempted as AP are to be converted to civil service as soon as any notice rights/contractual obligations have been afforded to the employee.**
- *Employees who are converted from AP to civil service are provided seniority to the date it is determined the position should have been civil service.**
- *If a university disagrees with an audit finding, there is an interactive process ending with an ultimate decision being issued by the Merit Board.**

Family and Medical Leave

- Must have worked 1250 hours and have 12 months of service at time of event.
- Qualifying Events
 - Birth, Adoption, Foster Care Placement
 - Serious Health Condition of Employee
 - Serious Health Condition of Spouse, Child or Parent
 - Serious Health Condition of Covered Servicemember
 - Exigency Leave
- 12-weeks of Unpaid Leave (may use accrued vacation or sick leave, holidays, floating holidays, or comp time)
- Multiple Events per 12-month Period



Leave Options Beyond FMLA

- Shared Benefits
- SURS Disability
- Optional Long Term Disability
- Special Leave of Absence





Shared Benefits

Must have donated at least one day (vacation or sick) to be eligible to withdraw from the pool.

Donation Requirements:

<https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5633#donation>

Withdrawal Requirements:

[https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5633#Withdrawal Requirements](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5633#WithdrawalRequirements)



SURS Disability Leave

- Participant in SURS for at least two years (unless due to an accident)
- Must exhaust all sick leave
- Disability benefits due to an accident are available starting the first day of participation in SURS
- Disability benefits due to an illness are available after two years of service in SURS
- Benefits begin after 60 continuous calendar days of disability or after salary or sick leave benefits end, if after the 60 days



SURS Disability Leave, cont.

- Paid 50% of the base salary on the date disability begins, or 50% of the average earnings for the 24 months prior to the date disability begins, whichever is greater
- SURS disability benefit is taxable
- Benefits are payable until the total benefits received equal 50% of the earnings while in the system
- Employee re-evaluated based on SURS schedule
- Unit must hold position



Long Term Disability Leave Voluntary University Plan

- Prudential Company
- Must be participant in SURS
- Must have a 50% or greater appointment or if a temporary appointment, be at least 50% for 9 months
- Prudential Company determines the effective date of coverage
- A pre-existing condition limitation is applicable for the first two years of coverage



Special Leave of Absence

- Unpaid
- Short Duration (typically a month or less)
- Leave of Absence Form
 - Unit must approve, then campus HR office approval



UIS Units/Employees

Melanie Trimm

Manager, Employment Services

217-206-7078

mssmith2@uis.edu

Melisa Hatch

HR Associate (Classification/Compensation)

217-206-7015

mhatc2@uis.edu

Mark Owens

Assistant Director, Labor and Employee Relations

217-206-7096

mowen1@uis.edu



Questions?

Thank You For Attending!

Melissa Mlynski:

mmlyn2@uis.edu

Ext: 67148