

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center  
1717 Philo Road, Suite 24  
Urbana, Illinois 61802-6099*



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August 17, 2009

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State Universities Civil Service System

The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit conducted at Eastern Illinois University. The audit period tested was September 1, 2006 through December 31, 2008. This report is intended to communicate the final material findings, recommendations and corresponding institutional responses formulated through a comprehensive human resource compliance and operational audit.

On behalf of the audit staff, we thank Eastern Illinois University and their human resource staff for a very productive audit experience. If there are any questions or a personal briefing on any item is desired, please call Lucinda M. Neitzel at (217) 278-3150 ext. 242.

Lewis T. (Tom) Morelock  
Executive Director

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# Eastern Illinois University Final Audit Report

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## State Universities Civil Service System Compliance Audit

August 17, 2009

Audit Period

September 1, 2006 to December 31, 2008

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Prepared by:

Lucinda M. Neitzel  
Audit and Advisory Services Manager

**Eastern Illinois University**  
**Final Audit Report**

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- Appendix A: Extra Help Appointments Exceeding the 900-Hour Rule
- Appendix B: Extra Help Positions Exceeding the 900-Hour Rule

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**Introduction**

**PURPOSE**

The State Universities Civil Service System was created in 1952 as a separate entity of the State of Illinois and is under the control of the University Civil Service Merit Board as set forth in Section 36b(3) of the State Universities Civil Service Act (Act) (110 ILCS 70/36b(3)). The purpose of the State Universities Civil Service System is to establish a sound program of personnel administration for its constituent employers (110 ILCS 70/36b(2)). To achieve this purpose, the Merit Board has been given a broad range of statutory powers and duties, which include the power to make rules to carry out the purpose of the State Universities Civil Service System and to appoint an Executive Director to administer the Act (110 ILCS 70/36d(11) and (12)).

As part of its statutory power, the Merit Board has promulgated rules that delegate to the Executive Director the authority and responsibility for conducting “ongoing audit programs of all Civil Service operations at all places of employment for the purpose of assuring compliance with the [Act (110 ILCS 70/36b et seq.)] and [Part 250 of the Illinois Administrative Code (Code) (80 Ill. Adm. Code 250)] and for improving the programs of personnel administration of its constituent employers” (80 Ill. Adm. Code §250.140(c)).

This report communicates the final outcome of a comprehensive human resource operational audit, which included an on-site evaluation that was conducted on March 30 – April 3, 2009. An exit conference was conducted July 30, 2009 and provided an opportunity for the Employer to discuss both the Material and Non-material findings contained in the initial Draft Audit Report. Upon completion of the exit conference and submission of the Institutional Corrective Action Plan, a Final Audit Report (Material Findings only) is sent to the Employer and a Supplemental Report (Non-material Findings) is sent to the campus/agency Human Resource Office for internal use.

**OVERVIEW**

The following Human Resource activities were reviewed and utilized in identifying the Material (Final Audit Report) and Non-material Findings (Supplemental Report):

- **Assignment of Positions to Classes**

The Auditor completes a review of selected job descriptions for timely updates, proper administration, and correct assignment of position classifications. Additional desk audits of selected positions are conducted onsite for appropriateness of position classifications. There is also an evaluation of the Employer’s desk audit process and conclusions during the time span audited.

- **Compensation Programs**

The Auditor completes an analysis of the Employer's use of pay rates and pay ranges approved by the Merit Board. An overall evaluation is then conducted of the Employer's compensation program and initiatives to meet requirements of pay equity within the Employer's market area.

- **Examination Program**

The Auditor conducts a review of pre-employment testing operations. This includes test administration, admission procedures of applicants to examinations, license and certification verifications, scheduling, and security.

- **Administration of Employment and Separation Procedures**

The Auditor reviews the Employer's business processes and procedures related to the employment cycle, including pre-employment activities, probationary and status employment, and employment separation programs. There is also an assessment of the Employer's utilization and monitoring of non-status appointments.

- **Administration and Employment Protocols of Principal Administrative Appointments (PAA)**

The Auditor completes a review of the employment protocols and assigned responsibilities for Principal Administrative Appointments. This review is conducted to assure compliance with the exemption authorization provided to each employer. The Employer's exemption forms and related position descriptions are reviewed and selected incumbent interviews are conducted for further validation of approved exemption. The audit process also includes a review of the Employer's administrative procedures related to these appointments and their approved exemption status.

- **General Review of the Employer's Human Resource Program**

The Auditor completes a general review of the Employer's human resource programs with respect to effectiveness, efficiency and levels of communication to constituencies. There is also an assessment of the recognition and interaction of human resource programs within the Employer's faculty, administrative and support staff employee groups. The impact of new technology on the recordkeeping and processing of information is also an element for review.

- **Other Follow-up Items from Previous Audit**

Other follow-up items from previous audits, as well as other matters deemed necessary and appropriate, may have been reviewed and submitted as additional audit subjects.

The following staff members from the System Office, Audit and Advisory Services Division, were directly responsible for conducting various aspects of the audit:

**Jeff Brownfield, Assistant Director**

**Lucinda Neitzel, Audit and Advisory Services Manager**

**Paula Mitchell, Human Resource Assistant**

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**Executive Summary**  
**2009**

The compliance testing performed during this examination was conducted in accordance with State Universities Civil Service Act (110 ILCS 70/36b et seq.), Part 250 of the Illinois Administrative Code (Code) (80 Ill. Adm. Code 250), State Universities Civil Service Procedures Manuals, applicable University/agency policies/procedures, and auditing standards.

**SUMMARY OF MATERIAL FINDINGS**

<b><u>Number of</u></b>	<b><u>This Report</u></b>
Findings	2
Repeated findings from previous audit®	2®

**SCHEDULE OF MATERIAL FINDINGS**

<b><u>Item Number</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
<b>EIU FY09-01</b>		FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT) Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications®
<b>EIU FY09-02</b>		FINDINGS (ILLINOIS ADMINISTRATIVE CODE) Non-Compliance with Extra Help Employment and Position Limitations®

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**Material Findings, Recommendations, and Institutional Corrective Action**  
**Plan**

**EIU FY09-01**      Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications

**Criteria/Standards (i.e., what should exist):**

- 1) State Universities Civil Service Act (Act), Section 36(e)
- 2) Illinois Administrative Code (Code), Section 250.30(a) Coverage
- 3) Principal Administrative Appointments Procedures Manual, Section 1.3 Exemption Procedures
- 4) Principal Administrative Appointments Procedures Manual, Section 1.5 Reviews of Exempted Positions
- 5) Principal Administrative Appointments Procedures Manual, Section 1.5a PAA Job Description Form
- 6) Principal Administrative Appointments Procedures Manual, Section 1.8 Changing a Principal Administrative Appointment (PAA to a Civil Service Position)

These guidelines provide that all positions are Civil Service, except as categorically outlined. Exemptions are allowed in accordance with procedures, requiring either documented exemption approval from the System Office or verification of exemption authorization through the position descriptions when standard titles are used. Accordingly, a periodic review and update of position descriptions is required to confirm that these exemption authorizations remain valid.

The Principal Administrative Appointments Procedures Manual, Section 1.8, states that "Periodic job description review and update procedures may indicate that a position originally identified as a Principal Administrative Appointment (PAA) may have incorrectly been classified or may have changed to the point whereby a department now must convert this position, and any employee currently in this position, to an identified and appropriate Civil Service classification."

**Conditions/Facts (i.e., what actually exists):**

Through a review of approximately one-hundred twenty (120) position descriptions, including on-site interviews with various exempted employees, it was determined that nine (9) exempt positions were performing duties matching the specifications for various Civil Service classifications. These positions are listed below, with the corresponding Civil Service classification match.

<b>Position #</b>	<b>PAA Title</b>	<b>Civil Service Classification Match</b>
A841	Assistant Director, Dining Services	Assistant Food Service Manager
A02150	Alumni Events Coordinator	Special Events Facilitator

A05460	Faculty Assistant, Department of Chemistry	Inventory Specialist or Administrative Assistant Series
A08820	Assistant to the Director for Technical Support	Local Area Network Specialist Series or Information Technology Technical Associate
A08720	Assistant to the Director	Grants and Contracts Administrator Series
A01950	Manager of Facilities Maintenance	Supervisor of Building Craftsmen or Building Maintenance Superintendent Series
A863	Director	Accountant Series or Accounting Associate
A07700	Faculty Assistant, Biological Sciences	Inventory Specialist or Administrative Assistant Series
A08640	Assistant Director, Alumni Services	Assistant Director of Alumni Relations

**Cause (i.e., why deficient condition occurred):**

According to the Employer, 'standard' titles approved for use by the System Office were applied to the majority of the exempted positions.

**Effect (i.e., impact of the problem):**

A failure to establish appropriate classification plan management protocols that properly update, analyze and evaluate position descriptions leads to unauthorized exemption authorizations, utilization of inappropriate employment protocols, and non-compliance with Act, Code and Procedures. Consequently, positions are improperly identified and appropriate Civil Service protocols circumvented, significantly increasing the possibility of employment issues.

**Finding from Previous Audit:**

The Auditor identified three 36e(3) positions that appeared to be performing duties and responsibilities comparable to those found in Civil Service classification(s) in FY2007. *[Finding Code FY2007, pages 11-13]*

**Recommendation:**

In accordance with the statutory intent and basic premise contained in Section 36(e) of the Act and other related procedures, the assignment of positions to Civil Service classifications when the position description matches appropriate classification specifications must take precedence over the use of exemptions through the Standard Titles.

We recommend that the Employer complete an in-depth review of the position descriptions for the positions listed above to further determine if they meet the specifications of the



recommended Civil Service classifications. If it is determined that these positions match the specifications of the recommended Civil Service classifications, they should be transitioned to a Civil Service appointment as soon as possible, but no later than at such time that these positions become vacant again. We refer the Employer to the Principal Administrative Appointments Procedures Manual, Section 1.8, Changing a Principal Administrative Appointment (PAA to a Civil Service Position), for guidance should they decide to move any of these positions immediately.

The Employer may also utilize the Pilot Program classification designations and transition the positions to be reviewed to one of these classifications if appropriate. These Pilot Program classifications utilize more flexible employment protocols and would offer a more transparent transition.

**Institutional Corrective Action Plan—provided by Charles Phillips, Director of Human Resources**

When vacancies occur in the referenced Principal Administrative Appointment positions, a proper categorization and/or Civil Service classification will be reviewed for appropriate classification. It should be noted that the positions of: A05460 Faculty Assistant, Department of Chemistry and, A07700 Faculty Assistant, Biological Sciences, are a part of the UPI contract. These positions are in charge of the Labs and teach the Labs from time to time. These positions in fact serve as Academic Support Professionals.

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**EIU FY09-02**      Non-Compliance with Extra Help Employment and Position Limitations

**Criteria/Standards (i.e., what should exist):**

- 1) Illinois Administrative Code (Code), Section 250.70(g) Extra Help Appointments
- 2) Employment and Separation Procedures Manual, Section 2.10 Extra Help Appointments

Guidelines for Extra Help positions and Extra Help employees are contained in the Illinois Administrative Code. An Extra Help appointment may be made, by an employer to any position for work which the employer attests to be casual or emergent in nature, and which meets the following conditions:

- A) the amount of time for which the services are needed is not usually predictable;
- B) payment for work performed is usually made on an hourly basis; and
- C) the work cannot readily be assigned either on a straight-time or on an overtime basis to a status employee.

An Extra Help position may be utilized for a maximum of 900 hours of actual work in any consecutive 12 calendar months. The employer shall review the status of the position at least every three calendar months. If at any time it is found that the position has become an appointment which is other than Extra Help, the employer shall terminate the Extra Help appointment. If an Extra Help position has accrued 900 consecutive hours, the position shall not be reestablished until six months time has elapsed from the date of the termination of the position.

For Extra Help employees, the Act requires that "...upon working 900 hours, an Extra Help employee cannot resume employment in any Extra Help appointment at a place of employment until thirty (30) calendar days have elapsed."

The employer's responsibility as noted in the Code is that they "... shall review the status of the position at least every three calendar months. If at any time it is found that the position has become an appointment which is other than Extra Help, the employer shall terminate the Extra Help appointment." Understanding the need for continued temporary assistance, Extra Help extensions are allowed in specific instances in accordance with procedural guidelines.

**Conditions/Facts (i.e., what actually exists):**

As documented in Appendix A, twelve (12) employees were found to have worked beyond the 900-hour extra help limitation without the required 30-day break in service.

As further documented in Appendix B, it was also determined that forty-four (44) Extra Help positions were utilized for more than 900 hours of actual work within a 12 month period without a six month lapse. Many of the positions frequently had several incumbents employed through them at the same time.

**Cause (i.e., why deficient condition occurred):**

Adequate protocols to efficiently and effectively monitor Extra Help limitations were not established or maintained, especially as related to the 900-hour position utilization component. The data provided to the Auditor illustrated the Employer's use of a manual tracking method for monitoring Extra Help appointments and positions. Based on the large number of Extra Help employees utilized during the audit time frame, this method was inefficient and ineffective in meeting regulatory compliance in this respect. Furthermore, the process of pooling extra help positions, or otherwise allowing one extra help position to be shared by an indefinite number of employees concurrently lends an additional layer of complexity and does not allow for proper position monitoring and regulating of employee work times in accordance with the Illinois Administrative Code and System Office Procedures referenced above. The required six month lapse before a position can be reestablished has not been followed in many instances, resulting in the extended use of positions beyond the 900 hour limitation.

**Effect (i.e., impact of the problem):**

Current Employer position management practices in this respect make it difficult to determine whether or not an Extra Help position, or employee, has exceeded employment limitations and should be terminated. Extra Help positions/people are utilized longer than allowed, impacting the overall employment environment, which is inconsistent with the Code and Employment/Separation Procedures Manual.

**Finding from Previous Audit:**

The Auditor reviewed five-hundred thirty-one (531) Extra Help Appointments utilized within the time span of the audit. Six (6) appointments did not meet compliance standards. Extra Help employees may only serve for 900 consecutive hours then must be given a 30-day break. Furthermore, Extra Help positions may only be utilized for a maximum of 900 hours of actual work in any consecutive 12 calendar months. *[Finding Code FY2007, pages 9-10]*

**Recommendation:**

We recommend that the Employer identify and implement additional position management protocols that will adequately monitor and regulate Extra Help positions, and employees assigned to those positions, in accordance with Section 250.70(g) of the Code.

Follow-up discussions with the Employer revealed that there is a plan to implement a new electronic monitoring system for tracking Extra Help appointments and positions. Additionally, to reduce the frequency of these findings, the Employer may be able to utilize Extra Help Extensions, when applicable, and/or conduct an operational analysis to determine if there is a need for the creation of status appointments in instances where there is a long term extensive use of these positions for similar job assignments.

**Institutional Corrective Action Plan—provided by Charles Phillips, Director of Human Resources**

**Detail of Extra Help Appointments Exceeding the 900-Hour Rule**

The record we maintained documented the number of hours worked during each Pay Period by noting the Pay Period End date. When there is a break, we must refer to the actual time card to determine if 30-days have actually elapsed between Extra Help assignments. The actual Last Day Worked (LDW) and First Day Worked (FDW) were documented in the margins for those break periods. Both the PPE dates from the logs as well as the LDWs and FDWs are annotated below. The arrows show where a 30-day break should appear. There were four violations as follows:

**Joshua Awalt** – This was a violation. Annotations in our log indicated his term date was 12-8-06, however, he continued to work through the next pay period and the resultant break was less than 30-days.

**Deborah Black** – This was a violation. Warnings were sent on March 17<sup>th</sup> at 742 hours, March 25<sup>th</sup> at 809.5 hours, April 10<sup>th</sup> at 882 hours, and on April 28<sup>th</sup> a violation letter was sent by the director and is attached.

**Clare Hutchinson** – This was a violation. Warnings were sent on Feb 3, 08 at 765 hours, Feb 27<sup>th</sup> at 832.5 hours, and March 17<sup>th</sup> at 907.5 hours. A violation letter was sent by the director and is attached. This position was converted to status.

**Mary Lou Marcus** – This was a violation. Warnings were sent on July 9, 21, August 5, 18, Sept 12, 16, 29, and Oct 15<sup>th</sup>. Copies of last two are attached. It was discussed with supervisor. Employee termed on 10-2-08.

PPE = Pay Period Ending		LDW = Last Day Worked before a break		FDW = Next Day Worked after a break	
Name	PPE	FDW	PPE	LDW	Total hours
Joshua Awalt	9-17-06		12-24-06	12-22-06	See note above
	1-21-07	1-8-07 ←	5-13-07	5-4-07	1,107**
Sarah Barger			12-24-06	12-16-06	816.54
	1-21-07	1-18-07	7-8-07	6-30-07 →	318.71
	8-5-07	8-3-07 ←	12-9-07	12-8-07 →	199.82
	1-20-08	1-12-08 ←	12-21-08		860.52
Lynnette Barringer	12-24-06		4-15-07	4-6-07 →	547.5
	5-13-07	5-7-07 ←	8-19-07		495
	5-11-08		11-9-08	10-31-08 →	892
	12-7-08	12-1-08 ←			147.5
Deb Black	9-17-06		2-4-07	1-23-07 →	899
	3-4-07	2-23-07 ←	9-2-07	8-21-07 →	900
	9-30-07	9-24-07 ←	4-27-08	4-17-08 →	973**
	5-25-08	5-19-08 ←	7-6-08	6-30-08	224.5

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Susan Bulla	6-10-07		12-23-07	→12-14-07	812
	1-20-08	1-15-08 ←	7-6-08	6-26-08	805
Anthony Craig	9-17-06		11-26-06	→11-17-06	894
	12-24-06	12-18-06 ←	6-24-07	→6-21-07	895
	7-22-07	7-22-07 ←	1-20-08		892
Milton Hite Jr.	5-13-07		11-25-07	→11-14-07	887
	12-23-07	12-15-07 ←	7-20-08		888
Clare Hutchinson	9-16-07	9-4-07	3-2-08	→2-29-08	907.5**
	4-13-08	3-31-08 ←	6-8-08	Converted to status	310.5
Mary Lou Marcus	8-5-07		9-28-08		913.5**
Amie Rednour			2-18-07	→2-10-07	900
	3-18-07	3-13-07 ←	7-8-07	6-28-07	566.5
Alsu Shakirova			12-24-06	→ 12-15-06	499.5
	1-21-07	1-16-07 ←	6-24-07		780

### **Extra Help Positions Exceeding the 900-Hour Rule**

The practice during this and previous reporting periods was to use “pooled” position numbers. It was difficult for us to determine or track when a specific position began or ended. A manual log book was maintained and calculated in order to track all extra help hours. This system was not only cumbersome, but ineffective in differentiating one position from another. As evidenced by our previous Audit results, although our system had not changed, this year’s audit renewed a focus on the 900-hour position issue which resulted in the 44 position violation finding.

We have already begun several initiatives which will not only streamline our record-keeping, but also reduce violations. Beginning near the end of May, we initiated a system of assigning unique position numbers to Extra Help positions. Since each position will have a unique number, it will be much easier to track through Banner. It will also force a review of Extra Help positions by managers at least every 900 hours, since a new PAR will be required when the 900 hours are reached and a new position is needed. In the past, we required a new PAR only at the Fiscal Year Change, which was arbitrary and ineffective.

We have also begun to utilize the option of Extra Help Extensions. This had not been an option for our managers in the past. To date (July 24, 2009) we have requested six extensions, which have all been approved. For the most part, these extensions were for the short term and allowed us to avoid violations of the 900-hour rule and help our managers accomplish their missions.

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**Appendix A**

**Extra Help Appointments Exceeding the 900-Hour Rule**

<b>Employee Name</b>	<b>Position Number</b>	<b>Department</b>	<b>Beginning Appointment Date</b>	<b>Ending Appointment Date</b>	<b>Total Hrs. for Person</b>
<b>Awalt, Joshua</b>	T05083	Judicial Affairs/Residence Halls		12/24/06	832.00
	T05001	Judicial Affairs/Residence Halls	1/21/07	5/13/07	275.00
					<b>1107.00</b>
<b>Barger, Sarah</b>	T05903	Catering		12/24/06	816.54
	T05059	Catering	1/21/07	7/8/07	318.71
	T05903	Catering	8/5/07	12/9/07	199.82
					<b>1335.07</b>
<b>Barringer, Lynnette</b>	T05053	Electric Shop	12/24/06	8/19/07	<b>1042.50</b>
<b>Barringer, Lynnette</b>	T05053	Electric Shop	5/11/08	1/4/09	<b>1039.50</b>
<b>Black, Deborah</b>	T05004	Graduate School		2/4/07	899.50
	T05003	Graduate School	3/4/07	4/27/08	1873.50
	T05001	Graduate School	5/25/08	7/6/08	224.50
					<b>2997.50</b>
<b>Bulla, Susan</b>	T05029	Continuing Education	6/10/07	7/6/08	<b>1617.00</b>
<b>Craig, Anthony</b>	T05901	Union		9/17/06	589.00
	T05901	Residence Hall Operations	10/1/06	11/26/06	305.50
	T05901	Union	12/24/06	6/24/07	895.00
	T05901	Residence Hall Operations	7/22/07	1/20/08	892.50
					<b>2682.00</b>
<b>Hite, Jr., Milton</b>	T05050	Campus Project	5/13/07	7/20/08	<b>1775.00</b>
<b>Hutchinson, Clare</b>	T05002	Admissions	9/16/07	3/2/08	<b>907.50</b>



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**Appendix A**

**Extra Help Appointments Exceeding the 900-Hour Rule**

<b>Employee Name</b>	<b>Position Number</b>	<b>Department</b>	<b>Beginning Appointment Date</b>	<b>Ending Appointment Date</b>	<b>Total Hrs. for Person</b>
<b>Marcus, Mary Lou</b>	T05014	Peace Meal	8/5/07	9/28/08	<b>913.50</b>
<b>Rednour, Amie</b>	T05901	Recreation Center		2/18/07	900.00
	T05901	Building Services	3/18/07	7/8/07	566.50
					<b>1466.50</b>
<b>Shakirova, Alsu</b>	T05004	Women's Studies		12/24/06	499.50
	T05003	Women's Studies	1/21/07	6/24/07	780.00
					<b>1279.50</b>

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**Appendix B**

**Extra Help Positions Exceeding the 900-Hour Rule**

<b>Position Number</b>	<b>Classification</b>	<b>Beginning Appointment Date</b>	<b>Ending Appointment Date</b>	<b>Department</b>	<b>Total Hrs. for Position</b>
T05001	Clerical	9/17/06	1/9/09	Textbook Rental Services	17425.51
T05002	Clerk A	9/17/06	1/4/09	Textbook Rental Services	7653.66
T05003	Clerk B	3/4/07	4/27/08	Graduate School	1873.50
T05003	Clerk B	10/29/06	11/23/08	Continuing Education	1518.00
T05003	Clerk B	11/26/06	6/8/08	Admissions	1060.00
T05003	Clerk B	10/14/07	1/4/09	Payroll	1929.25
T05003	Clerk B	7/8/07	1/4/09	Geology	3469.25
T05004	Clerk C	5/27/07	8/31/08	Continuing Education	1054.25
T05004	Clerk C	6/24/07	12/21/08	Financial Aid	1104.50
T05014	Food Assistant	9/17/06	1/4/09	Peace Meal	16792.00
T05029	Admin B	8/19/07	7/6/08	Continuing Education	1461.00
T05030	Groundswoker	9/17/06	9/30/07	Grounds	1417.50
T05033	Contruction Laborer	5/25/08	8/31/08	Carpenter Shop	1899.50
T05033	Construction Laborer	5/13/07	7/20/08	Asbestos Abatement	1902.00
T05048	Pipefitter	3/16/08	1/4/09	Campus Project	1282.00
T05050	Brickmason	9/17/06	10/12/08	Campus Project	4378.50



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**Appendix B**

**Extra Help Positions Exceeding the 900-Hour Rule**

<b>Position Number</b>	<b>Classification</b>	<b>Beginning Appointment Date</b>	<b>Ending Appointment Date</b>	<b>Department</b>	<b>Total Hrs. for Position</b>
<b>T05052</b>	Admissions/Records	9/17/06	11/26/06	Records	<b>1067.25</b>
<b>T05052</b>	Admissions/Records	8/19/07	6/22/08	Office of the Registrar	<b>908.25</b>
<b>T05053</b>	Electrician	12/24/06	1/4/09	Electric Shop	<b>8416.00</b>
<b>T05056</b>	Plumber	5/27/07	9/28/08	Plumber Shop	<b>1932.50</b>
<b>T05059</b>	Food Service A	9/17/06	1/4/09	Peace Meal	<b>3306.75</b>
<b>T05059</b>	Food Service A	9/2/07	12/21/08	Food Court	<b>2964.00</b>
<b>T05059</b>	Food Service A	9/17/06	12/21/08	Catering	<b>3945.58</b>
<b>T05059</b>	Food Service A	1/21/07	12/9/07	Thomas Residence Hall	<b>1453.50</b>
<b>T05059</b>	Food Service A	8/31/08	12/21/08	Thomas Residence Hall	<b>1437.00</b>
<b>T05059</b>	Food Service A	8/5/07	10/12/08	Jitters & Bliss	<b>1056.39</b>
<b>T05059</b>	Food Service A	9/17/06	12/10/06	Tower	<b>1092.50</b>
<b>T05059</b>	Food Service A	8/19/07	12/21/08	Tower	<b>2213.00</b>
<b>T05063</b>	Painter	12/24/06	1/6/08	Paint Shop	<b>5225.00</b>
<b>T05066</b>	Carpenter	4/30/07	8/19/07	Carpenter Shop	<b>5115.50</b>
<b>T05066</b>	Carpenter	5/11/08	8/31/08	Carpenter Shop	<b>4688.50</b>

**State Universities Civil Service System  
Eastern Illinois University  
FY2009 Compliance Audit**

**Appendix B**

**Extra Help Positions Exceeding the 900-Hour Rule**

<b>Position Number</b>	<b>Classification</b>	<b>Beginning Appointment Date</b>	<b>Ending Appointment Date</b>	<b>Department</b>	<b>Total Hrs. for Position</b>
T05068	Clerk D	3/16/08	12/21/08	Booth Library	1164.00
T05081	Driver	8/31/08	12/21/08	Shuttle - UPD	2676.00
T05081	Driver	9/17/06	1/4/09	Peace Meal	7054.50
T05098	Nursing II	9/17/06	12/21/08	Health Services	1897.00
T05901	Customer A	9/17/06	6/24/07	Union	1672.50
T05901	Customer A	9/17/06	1/4/09	Residence Hall Operations	6025.50
T05901	Customer A	11/26/06	1/4/09	Building Services	2272.50
T05903	Food Service B	9/17/06	12/7/08	Peace Meal	2420.50
T05903	Food Service B	9/17/06	12/21/08	Catering	4004.99
T05903	Food Service B	9/17/06	5/11/08	Thomas Residence Hall	2894.50
T05903	Food Service B	8/19/07	12/9/07	Housing & Dining	1054.50
T05904	Food Service C	11/26/06	12/23/07	Dining Operations	1663.50
T05904	Food Service C	9/2/07	12/21/08	Housing & Dining	979.25