

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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April 12, 2012

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The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit conducted at Northeastern Illinois University. The audit period tested was July 1, 2009 to May 31, 2011. 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 Northeastern 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 (217) 278-3150 ext. 239.

Lewis T. (Tom) Morelock
Executive Director

Northeastern Illinois University Final Audit Report



State Universities Civil Service System Compliance Audit

April 12, 2012

Audit Period

July 1, 2009 to May 31, 2011

Prepared by:

Lucinda M. Neitzel

Audit and Advisory Services Manager

Northeastern Illinois University
Final Audit Report

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Introduction

PURPOSE

The State Universities Civil Service System was created 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 September 21-23, 2011.

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 position audit process and corresponding determinations.

- **Compensation Programs**

The Auditor completes an analysis of the Employer’s use of pay rates and pay ranges, as 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, security, and register management.

- **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 Positions Exempt from Civil Service Guidelines**

The Auditor completes a review of the employment protocols and assigned responsibilities for Principal Administrative Appointments. This review is conducted to assure compliance with recognized exemption authorization procedures. The Employer's exemption forms and related position descriptions are reviewed and selected incumbent interviews are conducted for validation of approved exemptions. 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 topics.

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

[Lucinda Neitzel, Audit and Advisory Services Manager](#)
[Jeff Brownfield, Manager of Operations Division](#)
[Paula Mitchell, Human Resource Assistant](#)

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Executive Summary
YEAR ENDED FY2012

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

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

SCHEDULE OF MATERIAL FINDINGS

<u>Item Number</u>	<u>Page</u>	<u>Description</u>
		FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT)
NEIU FY12-01	4	Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications®
		FINDINGS (ILLINOIS ADMINISTRATIVE CODE)
NEIU FY12-02	7	Non-Compliance with Extra Help Employment and Position Limitations®

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Material Findings, Recommendations, and Institutional Corrective Action Plan

**NEIU FY12-01 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 70/36e Coverage](#)
- 2) [Illinois Administrative Code \(Code\), Section 250.30\(a\) Coverage](#)
- 3) [Exemption Procedures Manual, Section 1.1 Overview](#)
- 4) [Exemption Procedures Manual, Section 3.1 Principal Administrative Appointments](#)
- 5) [Exemption Procedures Manual, Section 6.3 System Office Review](#)
- 6) [Exemption Procedures Manual, Section 8.2 Changing an Exempt Position 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 general titles are used. Accordingly, a periodic review and update of position descriptions are required to confirm that these exemption authorizations remain valid.

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 occupying these positions, to an identified and appropriate Civil Service classification.

In this respect, biennial compliance audits of University System employers will include, but not be limited to:

- Comprehensive review of position descriptions
- Compliance with statutory and procedural criteria for exemptions
- Adequacy and thoroughness of related employment procedures
- Adequacy of internal review and approval processes
- Thoroughness and accuracy of quarterly reporting requirements
- Any other associated special interest items

When it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for a PAA exemption under Section 36e(3), the Employer may

be required to change the position from an exempt appointment to an appropriate Civil Service appointment in a recognized classification.

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

Through a review of approximately one-hundred (100) position descriptions, including on-site interviews with various exempted employees, it was determined that fifty-seven (57) exempted positions listed in **Appendix A** were performing duties matching the specifications for various Civil Service classifications. These 57 positions simply do not contain the duties or level of authority and responsibility that would typically fall outside the specifications of standard professional or technical Civil Service classifications.

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

According to the Employer's payroll records, '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 the 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:

During the FY2010 compliance audit, through a review of approximately ninety (90) position descriptions, including on-site interviews with various exempted employees, it was determined that sixteen (16) exempt positions were performing duties matching the specifications for various Civil Service classifications. *[Finding Code NEIU FY10-01, pages 4-6].*

Recommendation:

The Illinois Administrative Code, Section 250.30(a) specifically provides that the Merit Board has the authority to determine Principal Administrative Appointments (PAA) at each institution or agency. Specifically, it states that "The Director shall publish guidelines for such exemptions, as approved by the Merit Board."

We refer the Employer to these guidelines located in the [Exemption Procedures Manual, Section 3.1, Principal Administrative Appointments](#), approved by the Merit Board in June 2009. By definition, a PAA is "...an employee who is charged with high level administrative responsibilities, whose decisions are based on administrative policies, and who exercises discretion and independent judgment. In addition, a 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...and which requires the consistent exercise of discretion and judgment, e.g., physician, attorney, engineer, architect.”

In accordance with the statutory intent and basic premise contained in these standards, 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 utilizing general titles. Improper exemptions from Civil Service regulations can lead to a fundamental breakdown of several interrelated human resource functions; including employment status, position classification, seniority, recruitment, compensation, performance, and benefit administration.

We recommend that the Employer complete an in-depth review of the position descriptions for the positions listed to further determine if they meet the specifications of the recommended Civil Service classifications. *Specifically, positions determined to be inappropriately exempted and flagged through the compliance audit process must be reviewed as a matter of standard protocol at the next contract renewal date.* 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. *It is strongly recommended that these positions be moved immediately, or at the next employment contract renewal date if applicable.* We refer the Employer to the [Exemption Procedures Manual, Section 8.2, Changing an Exempt Position to a Civil Service Position](#) for guidance in transitioning these positions to appropriate Civil Service Appointments.

We also recommend that the Employer submit a quarterly report listing all new exempt PAA positions that have been employed within that time frame, along with the position description utilized in validating each exemption. This should enable our office to confirm that proper business protocols are in place regarding exemption authorization and validation.

The Employer may also utilize the Pilot Program classification designations and transition the positions to be reviewed into 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 Ms. Marta Maso, Director of Human Resources

We agree with the recommendation. These positions will be flagged and when a vacancy occurs in a flagged position, a review of that position will be conducted.

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**Material Findings, Recommendations, Institutional Corrective Action Plan and
Additional Auditor Comments**

NEIU FY12-02 Non-Compliance with Extra Help Employment and Position Limitations

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

- 1) [Illinois Administrative Code \(Code\), Section 250.70\(f\) Extra Help Appointments](#)
- 2) [Employment and Separation Procedures Manual, Section 2.5 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 that 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 (6) months have elapsed from the date of the termination of the position."

For Extra Help employees, the Code 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 that 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):

The Auditor reviewed eight-hundred seventy-five (875) Extra Help appointments utilized during the audit time frame. As documented in **Appendix B**, thirty-eight (38) employees appeared to have worked beyond the 900-hour Extra Help limitation without the required 30-day break in service.

As further documented in **Appendix C**, sixty-four (64) Extra Help positions appeared to have been utilized for more than 900 hours of actual work within a 12 month period without a six month lapse, with many of the positions frequently having several incumbents employed through them at the same time.

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

Based on the information provided by the Employer, it does not appear that adequate protocols to efficiently and effectively monitor Extra Help limitations were established or maintained, especially related to the 900-hour position utilization component. 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 does not appear to have been followed in many instances, resulting in the extended use of positions well 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 appear to be utilized longer than allowed, impacting the overall employment environment, which is inconsistent with the Code and Employment/Separation Procedures Manual.

Finding from Previous Audit:

During the FY2010 compliance audit, forty-nine (49) employees were found to have worked beyond the 900-hour Extra Help limitation without the required 30-day break in service. Additionally, it was 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.

During the FY2008 compliance audit, twenty (20) employees were determined to have worked beyond the 900-hour limitation without the appropriate 30 day break. Additionally, fifty-four (54) positions were determined to have accrued more than 900 hours of actual work within a 12 month period without a six month lapse. *[Finding Code NEIU FY10-03, pages 11-13 and NEIU FY08-03, pages 8-9].*

Recommendation:

Following the FY2008 compliance audit, the Employer indicated that they would be implementing business procedural changes to achieve compliance with the Illinois Administrative Code. These changes included communicating the practice to the departments and developing new reporting parameters in order to better monitor both hours worked by individual appointment and position. Based on Extra Help employee and position data reviewed and cited during the FY2010 compliance audit, it was evident that procedural changes had not provided the foundation for any improvements in this respect.

As a result of the FY2010 compliance audit, the Employer maintained that this concept of designating these “positions” as containing many separate “jobs” did not adequately ensure true compliance with the Code. The Auditor’s additional recommendation was to provide some method of differentiation through either developing forms that specifically define and label the type of assignment used, implementing report tracking mechanisms, assigning a unique position number to each position, or developing a more robust position description model to lend support to the assertion that each “job” under a common position is in fact unique and distinct.

Based on the data reviewed for the FY2012 compliance audit, the issue appears to have worsened. At this point, we strongly recommend that the Employer conduct an internal review of their procedures to identify their deficiencies with respect to the Extra Help monitoring process and implement stricter position management protocols that will adequately monitor and regulate Extra Help positions, and employees assigned to those positions, in accordance with Section 250.70(f) of the Code. Compliance with Extra Help appointment and position guidelines must be validated by adequately demonstrating the proper management of this employment activity, and by adhering to time frame limitations.

The Auditor continues to emphasize that the practice of position pooling creates an additional layer of complexity and difficulty in administering these positions in accordance with regulatory standards. Again, assigning individual position numbers to each active extra help appointment may provide a more adequate monitoring protocol. Since this finding has been a prominent issue in the past two audit cycles, the Auditor recommends that periodic reports, once every six months, of extra help appointments be submitted and reviewed for proper application of compliance standards.

The Employer is also reminded that Extra Help appointments are intended to address a need that is ‘emergent and casual in nature’, and are to be utilized to assist during position vacancies, leaves of absence, and during peak work periods in accordance with established guidelines. The Employer is encouraged to conduct an operational analysis to determine if there is a need for the creation of additional status appointments to address the long term extensive use of these positions in this respect. Additionally, to reduce the frequency of these findings, the Employer may be able to further utilize [Extra Help Extensions](#), when applicable.

Institutional Corrective Action Plan—provided by Ms. Marta Maso, Director of Human Resources

We disagree with the recommendation. NEIU has implemented procedures to assist in the communication of statute and rules to the supervisor and Extra Help employee. Last year, we established an Extra Help offer letter and worksheet that are provided to the employee and that explain the Extra Help hiring process. Both the offer letter and worksheet were shown to the auditing team.

Additionally, because of the pooled-hours budgeting system for a few positions, NEIU has developed a report that indicates the hours worked by each employee even though the position number is shared.

NEIU will provide an update of Extra Help employees that have been transferred to continuing positions.

Additional Auditor Comments:

The Employer's efforts to communicate policies for monitoring Extra Help positions in accordance with regulatory guidelines are noted. However, policies and practices that allow departments to continue employing individuals in these positions beyond 900 hours will continue to result in findings, despite efforts made to communicate and monitor these personnel activities. Simply implementing additional communication protocols and developing reports of pooled positions does not relieve the campus Human Resource Office from strict position monitoring and compliance with the Code.

The Employer is encouraged to implement additional position management protocols that will provide more adequately monitoring and employment consequences to properly terminate these appointments when time frame limitations have been reached. This would more strictly regulate Extra Help positions, and employees assigned to those positions, in accordance with Section 250.70(f) of the Code.

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Appendix A

*Principal Administrative Appointments
Position Descriptions Matching Civil Service Specifications*

Employee Name	Title	Annual Salary	Position Number	Recommended Civil Service Classification
Anderson, Marjorie A.	Retention Specialist	\$36,696.00	997645	Program Adviser or Program Services Specialist
Babcock, Jeremy T.	High School Site Staff Member	\$41,308.00	997928	Admissions & Records Series or Program Adviser
Cason, Akua L.	Gear Up Parent/Student Services Coordinator	\$43,244.08	997948	Admissions & Records Series or Program Adviser
Catthouse, Stephen H.	Coordinator of Technology	\$50,796.32	999986	Microcomputer Support Specialist Series or Information Technology Support Associate
Choto, Jose N.	Gear Up Senior Program Manager	\$55,062.74	997963	Administrative Assistant Series or Business/Administrative Associate
Claudio, Erin	Coordinator of Experiential Programs	\$38,570.00	997260	Intramural & Recreation Coordinator
Correa, Willie E.	Gear Up High School Site Liaison	\$38,976.00	997226	Admissions & Records Series or Program Adviser
Cortes, Juan B.	Coordinator of NEIU - El Centro	\$18,270.00	997153	Clerk Series
Czalpa, Gregory E.	Coordinator of Distance Education and Video Conferencing Services	\$53,593.95	999842	Instructional Media Systems Series or Instructional Development Specialist
Del Campo, Paula M.	Assistant Registrar of Graduate Records	\$43,168.72	999821	Graduate School Specialist or Admissions/Records Specialist Series
DiCesare, Giuseppa M.	Manager of Operations	\$31,363.50	999917	Grants & Contracts Development Specialist or Business/Administrative Associate
Erhardt, Donald T.	Assistant Director of Network and Distributed Services	\$78,785.11	999914	Information Technology Management Series or Information Technology Technical Associate
Garza, Shani M.	Coordinator of Transfer Enrollment - Title V Project	\$43,137.50	997238	Admissions & Records Series or Program Adviser
Gordon, Danny A.	Director, Talent Search Program	\$57,747.41	997936	Program Coordinator Series
Hall, Barbara A.	Talent Search Program Coordinator	\$15,119.00	997967	Program Assistant or Professional Extra Help
Hallman, Javonda D.	Development Officer	\$55,000.00	997087	Development Officer
Halstead, Morgan E.	Grow Your Own Teachers (GYO) Academic Coordinator	\$58,464.00	997249	Program Coordinator Series
Hanna, Marianyelli	Enrollment Coordinator, TRIO/Student Support Services Teacher Preparation	\$37,000.00	997076	Program Coordinator Series
Kasai, Masahiro	Coordinator of Assessment & Testing	\$56,316.30	999880	Administrative Assistant Series
Khuong, Hoa T.	Assistant Director	\$69,527.50	999894	Institutional Research Data Coordinator or Institutional Research Data Specialist
Koziol, Arthur K.	Microcomputer Coordinator	\$48,048.88	999865	Microcomputer Support Specialist Series (Microcomputer Coordinator)
Krone, Megan	Aquatics Coordinator	\$39,565.72	999820	Fitness & Aquatics Aide
Lee, Lisa	Web Specialist	\$57,043.93	999826	Web Specialist Series, Webmaster, or Information Technology Technical Associate
Mahmood, Hina	Grow Your Own Teachers (GYO) Project Coordinator	\$44,152.50	999792	Program Coordinator Series
Mason, Godfrey M.	Program Coordinator	\$55,764.30	997615	Library Series
Matuschka, Christina R.	Student Success Coordinator/Coach	\$40,000.00	997071	Program Services Specialist
Merrill, David W.	Associate Director of Campus Recreation Programs	\$53,179.95	999942	Intramural & Recreation Coordinator

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Appendix A

*Principal Administrative Appointments
Position Descriptions Matching Civil Service Specifications*

Employee Name	Title	Annual Salary	Position Number	Recommended Civil Service Classification
Mitchell, Megan A.	Assistant to the Associate Vice President	\$46,690.00	997235	Administrative Assistant Series
Morrissey, Melinda C.	ReadWell Senior Program Manager	\$35,054.04	999787	Administrative Assistant Series or Business/Administrative Associate
Neumeister, Tasha F.	Coordinator for Student Media Clubs & Organizations	\$42,630.00	997371	Director of Student Publications, Radio Station Production Supervisor, or Assistant Program Director
Nunez, Oscar I.	Student Advocate	\$21,964.92	997240	Program Adviser or Professional Extra Help
Ortiz, Fausto	Coordinator of Technology	\$50,307.05	999823	Network Engineer Series or Information Technology Technical Associate
Park, Kyu Y.	Associate Director of the Office of International Programs	\$67,269.13	997211	International Programs Specialist
Pennamon, Alice M.	Graduate Enrollment Services Coordinator	\$45,063.08	999946	Graduate School Specialist
Perez, Jorge D.	Administration Director (Ensemble Espanol Spanish Dance Theatre)	\$55,413.03	999822	Special Events Facilitator or Assistant Director of Assembly Hall/Arena
Peters, Victor P.	Assistant Director, Office of University Budgets	\$56,736.00	999508	University Budget Officer Series or Business/Administrative Associate
Pierce Jr., Eddie S.	Enrollment Coordinator, TRIO/Student Support Services	\$37,000.00	997075	Program Coordinator Series
Prieto-Mendoza, Maria A.	Academic Skills Specialist	\$36,540.00	999751	Graduate Placement Officer
Raskinski, Marc G.	Learning Technologies Specialist	\$56,840.00	999830	Instructional Development Specialist or Information Technology Technical Associate
Rathunde, Cynthia	Veterans Services Coordinator	\$40,710.64	997207	Program Coordinator Series
Robertson, Tiffani R.	Coordinator of Articulation/Degree Audit	\$42,630.00	997202	Program Adviser
Rowls, Beverly A.	Gear Up Professional Development Practitioner in Literacy	\$30,888.00	997947	Training and Development Specialist Series
Saleem, Muhammed	Coordinator, Internet Services	\$70,066.06	997532	Information Technology Management Series or Information Technology Technical Associate
Sawicki, Matthew L.	Veterans Admissions/Outreach Specialist	\$34,104.00	997212	Admissions & Records Series
Siler, Robert L.	Student Services Specialist	\$38,378.01	997949	Program Adviser or Program Services Specialist
Stroia, Silviu	Applications System Administrator	\$58,549.38	999883	Applications Programmer Series (Senior Applications Analyst) or Information Technology Technical Associate
Sullivan, John C.	Assistant Director, Clinical Experiences and Student Teaching	\$45,000.00	997169	Instructional Development Specialist
Teixeira, Monica S.	Enrollment Coordinator, TRIO/Student Support Services	\$37,000.00	997077	Program Coordinator Series
Thelemaque-Collier, Colette	Gear Up Senior Program Manager	\$45,874.75	999781	Administrative Assistant Series or Business/Administrative Associate
Thomas, Rhonda L.	Gear Up Parent/Student Services Coordinator	\$55,200.00	997050	Admissions & Records Series or Program Adviser
Umeh, Ada I.	Assistant to the Dean and Coordinator of Graduate Admissions	\$49,667.24	999866	Graduate School Specialist
Vastis, Argyro	Grant Support Specialist	\$38,570.00	997236	Grants & Contracts Administrator Series
Vernon, Gerald L.	Unit Coordinator	\$65,624.99	999887	Admissions & Records Series (Supervisor)
Walker, Nekenya	Records Specialist	\$38,639.83	999833	Admissions/Records Specialist Series

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Appendix A

*Principal Administrative Appointments
Position Descriptions Matching Civil Service Specifications*

Employee Name	Title	Annual Salary	Position Number	Recommended Civil Service Classification
Walzer, Mark S.	Specialist: Survey Analyst	\$47,705.00	997251	Statistician Series
Weber, Heather J.	Gallery Coordinator	\$21,898.00	999972	Curator of Arts Series or Museum Exhibits Series
Zivin, Stephen A.	Concert Coordinator	\$44,699.26	999925	Arts Administration Director

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Appendix B

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
Arevalo, Rosa	Child Care Assistant	Child Care Center	3/9/09	9/18/09	1027.50
Arevalo, Rosa	Child Care Assistant	Child Care Center	11/1/09	6/30/10	966.00
Arredondo, Luis	Data Specialist	Chicago Teachers Center	9/1/09	8/31/10	971.00
Beard, Imani	Office Support Aide	McNair Scholarship	12/18/09	9/30/10	907.50
Bustos, Angela	Parent Mentor	Chicago Teachers Center	10/3/08	7/11/09	1075.00
Carr, April	Tutor	Chicago Teachers Center	9/16/08	7/3/09	949.00
Chaney, Brian	Administrative Support	Chicago Teachers Center	10/1/09	5/14/10	920.50
Chaves, Maria	Orientation Peer Leader	Dean of Students	9/29/08	7/10/09	1061.25
Crayton, Dwayne R.	Tutor	Chicago Teachers Center	8/5/09	8/31/11	929.00
Cruz, Edmund	Recreation Leader	Campus Recreation	9/1/08	10/28/09	950.50
Cruz, Lucia	Tutor	Chicago Teachers Center	12/1/08	8/31/10	474.00
"	"	"	10/1/09	8/31/10	556.25
					1030.25
Demirovic, Dijana	Student Advocate	Chicago Teachers Center	9/8/09	6/12/10	909.50
Dukes, Bettie	Events Res.	University Events	8/26/10	6/17/11	967.00

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Appendix B

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
Gomez, Adela	Parent Advocate	Gear UP South	1/5/09	12/4/09	938.50
Gomez, Adela	Parent Advocate	Chicago Teachers Center	1/8/10	8/31/11	934.25
Gutierrez, Juliana	Staff Clerk	Foreign Language & Literature	10/13/08	10/30/09	938.05
Hernandez, Josefina	Parent Mentor	Chicago Teachers Center	7/1/10	8/31/11	1031.50
Jiminez-Lee, Ebony	Office Support Associate	CEST Office	12/14/09	6/30/10	991.50
Kuznicki, Martha	Customer Services Rep.	Enrollment Services	3/15/10	10/31/10	921.00
Mares, Susana	Tutor	Gear UP South	5/5/09	4/17/10	911.00
Maurice, Candice	Tutor	STP	6/14/10	5/30/11	1162.50
Mendoza, Wanda	Consultant	Chicago Teachers Center	1/19/10	8/31/11	1332.50
Okaz, Lucyna	Recreation Leader	Campus Recreation	7/1/10	6/30/11	787.50
"	"	"	1/11/11	6/30/11	356.00
					1143.50
Ortiz, Frances	Secretary	Health Services	4/26/10	4/30/11	920.50
Perez, Palmira	Student Advocate	Gear UP Mid.	9/1/09	7/31/10	649.25
"	"	"	11/30/09	5/27/11	280.25
"	"	"	9/1/10	8/31/11	150.00
					1079.50
Rodriguez, Karina	Tutor	Chicago Teachers Center	7/1/09	11/13/10	497.00
"	"	"	7/1/09	11/13/10	665.50
"	"	Upward Bound	2/8/10	8/31/10	534.00
					1696.50
Ruszaj, Natalia	Administrative Aide	Illinois Co-Op Work Study Program	7/13/09	6/30/10	919.50
Selvanayagam, Thiruchelvan	Peer Leader	Dean of Students	5/1/09	8/31/10	229.00
"	"	"	5/15/09	12/11/09	152.00
"	Administrative Aide	Illinois Co-Op Work Study Program	7/1/09	6/30/10	781.00

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Appendix B

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
"	"	"	7/1/09	6/30/10	44.50
					1206.50
Shah, Jimit	Peer Leader	Parking	12/22/09	8/31/10	160.00
"	"	"	12/22/09	8/31/10	789.50
					949.50
Siddiqi, Kiran	Info Center Supervisor	Information Center	7/20/10	12/31/10	546.00
"	"	"	7/20/10	12/31/10	563.25
					1109.25
Staples, Tauria	Student Advocate	Gear UP South	5/4/09	8/31/10	910.50
Story, Brian	Recreation Leader	Campus Recreation	4/1/08	6/30/11	923.50
"	"	"	1/4/10	6/30/11	465.00
					1388.50
Turrisi, Susan	Secretary IV	Great Black Music Project CCICS	11/3/08	7/24/09	915.00
Vazquez, Lilibeth	Consultant	Chicago Teachers Center	7/12/10	4/30/11	559.50
"	"	"	7/12/10	5/15/11	503.50
					1063.00
Velazquez, Claribel	Parent Mentor	Chicago Teachers Center	9/1/09	7/31/10	915.00
Williams, Sonya	Parent Advocate	Chicago Teachers Center	9/1/09	6/26/10	925.25
Woodson, Fallon	Tutor	Chicago Teachers Center	9/15/09	11/13/10	1702.50
Young, Alexie	Student Advocate	Chicago Teachers Center	9/24/09	6/12/10	679.50
"	"	"	9/7/09	4/29/11	819.50
					1499.00

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Extra Help Positions Exceeding the 900-Hour Rule

Employee	Position Number	Position Title	Department	Beginning Timeframe	Ending Timeframe	Total Hours Worked
Stein, Noah	997265	Consultant	Chicago Teachers Center	11/16/09	6/30/10	757.50
Torres, Miriam	"	"	"	11/1/10	4/30/11	629.00
Rubalcava, Felicitas	"	"	"	12/13/10	6/30/11	327.00
						1713.50
Garcia, Silvia	997265	Parent Advocate	Chicago Teachers Center	1/6/09	12/17/09	853.50
Rubalcava, Felicitas	"	"	"	12/16/09	6/30/10	293.00
Garcia, Rosario	"	"	"	2/16/10	6/30/10	78.00
						1224.50
Reyes, Diana	997265	Tutor	Chicago Teachers Center	7/1/09	6/30/10	495.50
Figueora, Ruben	"	"	"	12/1/09	6/30/10	265.50
Badillo, Luis	"	"	"	12/15/09	12/31/10	169.50
Rodriguez, Cristina	"	"	"	7/1/10	8/31/10	35.00
						965.50
Gonzalez, Jesus	997268	Administrative Support	Chicago Teachers Center	3/1/09	8/14/09	890.50
Chaney, Brian	"	"	"	10/1/09	5/14/10	920.50
						1811.00
Kluwe, Katharina	997269	Research Assistant	National Science Foundation	7/1/09	5/31/10	471.00
Medic, Milana	"	"	"	8/11/09	5/30/10	468.00
						939.00
Kuznicki, Martha	997298	Customer Services Rep	Enrollment Services	7/13/09	2/12/10	847.50
"	"	"	"	3/15/10	10/31/10	921.00
						1768.50
Christian, Kathryn	997359	Office Support Associate	CEST Office	8/24/09	12/11/09	627.50
Jiminez-Lee, Ebony	"	"	"	12/14/09	6/30/10	991.50
						1619.00
Caban, Emilio	997490	Peer Leader	Dean of Students	5/16/08	12/11/09	174.00
Selvanayagam, Thiruchelvan	"	"	"	5/1/09	8/31/10	229.00
Hall, Milton	"	"	"	5/15/09	12/31/10	380.50
Rodriguez, Melina	"	"	"	5/15/09	12/11/09	103.75
Selvanayagam, Thiruchelvan	"	"	"	5/15/09	12/11/09	152.00
Thomas, Selena	"	"	"	5/15/09	8/31/10	380.00

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Employee	Position Number	Position Title	Department	Beginning Timeframe	Ending Timeframe	Total Hours Worked
Williams, Evelyn	"	"	"	5/15/09	12/11/09	178.00
Buck, Terry	"	"	"	5/15/09	12/22/09	666.00
Buck, Brian	"	"	"	1/4/10	8/31/10	169.50
Fulgencio, Jose	"	"	"	3/1/10	8/31/10	505.00
Evans, Jessica	"	"	"	5/30/10	8/31/10	134.50
Gutierrez, Julia	"	"	"	5/30/10	8/31/10	290.00
Krietz, Eric	"	"	"	5/30/10	12/31/10	224.00
Velez, Angel	"	"	"	5/30/10	8/31/10	176.50
Brackett, David	"	"	"	6/13/10	8/31/10	144.50
						3907.25
Griffin, Joseph	997491	Office Aide	Summer Transition Program	4/6/09	12/31/09	873.50
DiMaso, Steven	"	"	"	6/15/09	8/7/09	158.00
						1031.50
Sandoval, Alexander	997491	Office Aide	Summer Transition Program	5/17/10	6/30/10	217.50
Bueno, George	"	"	"	5/17/10	8/9/10	418.00
Griffin, Joseph	"	"	"	5/3/10	10/15/10	522.00
						1157.50
DiLorenzo, Anthony	997491	Peer Leader/Tutor	Summer Transition Program	5/18/09	6/26/09	138.00
Serrano, Raul	"	"	"	5/18/09	8/14/09	365.75
Williams, Ireal	"	"	"	6/15/09	8/14/09	227.00
Jaramillo, Luz	"	"	"	6/15/09	8/14/09	322.00
Rathore, Arpita	"	"	"	6/15/09	8/14/09	143.00
Barrera, Jonathan	"	"	"	6/15/09	8/14/09	206.50
Brill, Stacy	"	"	"	6/15/09	8/14/09	227.50
Diaz, Juan	"	"	"	6/15/09	8/14/09	222.50
Jovanovich, Sanja	"	"	"	6/15/09	8/14/09	363.75
Rafelson, Sherri	"	"	"	6/15/09	8/14/09	204.00
Mineva, Darina	"	"	"	6/15/09	8/14/09	300.70
Gooden, Kali	"	"	"	7/1/09	8/14/09	419.00
						3139.70
Slosberg, Herschel	997491	Peer Leader/Tutor	Summer Transition Program	6/1/10	8/6/10	135.00
Brady, Bryan	"	"	"	6/14/10	8/6/10	193.00
Varpness, Caitlin	"	"	"	6/14/10	8/6/10	179.50
Billups, Anithra	"	"	"	6/14/10	8/6/10	107.00
Inman, Caitlin	"	"	"	6/14/10	8/6/10	157.00
Lee, Eden	"	"	"	6/14/10	8/6/10	174.50

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Employee	Position Number	Position Title	Department	Beginning Timeframe	Ending Timeframe	Total Hours Worked
Luna, Claudia	"	"	"	6/14/10	8/6/10	166.00
Cantu, Cassandra	"	"	"	6/14/10	8/6/10	181.00
Francis, Courtney	"	"	"	6/14/10	8/6/10	156.25
						1449.25
Papuc, Peter	997521	Building Service Worker	Facilities Management	11/2/09	12/31/09	247.50
Abbruscato, Terrance	"	"	"	11/16/09	12/23/09	195.00
Johnson, Randy	"	"	"	12/14/09	5/14/10	217.50
Sypniewski, Phillip	"	"	"	5/7/10	6/30/10	75.00
Johnson, Randy	"	"	"	8/13/10	1/7/11	682.00
Lambrecht, David	"	"	"	11/29/10	1/8/11	341.25
Sypniewski, Phillip	"	"	"	12/17/10	5/31/11	855.00
						2613.25
Arellano, Adilene	997527	Peer Educator	Dean of Students	2/20/08	9/30/10	869.50
Aviles, Alejandro	"	"	"	2/20/08	9/30/10	505.00
Aviles, Sebastino	"	"	"	2/20/08	9/30/10	402.50
Illanez, Carlos	"	"	"	2/20/08	9/30/10	273.50
Cobian, Estela	"	"	"	10/1/08	7/9/09	425.00
Miranda, Cesar	"	"	"	10/14/08	9/30/09	326.75
Rzany, Amanda	"	"	"	10/14/08	9/30/10	273.00
Bernal, Carolyn	"	"	"	11/16/08	9/30/10	451.50
Quiroz, Claudia	"	"	"	11/16/08	9/30/10	490.50
Castellon, Juan	"	"	"	11/21/08	9/30/10	271.00
Cobian, Estela	"	"	"	8/10/09	9/30/10	96.00
Rose, Ciemone	"	"	"	1/13/10	9/30/10	220.00
						4604.25
Lara, Angela	997542	Consultant	Chicago Teachers Center	1/11/10	6/30/11	420.50
Mendoza, Wanda	"	"	"	1/19/10	8/31/11	491.50
Hill, Leticia	"	"	"	2/22/10	6/30/11	574.25
DeReal, Miguel	"	"	"	3/1/10	6/30/11	458.50
Rodriguez, Claudia	"	"	"	3/22/10	6/30/11	449.50
Arroyo, Ana	"	"	"	10/18/10	6/30/11	811.00
Rodriguez, Cristina	"	"	"	10/18/10	6/30/11	48.00
Dykas, Josephine	"	"	"	11/1/10	6/30/11	470.50

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Employee	Position Number	Position Title *	Department	Beginning Timeframe	Ending Timeframe	Total Hours Worked
Marmol, Leonor	"	"	"	11/15/10	6/30/11	171.00
Revilla, Susana	"	"	"	11/15/10	6/30/11	161.50
Ceron, Victoria	"	"	"	2/7/11	6/30/11	220.50
						4276.75
Arroyo, Ana	997542	Parent Advocate	Chicago Teachers Center	7/1/08	7/30/10	561.50
Lara, Angela	"	"	"	1/1/09	12/11/09	109.00
Ceron, Victoria	"	"	"	7/1/09	12/18/09	606.00
Barron, Maria	"	"	"	10/17/10	6/30/11	270.00
						1546.50
Vazquez, Lilibeth	997542	Parent Mentor	Chicago Teachers Center	7/27/09	5/28/10	853.00
Hernandez, Josefina	"	"	"	7/1/10	8/31/11	169.00
Vazquez, Lilibeth	"	"	"	7/12/10	4/30/11	559.50
						1581.50
Padilla, Ana	997542	Tutor	Chicago Teachers Center	7/1/08	6/30/10	303.50
Salazar, Adela	"	"	"	10/6/08	8/3/09	626.00
Mendez, Anna	"	"	"	10/13/08	12/11/10	226.50
Pineda, Sandra	"	"	"	10/13/08	6/30/10	83.50
Gonzalez, Alejandra	"	"	"	12/1/08	6/30/10	115.50
Rodriguez, Claudia	"	"	"	1/1/09	2/18/10	134.50
Zamora, Ricardo	"	"	"	1/6/09	6/30/10	14.50
Marmol, Leonor	"	"	"	1/13/09	6/30/10	418.50
Revilla, Susana	"	"	"	1/13/09	6/30/10	284.00
Hill, Leticia	"	"	"	2/9/09	12/17/09	716.00
Ayala, Mayra	"	"	"	3/6/09	6/30/10	189.00
Lopez, Jennifer	"	"	"	3/23/09	6/30/10	92.00
Reyes, Diana	"	"	"	7/1/09	6/30/10	132.00
Rodriguez, Karina	"	"	"	7/1/09	11/13/10	497.00
DelReal, Miguel	"	"	"	9/8/09	1/22/10	442.50
Salas, Jennifer	"	"	"	10/5/09	10/15/09	10.00
Sanchez, Albert	"	"	"	10/5/09	3/26/10	223.50
Trejo, Elizabeth	"	"	"	10/5/09	6/30/10	289.00
Clarke, Jaime	"	"	"	10/19/09	6/30/10	72.00
Alcantar, Adrian	"	"	"	11/2/09	6/30/10	225.50
Ramirez, Xavier	"	"	"	11/2/09	6/30/10	319.50

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Employee	Position Number	Position Title	Department	Beginning Timeframe	Ending Timeframe	Total Hours Worked
Salas, Jennifer	"	"	"	11/16/09	11/25/09	30.00
Mendez, Anna	"	"	"	1/11/10	6/30/10	303.00
Salas, Jennifer	"	"	"	1/11/10	6/30/10	157.00
Valenzuela, Nathan	"	"	"	1/24/10	8/31/10	79.50
Harris, Atallah	"	"	"	2/22/10	6/30/10	121.50
Sanchez, Albert	"	"	"	4/27/10	6/30/10	38.50
Salazar, Adela	"	"	"	10/18/10	6/30/11	360.50
Salazar, Adela	"	"	"	10/18/10	6/30/11	369.00
						6873.50
Quaintance, Paul	997593	Writing Tutor	English Language Program	6/1/09	12/31/09	538.00
Armour, John	"	"	"	2/8/10	12/31/10	635.00
Cole-Goldsmith, Elissa	"	"	"	5/3/10	6/30/10	110.00
Burian, Teodora	"	"	"	5/17/10	6/30/10	171.00
Swanson, Christine	"	"	"	9/7/10	6/30/11	466.00
Quaintance, Paul	"	"	"	1/9/11	6/30/11	327.00
Cole, Joseph	"	"	"	5/23/11	6/30/11	110.00
						2357.00
Ceron, Victoria	997606	Consultant	Chicago Teachers Center	1/25/10	1/7/11	750.50
Garcia, Silvia	"	"	"	2/8/10	6/30/11	466.00
Lara, Jessica	"	"	"	10/18/10	6/30/11	54.00
Rodriguez, Claudia	"	"	"	3/22/10	6/30/11	60.00
						1330.50
Arroyo, Ana	997606	Parent Advocate	Chicago Teachers Center	7/1/08	7/30/10	270.00
Macias, Nachiell	"	"	"	3/8/09	12/16/09	884.50
Macias, Nachiell	"	"	"	2/1/10	12/31/10	583.00
						1737.50
Mendez, Anna	997606	Tutor	Chicago Teachers Center	10/13/08	12/11/10	41.50
Rodriguez, Claudia	"	"	"	1/1/09	2/18/10	40.50
Zamora, Ricardo	"	"	"	1/6/09	6/30/10	398.50
Marmol, Leonor	"	"	"	1/13/09	6/30/10	21.50
Revilla, Susana	"	"	"	1/13/09	6/30/10	41.00
Sanchez, Raul	"	"	"	4/6/09	12/21/10	445.50
Lara, Jessica	"	"	"	7/1/09	12/17/09	140.00
Reyes, Diana	"	"	"	7/1/09	6/30/10	262.00

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Employee	Position Number	Position Title	Department	Beginning Timeframe	Ending Timeframe	Total Hours Worked
Rodriguez, Karina	"	"	"	7/1/09	11/13/10	665.50
DeReal, Miguel	"	"	"	7/13/09	7/14/09	10.50
Salazar, Adela	"	"	"	10/5/09	6/30/10	31.50
Badillo, Luis	"	"	"	12/15/09	12/31/10	507.00
DeLuna, Diego	"	"	"	1/25/10	8/31/10	495.00
						3100.00
Ramirez, Michelle	997606	Teacher Assistant	Chicago Teachers Center	1/1/10	12/31/10	585.00
Lara, Jessica	"	"	"	1/25/10	8/31/10	702.00
Rodriguez, Cristina	"	"	"	7/1/10	8/31/10	212.50
						1499.50
Mackey, Carl	997745	Office Support Specialist	McNair Scholarship	7/6/09	9/30/10	571.50
Beard, Imani	"	"	"	12/18/09	9/30/10	907.50
						1479.00
Hendrick, Anita	997748	Clerk	ERP Project	1/25/10	6/30/10	740.50
Mulkay, Beatriz	"	"	"	5/4/09	4/30/10	802.50
						1543.00
Szulc, Ferne	997753	Administrative Assistant	Counselor Education	1/12/09	12/9/09	671.00
"	"	"	"	1/19/10	9/30/10	686.00
						1357.00
Chaney, Brian	997759	Administrative Support	Chicago Teachers Center	6/14/10	8/31/10	757.00
Newton, Shirley	"	"	"	1/25/10	11/13/10	390.00
						1147.00
Valadez, Christina	997759	Data Specialist	Chicago Teachers Center	3/8/09	10/30/09	889.00
Sandler, Karen	"	"	"	7/16/09	6/30/10	55.00
Valadez, Christina	"	"	"	1/11/10	5/28/10	795.00
Barajas, Edith	"	"	"	3/1/10	8/31/10	115.00
						1854.00
Tolentino, Lilian	997761	Consultant	Chicago Teachers Center	9/1/09	8/31/11	569.25
Champlin, Margaret	"	"	"	1/18/10	8/31/11	430.00
Mendoza, Wanda	"	"	"	1/19/10	8/31/11	841.00
Vazquez, Lilibeth	"	"	"	7/12/10	5/15/11	503.50
Maynor, Langston	"	"	"	9/1/10	6/30/11	857.50

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Rutschman, Jesse	"	"	"	9/19/10	8/31/11	661.00
						3862.25
Williams, Sonya	997761	Parent Advocate	Chicago Teachers Center	1/1/09	5/15/11	925.25
Lopez, Mildre	"	"	"	7/1/09	8/6/10	821.50
Arredondo, Paulina	"	"	"	9/1/10	8/31/11	235.50
Lopez, Mildre	"	"	"	9/6/10	8/31/11	820.00
						2802.25
Pickett, Valerie	997761	Parent Mentor	Chicago Teachers Center	11/16/08	8/31/09	125.00
Rodriguez, Idalia	"	"	"	9/1/09	8/31/10	383.00
Horton, Shirley	"	"	"	9/21/09	7/30/10	816.00
Hernandez, Josefina	"	"	"	7/1/10	8/31/11	862.50
Figuerola, Maria	"	"	"	9/1/10	8/31/11	662.75
Ramirez, Bernarda	"	"	"	9/1/10	8/31/10	493.50
Horton, Shirley	"	"	"	9/5/10	8/31/11	782.00
						4124.75
Rodriguez, Joanne	997761	Student Advocate	Chicago Teachers Center	11/2/08	8/6/09	643.00
Champlin, Margaret	"	"	"	2/9/09	12/13/09	877.25
Correa-Soto, Evelyn	"	"	"	9/1/09	8/31/10	423.75
Jackson, Tiffany	"	"	"	9/1/09	8/31/10	543.50
Young, Alexie	"	"	"	9/7/09	4/29/11	819.50
Demirovic, Dijana	"	"	"	9/8/09	6/12/10	909.50
Rodriguez, Joanne	"	"	"	9/15/09	8/31/10	552.50
Yancour, Melissa	"	"	"	9/21/09	8/6/10	688.00
Young, Alexie	"	"	"	9/24/09	6/12/10	679.50
Demirovic, Dijana	"	"	"	9/1/10	8/31/10	771.50
Yancour, Melissa	"	"	"	9/15/10	5/3/11	276.50
						7184.50
Fisher, Felipe	997761	Tutor	Chicago Teachers Center	7/1/08	8/31/09	141.00
Horton, Shirley	"	"	"	9/1/08	8/14/09	534.50
Yancour, Melissa	"	"	"	9/1/08	7/19/09	634.25
Arredondo, Luis	"	"	"	9/16/08	7/10/09	744.75
Cedeno, Rosalio	"	"	"	9/16/08	8/31/09	570.50
Horne, Crystal	"	"	"	12/1/08	8/14/09	344.00

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Employee	Position Number	Position Title	Department	Beginning Timeframe	Ending Timeframe	Total Hours Worked
Demirovic, Dijana	"	"	"	1/16/09	7/24/09	265.50
Jordan, Terrell	"	"	"	3/1/09	8/31/09	132.50
Rodriguez, Julian	"	"	"	5/3/09	8/31/10	313.50
Horne, Crystal	"	"	"	9/15/09	8/31/10	692.00
Valenzuela, Nathan	"	"	"	1/24/10	8/31/10	412.50
Brandy, Reyes	"	"	"	2/21/10	8/31/10	236.00
Villalobos, Cindy	"	"	"	5/3/10	8/31/10	133.50
Quintero, Didier	"	"	"	6/13/10	8/31/10	204.00
						5358.50
Torres, Carmen	997764	Data Specialist	Chicago Teachers Center	9/1/09	8/31/10	888.75
Perez, Palmira	"	"	"	9/1/10	8/31/11	150.00
						1038.75
Bryant, Sandra	997764	Parent Advocate	Chicago Teachers Center	9/1/08	7/31/09	890.00
Casas, Rosa	"	"	"	9/1/09	7/28/10	624.50
Flores, Imelda	"	"	"	9/1/09	7/29/10	615.50
Flores, Imelda	"	"	"	9/7/10	8/31/11	569.00
Casas, Rosa	"	"	"	9/9/10	8/31/11	635.00
						3334.00
Flores, Imelda	997764	Parent Advocate	Gear Up Mid	9/1/08	7/31/09	654.75
Valle, Esperanza	"	"	"	9/2/08	7/31/09	865.00
Valle, Esperanza	"	"	"	9/1/09	7/30/10	758.00
						2277.75
Gomez, Maribel	997764	Parent Mentor	Chicago Teachers Center	9/1/09	7/31/10	830.50
Guerrero, Maria	"	"	"	9/1/09	7/29/10	635.25
Guzman, Dioselina	"	"	"	9/1/09	7/30/10	879.50
Martinez, Graciela	"	"	"	9/1/09	8/6/10	814.00
Velazquez, Claribel	"	"	"	9/1/09	7/31/10	915.00
Gomez, Maribel	"	"	"	9/1/10	8/31/11	239.50
Guzman, Dioselina	"	"	"	9/1/10	8/31/11	796.50
Velazquez, Claribel	"	"	"	9/1/10	8/31/11	787.50
Martinez, Graciela	"	"	"	9/6/10	8/31/11	882.50
Guerrero, Maria	"	"	"	9/7/10	8/31/11	680.50
						7460.75
Bazaldua, Fernando	997764	Student Advocate	Chicago Teachers Center	9/1/09	7/31/10	869.50
Rivera, Melissa	"	"	"	9/1/09	7/29/10	814.50

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Stanley, Naaman	"	"	"	4/1/10	8/31/10	289.00
Hernandez, Leonel	"	"	"	9/1/10	8/31/11	663.25
Solis, Edith	"	"	"	9/1/10	8/31/11	888.50
Bamberg, Jennifer	"	"	"	9/3/10	6/30/11	665.00
Rivera, Melissa	"	"	"	9/17/10	8/31/11	492.50
						4682.25
Perez, Palmira	997764	Student Advocate	Gear Up Mid.	9/1/08	7/31/09	667.00
Smith, Jafa	"	"	"	9/1/08	6/1/09	437.00
Solis, Edith	"	"	"	9/1/08	7/31/09	881.50
Torres, Miriam	"	"	"	9/16/08	7/10/09	864.00
Smith, Jafa	"	"	"	7/1/09	8/31/09	30.00
Perez, Palmira	"	"	"	9/1/09	7/31/10	649.25
Solis, Edith	"	"	"	9/1/09	7/31/10	785.00
Bamberg, Jennifer	"	"	"	10/16/09	7/19/10	662.00
Basilio, Melissa	"	"	"	10/16/09	7/31/10	517.25
Buffington, Docia	"	"	"	10/16/09	7/31/10	598.50
Smith, Jafa	"	"	"	10/16/09	7/31/10	643.50
Topete, Isodoro	"	"	"	10/16/09	7/31/10	146.00
						6881.00
Brownlee, Victoria	997765	Consultant	Gear Up South	9/1/10	8/31/11	384.50
Bustos, Angela	"	"	"	9/1/10	8/31/11	758.00
Cameau, Danielle	"	"	"	9/6/10	8/31/11	155.00
						1297.50
Mabion, Rashaard	997765	Extra Help	Gear Up South	5/4/09	7/2/09	254.00
"	"	"	"	8/11/09	8/11/10	844.00
						1098.00
Bruce, Vincent	997765	Parent Advocate	Chicago Teachers Center	9/1/08	8/31/09	605.00
Bryant, Sandra	"	"	"	9/1/09	7/31/10	224.00
Childs, Elizabeth	"	"	"	9/1/09	8/31/10	515.50
Gomez, Adela	"	"	"	1/8/10	8/31/11	934.25
						2278.75
Bustos, Angela	997765	Parent Mentor	Chicago Teachers Center	10/3/08	7/11/09	1075.00
"	"	"	"	8/17/09	5/29/10	616.50
						1691.50

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Cameau, Danielle	997765	Student Advocate	Chicago Teachers Center	9/1/09	8/6/10	902.00
Estrada, Iseala	"	"	"	2/1/10	8/31/10	260.00
Mares, Susana	"	"	"	5/30/10	8/31/10	304.00
						1466.00
Robinson, Nikcole	997765	Tutor	Gear Up South	5/4/09	8/31/10	901.50
Mares, Susana	"	"	"	5/5/09	4/17/10	911.00
Hodge, Kevin	"	"	"	6/6/09	8/31/10	265.50
						2078.00
Wright, Kathleen	997770	Tutor	Chicago Teachers Center	6/1/07	8/31/10	567.50
Stadnicka, Maria	"	"	"	9/16/08	8/31/10	596.75
Cruz, Lucia	"	"	"	12/1/08	8/31/10	474.00
Brandy, Reyes	"	"	"	6/10/09	8/31/09	202.50
Cruz, Lucia	"	"	"	10/1/09	8/31/10	556.25
Correll, Brandon	"	"	"	1/2/10	8/31/10	203.75
Brandy, Reyes	"	"	"	2/21/10	8/31/10	273.50
Serrano, Cecilia	"	"	"	6/1/10	8/31/10	169.75
White, Kenneth	"	"	"	9/1/10	8/31/10	245.50
						3289.50
Woodson, Fallon	997771	Tutor	Chicago Teachers Center	9/15/08	8/14/09	792.00
Carr, April	"	"	"	9/16/08	7/3/09	949.00
Crayton, Dwayne	"	"	"	9/16/08	8/31/09	17.00
Grays, Darita	"	"	"	9/16/08	7/24/09	536.00
Woodley, Octavious	"	"	"	10/1/08	8/31/10	12.00
Covington, John	"	"	"	7/9/09	8/31/09	135.00
Carr, April	"	"	"	8/5/09	8/13/09	26.00
Crayton, Dwayne	"	"	"	8/5/09	8/31/11	929.00
Carr, April	"	"	"	9/15/09	8/31/10	832.50
Covington, Toni	"	"	"	9/15/09	8/31/10	899.00
Woodson, Fallon	"	"	"	9/15/09	11/13/10	1702.50
Grays, Darita	"	"	"	9/16/09	8/31/11	581.00
Samuel, Jennifer	"	"	"	12/1/09	8/31/10	39.00
Rutledge, Felicia	"	"	"	2/15/10	8/31/10	266.00
						7716.00
Koepp, David	997782	Copier Assistant	Copier Services	6/8/09	12/4/09	848.00
"	"	"	"	1/11/10	6/30/10	749.50
						1597.50

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Arevalo, Rosa	997789	Child Care Assistant	Child Care Center	3/9/09	9/18/09	1027.50
Reimer, Jenna	"	"	"	7/1/09	6/30/10	375.00
Tuot, Daisy	"	"	"	7/1/09	8/31/09	317.50
Villareal-Hickey	"	"	"	7/1/09	6/30/10	78.50
Arevalo, Rosa	"	"	"	11/1/09	6/30/10	966.00
						2764.50
Hogan, Anthony	997794	Recreation Leader	Campus Recreation	7/1/08	6/30/11	57.50
Nguyen, Hein	"	"	"	7/1/08	6/30/11	262.75
Slavnic, Dejan	"	"	"	7/1/08	12/15/09	89.00
Story, Brian	"	"	"	7/1/08	6/30/11	923.50
Cundiff, Renee	"	"	"	8/15/08	6/30/09	29.75
Khan, Sadia	"	"	"	9/4/08	6/30/11	129.00
Chan, Danny	"	"	"	9/8/08	12/17/09	519.50
Sikanich, Charisse	"	"	"	9/29/08	6/30/10	118.75
Vankanegan, Nancy	"	"	"	1/8/09	6/30/11	770.00
Burke, Kristin	"	"	"	1/13/09	12/15/09	583.25
Benitez, Ociel	"	"	"	1/21/09	6/30/10	62.00
Lopez, Grisel	"	"	"	5/15/09	6/30/11	77.25
Garcia, Benny	"	"	"	6/3/09	6/30/11	48.50
Ardies, Shawnee	"	"	"	7/1/09	7/31/09	463.75
Rodriguez, Cynthia	"	"	"	9/1/09	12/15/09	203.75
Durfee, Diane	"	"	"	9/2/09	6/30/10	223.75
Hultgren, Mary	"	"	"	1/4/10	6/30/11	295.50
Lee, William	"	"	"	1/4/10	6/30/11	222.75
Arenas, Yessenia	"	"	"	1/4/10	6/30/11	308.75
Delgado, Juan	"	"	"	1/4/10	6/30/11	257.00
Dzis, Maksym	"	"	"	1/4/10	6/30/11	158.00
Dzis, Stan	"	"	"	1/4/10	6/30/11	464.00
Garcia, Bryan	"	"	"	1/4/10	6/30/11	215.75
Matishak, Mark	"	"	"	1/4/10	6/30/11	286.50
Nowack, Kyle	"	"	"	1/4/10	6/30/10	423.25
Oehlsen, Samantha	"	"	"	1/4/10	6/30/10	56.50
Richards-Truesdale, James	"	"	"	1/4/10	6/30/11	120.75
Root, Mia	"	"	"	1/4/10	6/30/11	167.50
Shaier, Jennifer	"	"	"	1/4/10	6/30/11	193.00
Sokol, Alyssa	"	"	"	1/4/10	6/30/11	254.00
Solberg, Andrew	"	"	"	1/4/10	6/30/11	225.25
Rodriguez, Cynthia	"	"	"	1/16/10	6/30/11	341.75

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Burke, Kristin	"	"	"	1/17/10	6/30/11	100.25
Slavnic, Dejan	"	"	"	1/17/10	6/30/10	339.00
Cosovic, Fadil	"	"	"	1/19/10	4/30/11	333.50
Chan, Danny	"	"	"	1/21/10	6/30/11	472.25
Dennis, Timothy	"	"	"	3/1/10	6/30/11	52.25
Okaz, Lucyna	"	"	"	7/1/10	6/30/11	787.50
Martin, Eddie	"	"	"	8/2/10	6/30/11	167.25
Sanok, Jennalee	"	"	"	8/15/10	6/30/11	80.50
Jones, Jacob	"	"	"	8/15/10	6/30/11	97.00
McAndrew, Alexander	"	"	"	8/15/10	6/30/11	115.00
Lugo, Roberto	"	"	"	9/1/10	6/30/11	28.50
Flores, Ximena	"	"	"	1/1/11	6/30/11	54.00
Ruka, Ewa	"	"	"	1/1/11	6/30/11	42.50
Konrath, Frank	"	"	"	1/1/11	6/30/11	64.50
Okaz, Lucyna	"	"	"	1/11/11	6/30/11	356.00
Slavnic, Dejan	"	"	"	1/11/11	6/30/11	36.00
						11678.25
Rodriguez, Cynthia	997794	Recreation Leader	Staff & Community Recreation	9/9/08	7/31/09	463.25
Spitelli, Beth	"	"	"	9/15/08	6/30/11	218.50
Ardies, Lynnette	"	"	"	1/7/09	6/30/09	267.25
Durfee, Diane	"	"	"	1/8/09	7/21/09	114.50
Bueno, Osvaldo	"	"	"	6/4/09	6/30/10	52.00
Dixon, Spencer	"	"	"	7/1/09	6/30/11	266.00
Benson, Davisson	"	"	"	8/15/10	6/30/11	79.50
Berg, Tomasz	"	"	"	1/1/11	6/30/11	45.00
						1506.00
Hogan, Anthony	997795	Recreation Leader	Campus Recreation	7/1/08	6/30/11	494.50
Lopez, Jacqueline	"	"	"	7/1/08	6/30/10	228.00
Slavnic, Dejan	"	"	"	7/1/08	12/15/09	591.00
Kellum, Vanessa	"	"	"	9/1/08	12/18/09	404.75
Cooper, Rae	"	"	"	1/8/09	6/30/09	95.50
Gonzalez, Israel	"	"	"	1/12/09	12/12/09	889.25
Reed, Richard	"	"	"	1/12/09	6/30/11	291.00
Cosovic, Fadil	"	"	"	1/13/09	7/22/09	283.00
Rose, Elaine	"	"	"	1/20/09	6/30/11	175.00
Abram, Carl	"	"	"	3/24/09	6/30/11	255.50
Garcia, Benny	"	"	"	6/3/09	6/30/11	213.00
Ardies, Shawnee	"	"	"	7/1/09	7/31/09	346.50

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Claudio, Erin	"	"	"	7/1/09	6/30/10	659.00
Martin, Eddie	"	"	"	7/1/09	7/2/10	861.25
Jimenez, Maria	"	"	"	9/1/09	6/30/11	342.50
Phou, Sandy	"	"	"	9/1/09	6/30/10	79.50
Cosovic, Fadil	"	"	"	9/3/09	12/14/09	250.25
Cruz, Edmund	"	"	"	12/3/09	6/30/10	348.75
Story, Brian	"	"	"	1/4/10	6/30/11	465.00
Todd, Sarah	"	"	"	1/4/10	6/30/10	415.00
Gonzalez, Israel	"	"	"	1/13/10	11/14/10	466.25
Rodriguez, Cynthia	"	"	"	1/16/10	6/30/11	90.25
Burke, Kristin	"	"	"	1/17/10	6/30/11	363.00
Slavnic, Dejan	"	"	"	1/17/10	6/30/10	160.50
Cosovic, Fadil	"	"	"	1/19/10	4/30/11	440.50
Chan, Danny	"	"	"	1/21/10	6/30/11	145.75
Heidtke, Tyler	"	"	"	7/1/10	6/30/11	39.00
Tyre, Sarah	"	"	"	7/1/10	6/30/11	777.75
Martin, Eddie	"	"	"	8/2/10	6/30/11	541.25
Lugo, Roberto	"	"	"	9/1/10	6/30/11	77.50
Ardies, Shawnee	"	"	"	9/13/10	6/30/11	513.25
Ortiz, Juan	"	"	"	11/1/10	6/30/11	34.00
Grabowiecki, Piotr	"	"	"	12/1/10	12/30/10	18.50
Gonzalez, Israel	"	"	"	12/15/10	6/30/11	525.75
Romero, Greg	"	"	"	1/10/11	6/30/11	192.75
Slavnic, Dejan	"	"	"	1/11/11	6/30/11	273.00
Sanchez, Jessica	"	"	"	1/19/11	6/30/11	55.00
Narsa, Norris	"	"	"	2/1/11	6/30/11	289.75
						12692.00
Conley, Trisha	997798	Administrative Aide	Illinois Co-Op Work Study	8/10/08	6/30/09	501.25
Pietrzak, Patrycja	"	"	"	10/1/08	6/30/09	274.25
Wilfong, Erica	"	"	"	2/1/09	6/30/10	838.75
Farooqi, Arslan	"	"	"	2/9/09	6/30/09	382.50
Stryjek, Maciej	"	"	"	3/16/09	6/30/09	116.00
Ruszaj, Natalia	"	"	"	7/13/09	6/30/10	919.50
Shelton, Vivian	"	"	"	7/17/09	6/30/10	899.25
Stanley, Arthur	"	"	"	8/17/09	6/30/10	782.75
Somerville, Kelsey	"	"	"	9/8/09	6/30/10	67.00
Phillips, Reginald	"	"	"	9/21/09	6/30/10	588.00
Depowska, Aleksandra	"	"	"	9/21/09	12/31/09	218.50
Caro, Sabrina	"	"	"	10/5/09	6/30/10	338.00

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Mlynek, Katarzyna	"	"	"	10/19/09	1/31/10	142.50
Seader, Chad	"	"	"	11/16/09	1/31/10	139.75
Mercer, Jessica	"	"	"	5/2/10	6/30/10	67.75
Gugwor, Resney	"	"	"	6/11/10	6/25/10	64.50
						6340.25
Bush, Hattie	997798	Administrative Aide Assistant	Career Services	1/5/09	6/30/10	835.00
Albakri, Fares	"	"	"	4/20/09	6/30/10	209.25
						1044.25
Makimovic, Jovanka	997798	Administrative Aide Assistant	Illinois Co-Op Work Study	8/1/08	6/30/10	621.00
Pera, Elias	"	"	"	9/15/08	12/23/09	873.00
Serrano, Laura	"	"	"	9/29/08	6/30/10	818.25
Ross, Zachary	"	"	"	5/1/09	6/30/10	141.00
Selvanayagam, Thiruchelvan	"	"	"	7/1/09	6/30/10	781.00
Pera, Elias	"	"	"	1/25/10	6/30/10	243.50
						3477.75
Multiple Incumbents	997844	Note Taker	Accessibility Center	1/12/09	5/2/11	3967.25
Quinonez, Rene	997851	Secretary	Academic Advisement Center	2/2/09	8/14/09	861.00
"	"	"	"	9/16/09	2/27/10	793.00
						1654.00
Castro De Cortes, Laura	997853	Clerk	El Centro	7/6/09	3/6/10	842.00
"	"	"	"	4/6/10	10/2/10	904.00
"	"	"	"	11/2/10	5/31/11	868.50
						2614.50
Turrisi, Susan	997856	Secretary IV	Great Black Music Project	11/3/08	7/24/09	915.00
"	"	"	"	8/24/09	5/1/10	891.00
						1806.00
Henry, Viola	997856	Videographer	CCICS	4/7/09	10/30/09	894.00
"	"	"	"	12/1/09	6/30/10	804.00
						1698.00
Dukes, Bettie	997899	Event Reservationist	University Events	8/26/10	6/17/11	967.00
Voigt, Karl	"	"	"	2/10/11	3/10/11	497.75
						1464.75

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Chaves, Maria	997904	Peer Leader	Dean of Students	9/29/08	7/10/09	1061.25
Caban, Emilio	"	"	"	5/16/08	12/11/09	66.00
Auxila, Allan	"	"	"	5/15/09	12/11/09	28.50
Rodriguez, Melina	"	"	"	5/15/09	12/11/09	34.50
Williams, Evelyn	"	"	"	5/15/09	12/11/09	67.50
						1257.75
Ming, Mathias	997907	Weeder	Grounds Maintenance	1/11/10	10/8/10	900.00
"	"	"	"	11/8/10	4/30/11	832.00
						1732.00
Lambrecht, David	997908	Maintenance Worker	Building Maintenance	3/26/09	9/14/09	896.25
"	"	"	"	11/2/09	4/30/10	853.25
						1749.50