

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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



*James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director*

April 10, 2015

Dr. Robert A. Easter
President
University of Illinois

Dr. Michael D. Amiridis
Chancellor
University of Illinois at Chicago

Ms. Maureen Parks
Associate Vice President for University
Human Resources
University of Illinois

Mr. Robert A. Crouch
Assistant Vice President for
Human Resources
University of Illinois at Chicago

Ms. Julie Zemaitis
Executive Director – University Audits
University of Illinois at Urbana-Champaign

Mr. James Montgomery
Merit Board Chair
State Universities Civil Service System

Ms. Karen Hasara
Merit Board Member
State Universities Civil Service System

Ms. Jill Smart
Merit Board Member
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 the University of Illinois at Chicago (UIC). The audit period tested was February 1, 2012 through January 31, 2014. The following Report is intended to communicate the final material findings, recommendations and corresponding institutional responses formulated through a comprehensive human resource compliance and operational audit.

This Report includes three (3) major findings. Two of these findings concern the exemption of positions from civil service guidelines, an issue that UIC has committed to address and resolve. In this Report, the auditors attempted to historically capture the significant effort devoted by UIC to resolve these issues, along with an assessment of their progress in this respect.

As captured in the attached Report, these audit topics are quite complex and quickly become difficult to articulate and comprehend, especially by observers not intimately involved with, or minimally exposed to, these topics on a daily basis. Therefore, in this particular instance, we felt it important to provide this sort of cover letter in the hopes that we can somehow more simply summarize and convey the key elements found in this Report. Following is a listing of the three (3) findings contained in the attached Final Audit Report, with a summary of the most important elements regarding each finding.

1) Finding - Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications

- Following increasingly more significant audit findings across several years, December 2004 through December 2009, a campus-wide comprehensive job analysis program was implemented, which included a complete remodel of business operations and policies regarding this topic.
- In early 2010, an aggressive plan to analyze every new position, along with every current exempt position, was initiated by the campus HR Office with significant administrative support.
- During the next audit cycle, January 2010 through January 2012, our overall analysis indicated a significant improvement regarding this issue, especially noting the overall effectiveness of the relatively new job analysis process and associated operational changes. It was noted that UIC's progress in this respect would be most evident during the next consecutive audit cycle.
- As estimated, this current Audit Report even more clearly demonstrates the significant effectiveness of the UIC job analysis process and associated operational changes.
- Reviewing the impact of the new job analysis process as it relates to those positions subject to this initiative, it becomes quite evident how effective this process has been in almost completely alleviating this issue. In December 2009, our statistical analysis revealed that, out of 209 exempt positions sampled, 162 potentially met civil service classification standards. Quite conversely, our statistical analysis for this current Report shows that, out of 378 exempt positions sampled, 33 potentially met civil service classification standards. Regarding the 33 positions cited, 15 are attributed to a common classification plan management adjustment and 12 fall under the jurisdiction of University Administration. Only 6 out of a sample of 378 truly remain in question. Most importantly, virtually **all** new exempt positions created and reviewed by UIC during this audit timeframe met exemption standards.
- Quite definitively, the initiative undertaken by UIC in 2010 to address this issue has served to significantly alleviate this finding. Based on this analysis, it is estimated that once the project to review all current exemptions is completed, UIC will become compliant with all regulatory requirements in this respect.

2) Finding - Exemption Authorization Applied to 'Academic Hourly' Positions That Match Civil Service Classification Specifications

- The comprehensive job analysis initiative undertaken by UIC in 2010 included the review of all 'Academic Hourly' appointments as well. New operational guidelines and employment protocols were implemented in this respect.
- Subsequently, the overall number of 'Academic Hourly' appointments has significantly decreased from approximately 1,111 in December 2009 to approximately 247 in January 2014.
- After 2009, many of these appointments were most likely terminated, converted to civil service 'extra help' appointments, or otherwise changed to some other employment category.
- As detailed in this current Report, our analysis revealed that, out of 50 'academic hourly' positions sampled, 20 potentially met civil service classification standards. At least 16 of these 20 positions have not yet been reviewed under the current job analysis process.

Subsequently, only 4 'academic hourly' appointments, out of the remaining 34 that have undergone the UIC job analysis process, remain in question.

- Once again, the initiative undertaken by UIC in 2010 to address this issue has served to significantly alleviate this finding. Based on this analysis, it is estimated that once the project to review all current 'academic hourly' positions is completed, UIC will become compliant with all regulatory requirements in this respect.

3) Finding – Non-Compliance with Extra Help Employment and Position Limitations

- The use of 'extra help' appointments has more than doubled from 2010 to 2014. This may be a consequence of the reduction and transition of many previously classified 'academic hourly' appointments.
- There were approximately 3,915 'extra help' appointments utilized during this current audit timeframe. Through these appointments, 303 employees worked beyond the regulatory 900-hour limitation.
- In response to this finding, 288 of these 'extra help' appointments have been terminated, with 80 of those employees converted to other status positions. 14 of the remaining 15 employees are still employed in an 'extra help' appointment due to an incorrect calculation of hours, or movement into a new 'extra help' appointment. The remaining employee is in the process of being converted to a regular status civil service position.
- This issue was immediately resolved at the campus level through the personnel actions listed above, and in accordance with current campus protocols.
- UIC has previously proven to have a very effective business model in place to appropriately monitor and manage this regulatory component. Their assertive, immediate action to remedy this finding further demonstrates their commitment in this respect.
- Proper attention and administration of current business processes should provide immediate remedy in this instance.

As noted in the two previous Biennial Compliance Audits in FY2010 and FY2012, it is again important to acknowledge the demonstrated commitment of the previous Chancellor, Paula Allen-Meares, and her administrative staff, along with the current administration and campus Human Resource Office staff, in dedicating a significant amount of resources to resolving these complex issues related to positions exempted from Civil Service regulatory guidelines. This commitment included the devotion of an extraordinary amount of budgetary and personnel support in addressing this extremely complex compliance issue over the past four (4) biennial audit cycles. Throughout this history, UIC has developed and implemented several new business processes regarding the complex human resource activities surrounding this topic.

It is also so important for everyone to understand that the matters highlighted in this cover letter and Report should not be simply confined to this audit process and these parameters. From our perspective, UIC's immersion into resolving these issues surrounding exemptions has led to many other positive consequences for their campus and the overall statewide personnel management system. Specifically, their job analysis initiative has led to many other significant benefits, including a more robust and flexible campus compensation plan management system, new campus initiatives related to position management and job description development, a more direct synergy between occupational trends in the campus workplace and the timely delivery of the classification plan management system, and the involvement of a more global campus constituency in the generation of new ideas and innovative HR processes. The entire statewide university system has directly benefited from their effort in this

respect, and stands to gain even more over time. Most importantly though, your efforts have served as a foundation to positively change our culture and institutional relationships.

We are anxious to see the completion of your job analysis initiative as you finish the final review of exempt positions in the remaining departmental and college units. Our office has publically exemplified UIC as the gold standard in this respect. We sincerely appreciate the manner and level of professionalism experienced through our ongoing communications with the Human Resource staff at the University of Illinois at Chicago through these audit processes. All of your efforts and our ongoing communications in this respect have led to a truly inspiring, collaborative institutional relationship. We express our gratitude to the University of Illinois at Chicago for a very productive audit experience.

Respectfully yours,

A handwritten signature in dark ink, appearing to read "Lewis T. Morelock", written in a cursive style.

Lewis T. (Tom) Morelock
Executive Director

University of Illinois at Chicago Final Audit Report



State Universities Civil Service System Compliance Audit

April 10, 2015

Audit Period

February 1, 2012 – January 31, 2014

Prepared by:

Lucinda M. Neitzel
Assistant Director, Operations and Audit Division

University of Illinois at Chicago
Final Audit Report

Table of Contents

Introduction	1
Executive Summary	4
Material Findings, Recommendations, Institutional Corrective Action Plans and Additional Auditor Comments	5

Appendices

- Appendix A: Principal Administrative Appointments: Position Descriptions Matching Civil Service Specifications
- Appendix B: “Academic Hourly” Appointments: Position Descriptions Matching Extra Help Guidelines or Civil Service Specifications
- Appendix C: Non-Compliance with Extra Help Employment and Position Limitations

University of Illinois at Chicago **Final Audit Report**

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 June 9-13 and June 16-20, 2014. A Draft Audit Report was issued on January 30, 2015, following the collaborative resolution of several other compliance issues. A formal exit conference was conducted on February 9, 2015, which 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 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, Operations and Audit Division, were directly responsible for conducting various aspects of the audit:

Lucinda Neitzel, Assistant Director, Operations and Audit Division
Danielle Routh, Program Coordinator, Operations and Audit Division
Jeff Brownfield, Coordinator, Special Assignments
Paula Mitchell, Human Resource Assistant

University of Illinois at Chicago
Final Audit Report

Executive Summary
YEAR ENDED-FY2014

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	3
Repeated findings from previous audit®	2®

SCHEDULE OF MATERIAL FINDINGS

<u>Item Number</u>	<u>Page</u>	<u>Description</u>
UIC FY14-01	5	FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT) Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications®
UIC FY14-02	20	FINDINGS (ILLINOIS ADMINISTRATIVE CODE) Exemption Authorization Applied to 'Academic Hourly' Positions That Match Civil Service Classification Specifications®
UIC FY14-03	29	FINDINGS (ILLINOIS ADMINISTRATIVE CODE) Non-Compliance with Extra Help Employment and Position Limitations

University of Illinois at Chicago
Final Audit Report

Material Findings, Recommendations and Institutional Corrective Action Plan

UIC FY14-01 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 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) of the Act, 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):

The FY2014 Biennial Compliance Audit, which covers the time period February 1, 2012 through January 31, 2014, is an attempt to provide an in-depth review and analysis of exemption authorization and position management at the University of Illinois at Chicago, most specifically related to the approximately 2,210 positions considered to be exempt in accordance with Section 36e(3) of the State Universities Civil Service Act and identified as Principal Administrative Appointments. In this respect, this audit process included an overall review of exemption authorization and categorization, actual position sampling and analysis, and a review of current business processes associated with this personnel activity. The following is intended to capture the background with respect to this critical issue, corrective actions undertaken by the University of Illinois at Chicago as a result of previous audit findings, the ongoing business process and position description analysis as detailed in monthly reporting protocols, and the current analysis of information providing the foundation for this report.

1) Background:

The FY2008 Final Audit Report (FAR), published September 4, 2008, and covering the time period December 1, 2004 through April 30, 2007, documented a significant level of non-compliance regarding the management of exempted positions and cited approximately sixty-seven (67) positions, out of one-hundred (100) tested that potentially met Civil Service classification specifications.

The FY2009 Final Supplemental Audit Report, published July 29, 2009, and covering the time period June 5, 2008 through December 31, 2008, confirmed the continued failure to establish and/or follow adequate personnel protocols with respect to Principal Administrative Appointments and cited approximately seventy-six (76) positions, out of one-hundred fifteen (115) tested that potentially met Civil Service classification specifications.

The FY2010 Final Audit Report (FAR), published June 15, 2011, and covering the time period May 1, 2007 through December 31, 2009, documented several areas of non-compliance with respect to position control and administration, employment protocols, and improper exemption of positions. This audit cited approximately one-hundred sixty-two (162) positions, out of two-hundred nine (209) tested that potentially met Civil Service classification specifications.

During this five year period, as detailed in three separate audits, the causes associated to this level of non-compliance was directly related to a lack of institutional control and

inadequate business processes to properly manage or maintain position descriptions for exempt positions in order to validate exemption determinations. Additionally during that time period, the campus Human Resource Office did not play a significant role in this employment process, and exercised only a limited monitoring capacity to ensure proper position description management, regulatory compliance, or exemption designation/authorization. Consequently, positions were improperly exempted at an alarming rate, resulting in the circumvention of Civil Service protocols and significant compliance issues.

Following the FY2010 Biennial Compliance Audit, the Human Resource Office at the University of Illinois at Chicago regained institutional control and began making substantial improvements to their business processes and protocols related to this topic. A comprehensive, campus wide position analysis program was implemented to address previously cited position exemption findings, to determine proper exemption or classification for new positions, and to initiate a campus wide review of all exempted positions in each campus unit/department. This position analysis process involved the systematic study of positions to identify duties and responsibilities, as well as document the knowledge, skills, and abilities required to perform a particular task or group of tasks. The outcome of this position analysis was the delivery of a thorough and comprehensive position description for each position, which provided the foundation for the final exemption determination.

As part of the Institutional Corrective Action Plan (ICAP) related to the FY2010 Biennial Compliance Audit, the Employer was required to implement business procedures incorporating the new position analysis process to evaluate new and current exempted positions. In this respect, the Employer was further asked to submit monthly reports documenting the analytical outcomes of new position exemption requests, and the analytical outcome of their ongoing review of all exempted positions in each campus unit/department. The System Office closely monitored this activity, with position descriptions evaluated to determine the accuracy of the Employer's conclusions regarding exemption designation or Civil Service classification. Initial reports were indeed positive and shown to provide a very comprehensive and accurate method of evaluating and properly managing these exempt positions, consistent with the SUCSS Act, Code and Exemption Procedures.

The FY2012 Final Audit Report (FAR), published February 11, 2013, and covering the time period January 1, 2010 through January 31, 2012, documented a period of time after the actual implementation of this position analysis process and associated business procedures. For this specific audit, the Auditor requested a sampling of two-hundred four (204) Principal Administrative Appointment (PAA) position description documents.

During this audit, the Employer was still in the beginning stages of their new position analysis process, with only nine (9) smaller departments having all of their exempt positions

reviewed under this new process. Therefore, the audit sampling of exempt positions that underwent the formalized position analysis process was relatively small in comparison to those exempt positions not yet formally reviewed under this new process. The following summary outlines the FY2012 audit results:

Summary of Principal Administrative Appointment Analysis (FY2012 Biennial Audit):

Exempt Positions Reviewed Under New Process:	47
Meet Exemption Criteria	32
Converted/Pending Conversion to CS	10
Meet CS Classification Specifications/Converted	5

Exempt Positions Not Reviewed Under New Process	153
Meet Exemption Criteria	48
Converted/Pending Conversion to CS	11
Meet CS Classification Specifications	94

Undetermined/Not Received:	4
-----------------------------------	----------

As noted above, the actual sample requested for the FY2012 Biennial Compliance Audit primarily consisted of one-hundred fifty three **(153)** positions that had not yet been formally analyzed utilizing the new job analysis tool. In this respect, it was determined that ninety-four **(94)** out of these one-hundred fifty-three **(153)** positions met civil service classification specifications. Upon further review, it was determined that eleven **(11)** out of these one-hundred fifty-three **(153)** positions were either converted or pending conversion to some civil service appointment. Only forty-eight **(48)** out of these one-hundred fifty-three **(153)** positions were determined to have met standards for exemption.

Most importantly though, of the forty-seven **(47)** position descriptions formally developed through the new position analysis process and determined to be exempt, the Auditor concurred with the exemption designation of thirty-two **(32)** of those positions. Additionally, it was found that ten **(10)** of these forty-seven **(47)** position descriptions had recently been analyzed and the incumbents in those positions had either converted to Civil Service or would be in the very near future. More importantly, it was determined that only five **(5)** positions of these forty-seven **(47)** positions that were subject to the position analysis process did not meet exemption criteria standards. In these instances, the Auditor requested that those five **(5)** positions undergo a secondary review for inclusion into the recommended Civil Service classification plan. This secondary review by the Employer resulted in steps to immediately convert these positions to the recommended or otherwise appropriate Civil Service classification.

Overall, the FY2012 Biennial Compliance Audit cited a total of ninety-nine (99) positions, out of two-hundred four **(204)** tested, that potentially met Civil Service classification specifications with four **(4)** position descriptions unavailable and unreported. Even though this outcome cited approximately half of the positions in the sample, it was projected that the overall effectiveness related to the new job analysis process, and associated business protocols, would be most evident during the next FY2014 Biennial Compliance Audit examination.

2) FY2014 Biennial Compliance Audit Sampling Method (Exemptions):

For the FY2014 Biennial Compliance Audit, the Auditor considered and evaluated those Principal Administrative Appointments (PAA) analyzed by the Employer through their job analysis process from January 1, 2012 through January 31, 2014, and submitted to the System Office through regular monthly reports. Due to the very unique nature, complexity, and analysis required for the FY2014 Biennial Compliance Audit, it is important to capture and detail the outcomes realized during the audit timeframe with respect to UIC's ongoing position analysis and monthly reporting requirements, as presented to the System Office during this audit timeframe.

The Auditor reviewed/sampled three-hundred three **(303)** formalized position descriptions highlighted above and categorized in the 36e(2) - Primary Administrator Appointment, 36e(3) - Principal Administrative Appointment (PAA) and 36e(4) - Teaching, Research, and Extension Faculty employment designations. In addition, the Auditor requested a secondary sample of one-hundred thirty **(130)** Principal Administrative Appointment (PAA) position description documents in order to evaluate some of those current positions in departments where those positions may or may not have yet been formally analyzed through UIC's position analysis process. The Auditor utilized this sampling method in an attempt to analyze the overall effectiveness of the formal job analysis process in developing comprehensive position descriptions, and ultimately in determining accurate employment and exemption designation.

3) Position Analysis (FY2014 Biennial Compliance Audit):

During the current FY2014 Biennial Compliance Audit, the documents reviewed and analyzed consisted of four-hundred thirty-three **(433)** exempt position description documents which included Principal Administrative Position Exemption (PAPE) forms, informal position descriptions, and position descriptions developed through the fairly new position analysis process. Further analysis indicates that three-hundred seventy-eight **(378)** of these position description documents were generated through the position analysis process, many of which were actually newly created positions and communicated through routine monthly reports. It was also determined that fifty-five **(55)** of these position description documents were generated through other less formal position descriptions or outdated PAPE documents.

The basic, simple summary of our review of these four-hundred thirty-three **(433)** exempt Principal Administrative Appointment (PAA) positions, including on-site interviews with various exempted employees and various position description documents, determined that seventy-eight **(78)** positions listed in **Appendix A** were performing duties matching the specifications for various Civil Service classification specifications. A further breakdown reveals that thirty-three **(33)** positions, highlighted in red, of the **(78)** positions listed and cited in **Appendix A** were based on a review of the formal position description as generated from UIC's position analysis process were actually cited in this finding. The remaining forty-five **(45)** positions listed and cited in **Appendix A** were based on our review of other informal position description documents or outdated PAPE forms, presumably not yet reviewed through UIC's formal job analysis process.

Additionally, it should be noted that fifteen **(15)** out of the thirty-three **(33)** positions cited above, and formally reviewed/evaluated through UIC's job analysis process, were originally exempted prior to the recent revision and development of the Program/Student Advisor (Effective 9/15/13), Publicity/Promotion Specialist (Effective 7/1/14), Educational Program Evaluation Coordinator (Effective 4/1/12) and the Financial Aid Advisor Series (Effective 10/15/12) Civil Service classification specifications. In other words, these exemptions occurred prior to a distinctly related system wide major classification plan change. This sort of position misalignment can be expected and predicted in any comprehensive, robust classification plan management system. The Employer will simply need to map these positions to the classification plan change and convert to the appropriate Civil Service classification either immediately or at the point when they become vacant again. Again, this is considered a relatively common classification plan management adjustment.

When evaluating the relationship between the seventy-eight **(78)** positions listed and cited in **Appendix A**, based strictly on the position description document reviewed and the source used to generate such a document, it was determined that a total of thirty-three **(33)** positions were cited based on a review of the position description documents generated through the UIC position analysis process, out of a total of three-hundred seventy-eight **(378)** positions reviewed in this manner. Conversely, it was determined that the remaining forty-five **(45)** positions cited were based on a review of other informal position description documents or outdated PAPE forms, out of a total of fifty-five **(55)** positions reviewed in this manner. Presumably, these fifty-five **(55)** positions had not yet been reviewed through UIC's formal job analysis process. Quite clearly, the ability to properly generate and maintain a clear, concise, and sophisticated position description led to a significantly lower rate of possible citations or findings in this respect.

With regard to the monthly reports and position description documents submitted by the Employer to the System Office over this audit timeframe, it should be noted that in only rare instances was follow up required by the Auditor with respect to exempt position status, designation, or exemption category. Virtually, all of these three-hundred three **(303)** position description documents reviewed through this job analysis process were compliant with

exemption and classification standards/designations. In fact, many of these formalized position descriptions, particularly in the Academic Advising, Marketing, and Financial Aid occupational areas, were instrumental in providing a solid operational and occupational background to the University System Office in developing the Program/Student Advisor (Effective 9/15/13), Publicity/Promotion Specialist (Effective 7/1/14), Educational Program Evaluation Coordinator (Effective 4/1/12) and Financial Aid Advisor Series (Effective 10/15/12) new classification specifications, as referenced above.

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

During the FY2008 Biennial Compliance Audit, the FY2009 Supplemental Audit, and the FY2010 Biennial Compliance Audit time frames, the Employer did not have adequate institutional control or business processes in place to properly manage employment protocols, designate positions, or maintain job descriptions for exempt positions.

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

The FY2008 and FY2010 Biennial Compliance Audits identified several discrepancies with respect to proper business protocols, exemption authority, and employment of PAA positions, presenting a multitude of serious consequences. Significant numbers of positions were improperly exempted from Civil Service regulations without proper oversight or monitoring. Consequently, positions were improperly identified and appropriate Civil Service protocols circumvented, which significantly increased employment issues.

Findings from Previous Audits:

The FY2008 Biennial Compliance Audit Report issued September 4, 2008, included a compilation of findings, recommendations, and Employer responses related to this topic. The FY2009 Supplemental Audit Report, published July 29, 2009 confirmed the continued failure to establish and/or follow adequate personnel protocols in this respect, leading once again to the inappropriate exemption of positions and subsequent employment decisions in direct violation of statutory intent and defined regulations.

As part of the FY2010 Biennial Compliance Audit process, the Auditor conducted an overall status review of the specific findings cited in the FY2008 Biennial Compliance Audit and the FY2009 Supplemental Audit to determine whether corrective action had been taken in accordance with the Employer's previous corrective action plans. The primary focus of this audit included an overall evaluation of business processes to determine whether progress had been made in this respect. This included determining the status of previous audit findings, position control and administration, employment protocols, and position description review and analysis.

The FY2012 Biennial Compliance Audit Report, issued February 11, 2013, evaluated the Employer's new business processes and job analysis method as outlined in the FY2010 Biennial Compliance Audit Institutional Corrective Action Plan (ICAP). Through a review of two-hundred four (204) Principal Administrative Appointment (PAA) position description documents,

including on-site interviews with various exempted employees, it was determined that ninety-nine (99) positions were performing duties matching the specifications for various Civil Service classification specifications. *[Finding Codes UIC 08-01, pages 4-16, UIC 08-03, pages 27-29; Finding Codes UIC FY09-01, pages 2-13, UIC FY09-02, pages 14-18; Finding Codes FY10-01, pages 6-23 and FY10-02, pages 24-32; and Finding Codes FY12-01, pages 5-15 and FY12-02, pages 16-19].*

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 use of general titles.

The Employer's implementation of a new job analysis business process and corresponding procedures following both the FY2010 and FY2012 Biennial Compliance Audits to analyze new and current PAA positions has been shown to provide a very effective and comprehensive method in evaluating and managing exempt positions consistent with the Act, Code and Exemption Procedures. This has been demonstrated through the submission of monthly reports to the System Office documenting the analytical outcomes for new positions, as well as the analytical outcome of specific exempt positions as sampled above.

When considering the overall number of positions utilized at the University of Illinois at Chicago, the process of evaluating all current exempt positions on a department by department schedule, as well as analyzing all new positions scheduled to be filled, clearly demonstrates a fundamental shift in the Employer's commitment to compliance in this respect. Additionally, the position descriptions originating from the University of Illinois at Chicago through the job analysis tool are thorough, sophisticated, and robust; and associated business processes regarding exemption determinations should be recognized as a "best practice" model in terms of properly documenting and authenticating exempt positions. *According to the Exemption Procedures Manual, the evaluation of a fully developed position description is currently the only mechanism and the foundation by which positions are determined to be exempt from Civil Service regulations.*

Currently, the estimated date of completion for the overall job analysis for all campus exempt positions is scheduled for June 2015. As of the reporting period ending November 30, 2014, the University of Illinois at Chicago has converted approximately six-hundred forty-five **(645)** encumbered positions/employees from exempt (PAA) to Civil Service since March 2011. Additionally, the Employer has analyzed nine-hundred nineteen **(919)** newly appointed positions since March 2011 with two-hundred eighty eight **(288)** positions designated as Civil Service. In the remaining instances where the Employer has determined that the position is exempt, the University System Office has concurred with virtually all of those campus determinations. With respect to the department by department evaluation of exempt

positions, the following campus departments have **completed** the position analysis process as of January 2015:

Office of the Chancellor

College of Dentistry

College of Education

College of Nursing

Honors College

Office of Admissions and Records

College of Architecture, Design and the Arts

Office of Public Affairs

Office of the Provost

School of Continuing Studies

UIC Human Resources

UI Health

Vice Chancellor for Student Affairs

The following campus departments outlined below have **nearly completed** the position analysis process:

College of Liberal Arts and Sciences

Graduate College

Vice Chancellor for Research

Vice Chancellor of Administrative Services

College of Applied Health Sciences

College of Social Work

College of Business Administration

College of Urban Planning and Public Affairs

The UIC Human Resource Office has recently initiated the job analysis process at other campus departments; namely the School of Public Health, College of Engineering, and the Library, which will be followed by the College of Medicine. As previously referenced, the estimated date of overall completion for the job analysis project is scheduled for June 2015. Therefore, it is expected that the Employer will be completing an in-depth and formal analysis of the forty-five **(45)** positions listed in **Appendix A**, and not yet formally subjected to the job analysis process, in order 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.

With respect to the remaining thirty-three **(33)** positions cited in **Appendix A** that were formally reviewed and evaluated through a comprehensive position description, the Employer is asked to once again review these positions and is reminded that 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. In this respect, it is strongly recommended that positions designated to be transitioned to Civil Service appointments be moved as soon as possible, preferably at the next employment contract renewal date, but certainly no later than at such time that these positions become vacant again. ***Again, please note that positions designated for transition through the audit process will be reviewed in the next biennial audit process and must be monitored by the Employer periodically.***

It should also be noted that the manner and level of professionalism experienced through our ongoing communications with the Human Resource staff at the University of Illinois at Chicago

in addressing this complex and evolving issue has resulted in very positive business partnerships with the University System Office staff. We have continued to collaborate in this fashion with the Employer regarding this topic, and other topics as needed, in our joint effort to establish effective business protocols to ensure compliance and the delivery of an efficient personnel plan, which is consistent with previous audit recommendations, corrective action plans, and our common mission. Their job analysis process has not only led to a higher level of accountability and compliance regarding exemption determinations, but has benefited our entire system in more effectively managing our classification plan and reacting to occupational trends in a more timely fashion.

Institutional Corrective Action Plan—provided by provided by Robert Crouch, Assistant Vice President for Human Resources

Of the seventy-eight positions cited in Appendix A, forty-four positions are in Colleges or Areas that are currently in the job analysis process. UIC Human Resources is currently analyzing the positions to determine the correct classification. If appropriate, the position will be converted to civil service as soon as possible following the established conversion process at UIC. The forty-four positions referenced above that are currently under review are:

Title and Department	Recommended Civil Service Classification Options
Program Coordinator - College of Pharmacy	Business/Administrative Associate
Academic Advisor - College of Liberal Arts and Sciences	Program/Student Advisor
Class Coordinator - College of Pharmacy	Instructional Development Specialist
Assistant Director/Director of Undergraduate Studies - College of Liberal Arts and Sciences	Program/Student Advisor or Program Coordinator Series
Assistant Director, Marketing and Communications - College of Medicine	Publicity-Promotion Specialist
Academic Advisor - Business Administration	Program/Student Advisor
Pre-Awards Sponsored Projects Specialist - School of Public Health	Grants and Contracts Development Specialist or Grants and Contracts Administrator Series
Resource and Policy Analyst - College of Medicine	Administrative Assistant
Research Associate I, Social Sciences - College of Medicine	Survey Interviewer Series
Resource and Policy Analyst - College of Medicine	Administrative Assistant or Business Manager Series

Assistant Director, IHRP Human Resources - School of Public Health	Human Resource Associate or Human Resources Series
Program Coordinator - Applied Health Sciences	Administrative Assistant or Administrative Aide
Research Associate I, Social Sciences - College of Medicine	Survey Interviewer Series
Assistant to the Head - College of Liberal Arts and Sciences	Administrative Assistant or Administrative Aide
Project Coordinator - School of Public Health	Educational Program Evaluation Coordinator
Resource and Policy Analyst - College of Medicine	Administrative Assistant
Director, Human Resources and Faculty Affairs - College of Medicine	Human Resource Associate or Human Resources Series
Project Coordinator - School of Public Health	Administrative Assistant
Resource and Policy Analyst - College of Medicine	Administrative Assistant
Academic Advisor - College of Medicine	Program/Student Advisor
Assistant Director, Career Services - School of Public Health	Program/Student Advisor
Associate Director, Student Financial Aid - College of Medicine	Financial Aid Adviser Series
Class Coordinator - College of Pharmacy	Instructional Development Specialist
Program Coordinator - College of Liberal Arts and Sciences	Program/Student Advisor or Graduate School Specialist
Computer Specialist - College of Pharmacy	Information Technology Support Associate
Research Associate I, Social Sciences - College of Medicine	Survey Interviewer Series
Program Coordinator - College of Engineering	Program/Student Advisor
Associate Director of Compliance - College of Medicine	Healthcare Compliance Officer
Online Education and Laboratory Education Specialist - School of Public Health	Instructional Development Specialist
Assistant to the Director - College of Liberal Arts and Sciences	Program/Student Advisor
Academic Advisor - Business Administration	Program/Student Advisor

Project Coordinator, Family Medicine Residency Program - College of Medicine	Administrative Assistant
Academic Advisor - Business Administration	Program/Student Advisor
Resource and Policy Analyst - College of Medicine	Administrative Assistant
Resource and Policy Analyst - College of Medicine	Administrative Assistant
Manager of Research Operations, Basic Sciences - College of Medicine	Grants and Contracts Administrator Series
Assistant to the Head - Applied Health Sciences	Administrative Assistant or Business Manager Series
Coordinator of Grants and Contracts - College of Medicine	Grants and Contracts Administrator Series
Academic Advisor - Business Administration	Program/Student Advisor
Project Coordinator - College of Medicine	Administrative Assistant or Administrative Aide
Assistant to the Head - College of Liberal Arts and Sciences	Administrative Assistant or Business/Administrative Associate
Resource and Policy Analyst - College of Medicine	Administrative Assistant
Assistant Director, College of Liberal Arts and Sciences, Economics	Graduate School Specialist, Program/Student Advisor, or Administrative Aide
Pre-Awards Sponsored Projects Specialist - School of Public Health	Grants and Contracts Development Specialist or Grants and Contracts Administrator Series

Of the seventy-eight positions cited in Appendix A, nine positions were analyzed and exempted prior to the revision and development of the classifications specifications recommended by the Auditor. UIC Human Resources will review these positions and will map these positions to the civil service classification plan change as appropriate. The nine positions that are referenced above that will be reviewed are:

Title and Department	Recommended Civil Service Classification Options
Academic Advising and Program Specialist - Provost and Vice Chancellor Academic Affairs	Program/Student Advisor
Assistant Director, Student Veteran Affairs - Vice Chancellor for Student Affairs	Program/Student Advisor

Coordinator, Athletic Department Marketing - Intercollegiate Athletics	Publicity-Promotion Specialist
Director, Transfer Articulation and Degree Audit - Office of Admissions and Records	Admissions and Records Series or Program/Student Advisor
Assistant Director, African American Academic Services - Vice Chancellor for Student Affairs	Program/Student Advisor
College Recruiter - School of Continuing Studies	Admissions and Records Series or Program/Student Advisor
Associate Director, Student Financial Aid - Vice Chancellor for Student Affairs	Financial Aid Adviser Series
Academic Counselor/Advisor - Vice Chancellor for Student Affairs	Program/Student Advisor
Academic Counselor/Advisor - Vice Chancellor for Student Affairs	Program/Student Advisor

Of the seventy-eight positions cited in Appendix A, the following twelve positions fall under the jurisdiction of University Administration. As such, UIC Human Resources are forwarding the findings from this audit regarding the following positions to University Administration for their review.

Title and Department	Recommended Civil Service Classification Options
Information Technology Auditor - University Audits	Internal Auditor Series
Enterprise Applications Specialist - Chief Information Officer	Information Technology Technical Associate
Deputy Editor - UIF Alumni Association	Editorial Series or Publications Series
Senior Web Specialist - Business & Financial Services	Information Technology Technical Associate
Training Coordinator - University Administration	Training and Development Specialist II
Grant Coordinator - Business & Financial Services	Grants and Contracts Administrator Series
Network Analyst , Business and Financial Services- Chief Information Officer	Information Technology Technical Associate
Assistant Director of Admissions - Office of Admissions and Records	Admissions and Records Supervisor

Sponsored Award Specialist - Business & Financial Services	Grants and Contracts Administrator Series
Software Engineer Coordinator - Business & Financial Services	Information Technology Manager/Administrative Coordinator or Information Technology Technical Associate
Senior EAI Specialist - Chief Information Officer	Information Technology Manager/Administrative Coordinator or Information Technology Technical Associate
Enterprise System Specialist - Chief Information Officer	Information Technology Technical Associate

Of the seventy-eight positions cited in Appendix A, the Auditee agrees with the following three findings that the positions should be classified as Civil Service. Steps will be taken immediately to convert the positions to an appropriate Civil Service classification, following established conversion procedures in place at UIC.

Title and Department	Recommended Civil Service Classification Options
Assistant Athletic Director, Ticket Operations - Intercollegiate Athletics	Ticket Sales Series
Quality Coordinator, Transplant - Healthcare Systems	Quality Specialist Series or Professional Nursing Series
Customer Service Statistical Support Specialist - Academic Computing and Communication Center	Information Technology Technical Associate

Of the seventy-eight positions cited in Appendix A, the Auditee disagrees with eight positions cited, which are listed below. At the time these positions were reviewed, it was concluded that the duties did not match a civil service classification and that the duties did meet civil service exemption. UIC Human Resources will conduct a comprehensive review of the duties and requirements of positions below to determine the correct classification and report the findings to the Civil Service System Office in six months.

Title and Department	Recommended Civil Service Classification Options
Senior Institutional Research Analyst - Provost and Vice Chancellor for Academic Affairs	Statistician Series or Institutional Research Data Coordinator

Assistant Director of Admissions - Office of Admissions and Records	Admissions and Records Supervisor
Associate Director - Office of Admissions and Records	Admissions and Records Supervisor
Assistant Director of Admissions - Office of Admissions and Records	Admissions and Records Supervisor
Associate Director, Study Abroad - Provost and Vice Chancellor for Academic Affairs	Study Abroad Assistant Director
Scholarship Specialist - Honors College	International Programs Specialist or Program/Student Advisor
Assistant Director of Admissions - Office of Admissions and Records	Admissions and Records Supervisor
Assistant Director, Children Center - Student Affairs Ancillary Services	Child Development Supervisor

Of the seventy-eight positions cited in Appendix A, the following two positions are currently or will be vacant. If the position is requested to be filled, an analysis will be conducted to determine the correct classification.

Title and Department	Recommended Civil Service Classification Options
Director, Admissions and Enrollment - College of Nursing	Admissions and Records Series or Program/Student Advisor
Information Technology Specialist - Academic Computing and Communication Center	Information Technology Technical Associate

University of Illinois at Chicago
Final Audit Report

Material Findings, Recommendations, and Institutional Corrective Action Plan

UIC FY14-02 Exemption Authorization Applied to 'Academic Hourly' Positions That Match Civil Service Classification Specifications

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

- 1) *State Universities Civil Service Act (Act), Section 70/36(e) Coverage*
- 2) *Illinois Administrative Code (Code), Section 250.30(a) Coverage*
- 3) *Illinois Administrative Code (Code), Section 250.70(f) Extra Help Appointments*
- 4) *Illinois Administrative Code (Code), Section 250.80 Status Appointments*
- 5) *Classification Procedures Manual, Section 2.2 Job Descriptions*
- 6) *Employment Procedures Manual, Section 2.5 Extra Help Appointments*
- 7) *Exemption Procedures Manual, Section 1.1 Overview*
- 8) *Exemption Procedures Manual, Section 6.3 System Office Review*
- 9) *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):

Since the FY2010 Biennial Compliance Audit, it should be noted that there has been a significant reduction in the overall number of 'Academic Hourly' appointments utilized at the University of Illinois at Chicago, with two-hundred forty-seven (**247**) appointments reported during this audit timeframe. However, through a review of approximately fifty (**50**) of these 'Academic Hourly' position descriptions, including on-site interviews with various employees, it was determined that twenty (**20**) positions listed in **Appendix B**, were performing duties matching Civil Service classification specifications or otherwise met standardized Civil Service 'Extra Help' guidelines.

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

'Academic Hourly' is an employment designation solely created by the Employer and defined within their internal procedures. According to University protocols, these positions are considered exempt from Civil Service guidelines. Designation and employment of these 'Academic Hourly' appointments are usually the responsibility of the employing department, and therefore the employment activities and corresponding position descriptions are usually managed and maintained within the employing department.

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

Irrespective of a position's status (temporary/permanent) or its designation, 'Academic Hourly' in this instance, positions may only be exempted from Civil Service guidelines in accordance with the Exemption Procedures Manual, Section 1.1 Overview. Additionally, temporary positions that match the specifications of Civil Service classifications should be properly categorized and employed in accordance with standardized Civil Service guidelines, such as "Extra Help".

It was noted during the previous FY2012 Biennial Compliance Audit that the Employer decommissioned this employment category, as specifically related to the 36e(3) designation and exemption category, and that corrective measures were implemented but not totally completed at that time. Consistent with new business processes in this respect, the Employer appears to have implemented measures to increase oversight and accountability standards to strictly limit the utilization of the 'Academic Hourly' employment designation by reserving them for specific titles directly associated with the Civil Service 36e(4) exemption category; namely 'Hourly Faculty', 'Hourly Clinical', or 'Hourly Research'. Due to the number of positions cited during the current FY2014 Biennial Compliance Audit, the employment protocols related to this position designation and category may need to be reviewed and revised, particularly if the employment activities and corresponding position descriptions are still being managed and maintained within the employing departments.

Finding from Previous Audit:

The FY2008 Biennial Compliance Audit Report issued September 4, 2008, included a compilation of findings, recommendations, and Employer responses related to this topic. The FY2009 Final Supplemental Audit Report, published July 29, 2009 confirmed the continued failure to establish and/or follow adequate personnel protocols in this respect, leading once again to the inappropriate exemption of positions and subsequent employment decisions in direct violation of statutory intent and defined regulations.

As part of the FY2010 Biennial Compliance Audit process, the Auditor conducted an overall status review of the specific findings cited in the FY2008 Biennial Compliance Audit and the FY2009 Supplemental Audit to determine whether corrective action had been taken in accordance with the Employer's previous corrective action plans. The primary focus of this audit included an overall evaluation of business processes to determine whether progress had been made in this respect. This included determining the status of previous audit findings, position control and administration, employment protocols, and position description review and analysis.

During the FY2012 Biennial Compliance Audit, the Auditor reviewed approximately fifty (50) 'Academic Hourly' position descriptions, including on-site interviews with various employees and it was determined that thirteen (13) positions were performing duties matching Civil Service classification specifications or otherwise met standardized Civil Service 'Extra Help' guidelines. It was noted during this audit that the Employer decommissioned this employment category in the 36e(3) designation and that corrective measures were implemented but not totally completed. Consistent with new business processes in this respect, the Employer increased oversight and accountability standards to strictly limit the utilization of the 'Academic Hourly' employment designation by reserving them for specific titles directly associated with the Civil Service 36e(4) exemption category; namely 'Hourly Faculty', 'Hourly Clinical', or 'Hourly Research'. *[Finding Codes UIC 08-02, pages 17-26, UIC FY08-03, pages 27-29; Finding Codes UIC FY09-01, pages 2-13, UIC FY09-03, pages 19-25; Finding Codes FY10-01, pages 6-23 and FY10-03, pages 33-37; and Finding Codes FY12-01, pages 16-19].*

Recommendation:

The System Office maintains that 'Academic Hourly', whether renamed 'Hourly Faculty', 'Hourly Clinical', or 'Hourly Research', remains somewhat inconsistent with the statutorily recognized exemption classifications. This determination is based on the common premise that the standards for exemption from Civil Service guidelines are much higher than the standards for exemption under the Fair Labor Standards Act (FLSA). Therefore, employees that are paid on an hourly basis, and whose positions are considered non-exempt under the Fair Labor Standards Act (FLSA), are routinely classified as Civil Service appointments. Consequently, when our office conducts its ongoing audits, any position compensated on an hourly basis will merit and receive strict scrutiny in accordance with our statutory and procedural guidelines, irrespective of their internal employment designation.

The Employer is reminded that temporary positions matching the specifications of Civil Service Classifications should be properly categorized and employed in accordance with standardized Civil Service guidelines, such as “Extra Help”. We recommend that the Employer complete an in-depth review of the position descriptions for the positions listed in **Appendix B** to further determine if they meet the specifications of the recommended Extra Help designation or appropriate Civil Service classification. If it is determined that these positions match the specifications of the recommended Civil Service classifications, they should be transitioned to a Civil Service status or Extra Help appointment as soon as possible. In this respect, the Employer is highly encouraged to analyze and properly designate these positions prior to a Final Audit Report being issued if possible. This proactive measure could significantly impact the number of positions cited in **Appendix B**.

Institutional Corrective Action Plan—provided by Robert Crouch, Assistant Vice President for Human Resources

Since the previous audit, the auditee has taken corrective measures to limit the use of the ‘Academic Hourly’ employment designation. UIC Human Resources reserves the use of the ‘Academic Hourly’ employment designation for specific titles corresponding to the Civil Service 36e(4) exemption category. However, the auditee agrees with the recommendation that the positions cited in this finding undergo a detailed review to determine if they meet the specifications of either Extra Help or the Civil Service classification as appropriate.

Because of previous SUCSS audit findings, UIC Human Resources has taken steps to reduce the number of Academic Hourly appointments.

A new policy, “Hourly—Faculty/Clinical/Research Employees” Policy 206-01 (attached), is in effect and is posted on the UIC Human Resources website. Employees eligible to be classified as Hourly-Faculty/Clinical/Research Employees include those who:

- Are compensated on an hourly basis (with no set percentage appointment of FTE).
- Possess a minimum of a Bachelor’s degree.
- Will be engaged in activities specific to teaching, clinical, or research duties.

These hourly positions will require the submission of a job description. All Human Resources Front End transactions involving “Hourly-Faculty/Clinical/Research” will be routed to UIC Human Resources for final review and approval. In conjunction with the Colleges and Units, UIC Human Resources is working to place current employees in the correct E-class code, position, and job.

If a temporary hourly position mirrors a Civil Service classification, then the position is classified as “Extra Help.” Titles will also indicate the matching Civil Service title for the identified job duties. These steps will meet the needs of employees and hiring managers. It also will ensure

compliance. An in-depth review of the positions listed in appendix B has been conducted and will be converted to Extra Help.

Of the twenty positions cited in Appendix B, sixteen are in Colleges or Areas that are currently in the job analysis process. UIC Human Resources is currently analyzing the positions to determine the correct classification. If appropriate, the position will be converted to civil service as soon as possible following the established conversion process at UIC. The sixteen positions referenced above that are currently under review are:

Title	Recommended Civil Service Classification
Research Associate I, Social Sciences - Department of Urban Planning & Public Affairs	Survey Interviewer Series or Professional Extra Help
Research Associate II, Social Sciences - School of Public Health	Survey Interviewer Series or Professional Extra Help
Research Associate I, Social Sciences - School of Public Health	Survey Interviewer Series or Professional Extra Help
Research Associate II, Social Sciences - Department of Urban Planning & Public Affairs	Survey Interviewer Series or Professional Extra Help
Community Outreach Intervention Project Assessor - School of Public Health	Survey Interviewer Series or Professional Extra Help
Research Associate I, Social Sciences - College of Medicine	Survey Interviewer Series or Professional Extra Help
Data Reduction Coordinator, College of Urban Planning & Public Affairs	Survey Interviewer Series or Professional Extra Help
Research Specialist - School of Public Health	Community Affairs Series or Professional Extra Help
Research Associate I, Social Sciences - College of Medicine	Survey Interviewer Series or Professional Extra Help
Research Associate I, Social Sciences - College of Medicine	Survey Interviewer Series or Professional Extra Help
Research Associate I, Social Sciences - College of Medicine	Survey Interviewer Series or Professional Extra Help
Research Associate II, Social Sciences - College of Medicine	Survey Interviewer Series or Professional Extra Help
Research Associate II, Social Sciences - College of Medicine	Survey Interviewer Series or Professional Extra Help
Community Engagement Coordinator - School of Public Health	Community Affairs Series or Professional Extra Help
Coordinator, Marketing and Business	Publicity-Promotion Specialist or Professional

Development - College of Medicine	Extra Help
Research Associate I, Social Sciences - Department of Urban Planning & Public Affairs	Survey Interviewer Series or Professional Extra Help

Of the twenty positions cited in Appendix B, the Auditee agrees with the following one findings that the position should be classified as Civil Service. Steps will be taken immediately to convert the positions to an appropriate Civil Service classification, following established conversion procedures in place at UIC.

Title	Recommended Civil Service Classification
Resource and Policy Analyst - Vice Chancellor of Administrative Services	Office Support Series or Clerical Extra Help

Of the twenty positions cited in Appendix B, the following one position falls under the jurisdiction of University Administration and will be vacant in or around August 2015. If the position is requested to be filled, an analysis will be conducted to determine the correct classification.

Title	Recommended Civil Service Classification
Associate Director of Purchasing - Business & Financial Services	Professional Extra Help

Of the twenty positions cited in Appendix B, the Auditee disagrees with two positions cited, which are listed below. At the time these positions were reviewed, it was concluded that the duties were eligible for the AP Hourly designation and that the duties did meet civil service exemption. UIC Human Resources will conduct a comprehensive review of the duties and requirements of positions below to determine the correct classification and report the findings to the Civil Service System Office in six months.

Title	Recommended Civil Service Classification
Senior Program Coordinator - School of Continuing Studies	Instructional Development Specialist or Professional/Technical Extra Help
Program Associate, Chicago Area Writing Project - Department of Education	Office Support Series or Clerical/Technical Extra Help

Following is the UIC HR Policy and Procedure related to these appointments:

Human Resources Manual, Employment Section

Subject: Hourly Faculty/Clinical/Research Employees.

Effective 03/01/2012; Revised 09/01/2013.

Issued by: Assistant Vice President for Human Resources

Approved by the Chancellor.

PURPOSE

To define the policy regarding the classification and use of employees working on an intermittent basis and paid on an hourly basis for Faculty, Clinical, and Research duties at the University of Illinois Chicago.

APPLICABILITY

- UIC employees performing duties in the areas of Faculty, Clinical, and Research work, and paid on an hourly basis who are not in a position with a percentage appointment may be placed in the e-class Academic Professional positions for which a Civil Service classification does not exist.
- UIC faculty employees paid on an hourly basis, who are not in a position with a percentage appointment, may be placed in the Hourly e-class of HA, subject to review and approval by the Office of Faculty HR (Refer to FPP-100-112 for further information).
- Exclusions: All other employees, working on a temporary and/or intermittent basis and are hourly paid, must be classified as Extra Help and follow the regulations for that category of employees (Policy 201-04 – Hiring Temporary and Extra Help Employees/Use of Outside Agencies). All administrative duties and appointments are excluded from eligibility in this policy and must be employed under the provisions of Policy 201-04. All Student employees (Undergraduate and Graduate) are excluded from this policy and its provisions.

POLICY

- I. Eligible Categories: Employees who perform job duties, and are compensated on an hourly basis (no set percentage appointment or FTE), and possess a minimum of a bachelor's degree may be required), in one of the three areas described below are subject to this policy:
 - A. Faculty – Refer to FPP-100-112 for information.
 - B. Research – Engaged in either qualitative or quantitative research activities, normally under the direct oversight of an academic department. May include medical, health,

- field historical, linguistic, archaeology, and other research. Work which is primarily administrative is excluded from the definition of Research. Source of funding does not determine whether duties are Research in nature.
- C. Clinical – Engaged in practical application of knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study. May be engaged in activities of or pertaining to direct observation, applications to, or treatment of patients and/or human subjects. Work which is primarily administrative is excluded from the definition of Clinical.
- II. Hours Worked, Paid, and Overtime:
- A. The hours worked are to be set by the employing unit.
- B. Such employees are to be paid for their hours worked on a bi-weekly basis.
- C. Certain classifications may be eligible for hours worked in excess of 40 hours per week. Research and Clinical positions will be identified as non-exempt. Faculty positions will be exempt.
- III. Identification in University HR Systems
- A. The appropriate e-class is HA
- B. The position and job are to be established according to these guidelines:
1. The appropriate p-class is:
 - a. Faculty – (contact facultyaffairs@uic.edu)
 - b. Clinical – SAKAA
 - c. Research – SAQAA
 2. Job Title:
 - a. Faculty – (contact facultyaffairs@uic.edu)
 - b. Clinical – ‘SPEC HLMED’
 - c. Research – ‘SPEC RSDIS’
- IV. Approval and Employment Process
- A. An approved job description is required for each position to be filled. The job description is to be processed through HireTouch utilizing the “Hourly-Faculty/Clinical/Research” process. Faculty job descriptions will be reviewed by Faculty Affairs in the flow, and Clinical and Research job descriptions will be reviewed by Compensation.
- B. The approved job description is required for the HR Front End transaction for the New Hire, Add a Job, Job Change, and to extend a job end date. Attach the Job Description (Name File: Job Description and Document Type: Job Description) and submit it as part of the HR Front End transaction. The UIC HR Service Center will apply all transactions related to Hourly –Faculty/Clinical/Research. Put an end date on the job of up to one (1) year after the date of hire or job begin date (whichever is more recent).

- C. Applicants and candidates for all Hourly-Faculty/Clinical/Research positions must complete all pre-employment requirements as candidates for all other positions within the Unit and/or College.
- D. It is not required to conduct a Search to fill these hourly positions.

PROCEDURES

RESPONSIBILITY

ACTION

- | | |
|--------------------------|---|
| 1. Hiring Unit | If an approved job description does not exist for an AP contact Compensation (jobanalysis@uic.edu) or for Faculty contact Faculty Affairs (facultyaffairs@uic.edu) to develop/obtain approved job description. Job Description must show approval from Compensation for Faculty Affairs. |
| 2. Hiring Unit | Follow workflow in HireTouch for Hourly-Faculty/Clinical/Research. If a candidate exists, have them complete an Employment Application in HireTouch. |
| 3. Candidate/Employee | Candidates found through job posting completes application in HireTouch. Must complete all pre-employment requirements such as background checks, health screen, etc. as required by employing unit. |
| 4. Hiring Unit | Use existing positions or if necessary create position utilizing position data as stated in policy. Then, initiate HR Front End transaction and route to College. The approved job description must be included with the transaction. Place end date on job up to one (1) year after date of hire or job begin date. (which-ever is more recent). |
| 5. College | Reviews and routes to UIC HR Service Center. |
| 6. UIC HR Service Center | Reviews transaction and related actions (e.g. completion of NESSIE NewHire and I9) and applies transaction. Returns transaction if there are errors. |
| 7. Employee | Submits hours worked through Web Time Entry. |

University of Illinois at Chicago
Final Audit Report

Material Findings, Recommendations, and Institutional Corrective Action Plan

UIC FY14-03 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 that 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 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 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 3,935 Extra Help appointments utilized during the current FY2014 Biennial Compliance Audit time frame. As documented in **Appendix C**, two-hundred ninety-nine (**299**) employees were found to have worked beyond the 900-hour Extra Help limitation without the required 30-day break in service. It should be noted that during the previous FY2012 Biennial Compliance Audit, the Auditor determined that only thirty-one (**31**) employees were found to have worked beyond the 900-hour limitation without the required 30-day break in service.

Following the issuance of the FY2010 Biennial Compliance Audit report on June 15, 2011, the Employer implemented new processes with respect to this employment activity, therefore the new monitoring process was taken into account when reviewing Extra Help data during the FY2012 audit timeframe. These new processes included individually suffix coding each position utilized in order to properly monitor and manage Extra Help positions consistent with regulatory requirements outlined in the Illinois Administrative Code. While this practice appeared to provide a method to effectively monitor Extra Help position utilization, the number of employees cited during the current FY2014 Biennial Compliance Audit and listed in **Appendix C** clearly indicates that the position(s) occupied by those employees have also exceeded the 900-hour limitation.

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

During the previous FY2012 Biennial Compliance Audit, it appeared that proper protocols were in place to monitor this employment activity. However, based on current information provided by the Employer, it does not appear that these protocols were properly or adequately maintained, especially related to the 900-hour appointment utilization component.

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

The Employer's Extra Help appointment monitoring practices in this respect made it difficult to determine whether or not an Extra Help position, or employee, had exceeded employment limitations and should be terminated. Extra Help appointments and positions appear to be utilized longer than allowed, impacting the overall employment environment, which is inconsistent with the Illinois Administrative Code and Employment/Separation Procedures Manual.

Finding from Previous Audit:

During the FY2012 Biennial Compliance Audit, the Auditor determined that only thirty-one (31) employees were found to have worked beyond the 900-hour limitation without the required 30-day break in service. *[Finding Code NMUIC 12-03, pages 5-7].*

During the FY2010 compliance audit, the Auditor determined that eighty-eight (88) employees were found to have worked beyond the 900-hour Extra Help limitation without the required 30-day break in service. Additionally, there were one-hundred seven (107) Extra Help positions

utilized for more than 900 hours of actual work within a 12-month period without a six month lapse. *[Finding Code UIC FY10-06, pages 45-48].*

Recommendation:

We recommend that the Employer immediately implement additional Extra Help appointment and position management protocols that will adequately monitor and regulate these appointments in accordance with Section 250.70(f) of the Illinois Administrative Code. Due to the large number of appointments cited in **Appendix C**, the Auditor requests that the Employer submit a list of those appointments that have been terminated, as well as include their updated monitoring method and policy as part of the Institutional Corrective Action Plan (ICAP).

As a reminder, Extra Help appointments are intended to address a need that is ‘emergent and casual in nature’, and is to be utilized to assist during position vacancies, leaves of absence, and during peak work periods in accordance with established guidelines. Proper monitoring of work hours within classification by department should be routinely reviewed by the campus HR Office. The Employer may be able to further utilize Extra Help Extensions, only when applicable and consistent with established procedures, and/or conduct an operational analysis to determine if there is need for the creation of additional status appointments in instances where there is a long term extensive use of these appointments/positions for similar job assignments.

Institutional Corrective Action Plan—provided by Robert Crouch, Assistant Vice President for Human Resources

In compliance with the Auditor’s request that *...“the Employer submit a list of those appointments that have been terminated, as well as include their updated monitoring method and policy as part of the Institutional Corrective Action Plan (ICAP)”*, attached is an updated Appendix C which indicates the current status of each UIC extra help position listed therein. Summarily, there were approximately 303 total extra help positions cited as exceeding the 900 hour threshold. 227 of those positions are Campus –based and 76 are Hospital-based. Since the time of the audit, 217 of the 227 Campus positions and 71 of the 76 Hospital positions have been terminated. 14 of the remaining 15 employees are currently employed due to hours being correctly reset or being rehired into different extra help assignments. Only one position () of the 303 is still in an active work status despite being over the 900 hour threshold; this position is critical to Hospital operations and in the process of being evaluated and approved to go forward for conversion into part-time regular status positions. The anticipated time frame for resolution of this position is no later than July 30, 2015, which assumes approval and completion of regular status hiring processes.

It should be noted that of the 303 total extra help assignments, approximately one-third (80 positions) have been converted to regular status full and part time civil service or AP positions since the time of the audit. This in large part is due to the extraordinary efforts put forth by Hospital Human Resources to convert over 60% of the Hospital-based extra help positions cited

herein (45 of 76) to regular status as recommended in meetings with the Auditor over the past 18 months.

In further compliance with the Auditor's request that *..."the Employer submit a list of those appointments that have been terminated, as well as include their updated monitoring method and policy as part of the Institutional Corrective Action Plan (ICAP)"*, the attached memorandum issued to all Campus and Hospital HR Units outlines the updated monitoring methods and policies to be followed to ensure effective extra help position administration.

Specific to this compliance request, please note the following proposed actions plans for both Campus and Hospital extra help administration:

A. Action Plan for Campus-based positions:

Effective March 1, 2015, the use of all extra help positions and corresponding hours worked will be monitored as follows:

1. **400 hours** - extra help administrator reviews all active assignments and sends Department notice of hours worked. Exploration of permanent employment options and corresponding examinations is initiated at this point.
2. **600 hours** – extra help administrator will contact Department to assess ongoing need for the position and continue planning permanent placement or preparation to end assignment.

An initial evaluation of the possible need for an extension should occur at this point. A notice will also be sent to the employee, advising of the impending 900 hour threshold.

3. **700 hours** - if an extension appears to be warranted, the Department should initiate the request by no later than 700 hours into the assignment. No notice will be sent from the extra help administrator in this regard.
4. **800 hours** – a final notice of assignment ending will be sent to the Department. The Department must now work with the extra help administrator to begin separation processes.
5. **900 hours** - the Department must have already ended the assignment and initiated the Banner END JOB transaction accordingly. The employee should be separated after the final pay occurs.

The extra help assignment will be terminated out of Banner on all employees that are not seasonal. If the employee returns at a later time, the hiring/requisition process must be

initiated. Termination in Banner enables more accurate record-keeping in that all extra help employees reflected in the system will only be those that are actively employed.

The extra help administrator will run reports on a monthly basis to ensure that all extra help assignments working the full 900 hours are terminated appropriately.

Given the seriousness of violating the 900 hour threshold, all positions that remain on the payroll after 900 hours due to noncompliance will be referred to the AVP of Human Resources and the respective Dean or Department Head to be addressed in a more formal manner.

B. Action Plan for Hospital-based Positions:

UICHR and UIHHS are in the process of transitioning administration of Hospital extra help staffing to Hospital HR staff under the auspices of Hospital HR leadership. The Campus and Hospital HR staff are currently engaged in a process improvement review of extra help hiring and administrative processes. This initiative is expected to result in the configuration of the HireTouch applicant tracking system for use with extra help hiring and applicant control. This collaborative initiative began in mid-January 2015. Barring unforeseen conflicting priorities and circumstances, it is anticipated that the HireTouch implementation and corresponding transition of extra help hiring and administration to Hospital HR should be completed by no later than December 31, 2015.

Effective when use of the HireTouch applicant tracking system is implemented for Extra Help & HRIS reporting access is transitioned to Hospital HR, the use of Hospital-based extra help positions and corresponding hours worked will be managed and monitored by Hospital Human Resources staff as follows:

1. At the time of initial conditional offer of employment, all extra help new hires will be informed of 900 hour limitation, as well as the notification process listed below
2. **600 hours** – extra help HR Business Partner will contact Department/Hiring Manager to assess ongoing need for the position and continue planning permanent placement or preparation to end assignment. A notice will also be sent to the employee, advising of the impending 900 hour threshold.
3. **700 hours** - extra help HR Business Partner will contact Department/Hiring Manager to assess ongoing need for the position and continue planning permanent placement or preparation to end assignment. A notice will also be sent to the employee, advising of the impending 900 hour threshold.
4. **800 hours** – a final notice of assignment ending will be sent to the Department/Hiring Manager & Chief Line Administrator. The Department must now work with the extra help administrator to begin separation/END JOB transaction processes. The extra help

HR Business Partner will contact Department/Hiring Manager with a final notice to end assignment or process for placement into a status position. A notice will also be sent to the employee, advising of the impending 900 hour threshold.

5. **900 hours** - the Department must have already ended the extra help assignment and initiated the Banner END JOB transaction accordingly. The employee should be separated or placed in a status position before exceeding 900 hours.

The extra help assignment will be terminated out of Banner on all employees. If the employee returns at a later time, the hiring/requisition process must be initiated. This enables more accurate record-keeping in that all extra help employees reflected in the system will only be those that are actively employed. The HRIS Manager will run reports bi-weekly (corresponding with CS pay cycles) to ensure that all employees working the full 900 hours are terminated accordingly. Given the seriousness of violating the 900 hour threshold, all positions that remain on the payroll after 900 hours due to noncompliance will be referred to the AVP of Hospital Human Resources and the respective Chief Line Administrator and Department Head to be addressed in a more formal manner.

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix A

***Principal Administrative Appointments
Position Descriptions Matching Civil Service Classification Specifications***

Employee Name	Title and Department	Current Hire Date	Job Begin Date	Annual Salary	Position Number	Recommended Civil Service Classification Options
	Program Coordinator - College of Pharmacy	11/1/2002	5/16/2007	\$61,679.03	C40345	Business/Administrative Associate
	Academic Advisor - College of Liberal Arts and Sciences	8/1/2011	8/1/2011	\$42,763.00	C93460	Program/Student Advisor
	Information Technology Auditor - University Audits	9/17/2012	9/17/2012	\$68,000.00	CB4082	Internal Auditor Series
	Class Coordinator - College of Pharmacy	1/10/2013	8/16/2013	\$34,000.00	CA4694	Instructional Development Specialist
	Enterprise Applications Specialist - Chief Information Officer	2/28/2012	10/14/2013	\$75,000.00	C49973	Information Technology Technical Associate
	Assistant Director/Director of Undergraduate Studies - College of Liberal Arts and Sciences	1/3/2012	1/3/2012	\$49,023.00	CB0673	Program/Student Advisor or Program Coordinator Series
	Resource and Policy Analyst - College of Medicine	1/24/2011	1/16/2013	\$50,750.00	C53903	Administrative Assistant
	Deputy Editor - UIF Alumni Association	3/4/2013	3/4/2013	\$63,240.00	CB5737	Editorial Series or Publications Series
	Resource and Policy Analyst - College of Medicine	7/12/2010	3/16/2013	\$56,551.35	CB0566	Administrative Assistant or Business Manager Series
	Senior Web Specialist - Business & Financial Services	1/10/2005	12/16/2010	\$61,779.12	C30004	Information Technology Technical Associate
	Assistant Director, IHRP Human Resources - School of Public Health	9/15/2006	4/5/2010	\$57,485.59	CA3068	Human Resource Associate or Human Resources Series
	Program Coordinator - Applied Health Sciences	9/16/2006	6/1/2010	\$61,548.58	C00597	Administrative Assistant or Administrative Aide
	Assistant to the Head - College of Liberal Arts and Sciences	4/16/2008	11/5/2010	\$52,106.00	C78500	Administrative Assistant or Administrative Aide
	Project Coordinator - School of Public Health	2/9/2009	7/15/2009	\$38,736.75	C46925	Educational Program Evaluation Coordinator
	Resource and Policy Analyst - College of Medicine	3/16/2013	3/16/2013	\$55,000.00	CB5778	Administrative Assistant
	Director, Human Resources and Faculty Affairs - College of Medicine	10/7/2009	5/3/2011	\$80,678.00	CA7403	Human Resource Associate or Human Resources Series
	Project Coordinator - School of Public Health	8/24/2009	11/16/2012	\$58,710.00	C01254	Administrative Assistant
	Resource and Policy Analyst - College of Medicine	4/10/2006	5/1/2011	\$83,139.00	CA7555	Administrative Assistant
	Academic Advisor - College of Medicine	2/1/2003	7/16/2013	\$62,000.00	CB6931	Program/Student Advisor
	Training Coordinator - University Administration	8/16/2011	8/16/2011	\$42,126.00	CA9674	Training and Development Specialist II
	Grant Coordinator - Business & Financial Services	11/29/2010	11/4/2013	\$58,135.95	CB8162	Grants and Contracts Administrator Series
	Assistant Director of Admissions - Office of Admissions and Records	1/4/2005	8/16/2011	\$44,662.80	C97860	Admissions and Records Supervisor
	Class Coordinator - College of Pharmacy	8/16/2012	8/16/2012	\$34,250.00	CB3651	Instructional Development Specialist
	Program Coordinator - College of Liberal Arts and Sciences	8/16/2004	6/21/2010	\$45,664.00	C60607	Program/Student Advisor or Graduate School Specialist

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix A

***Principal Administrative Appointments
Position Descriptions Matching Civil Service Classification Specifications***

Employee Name	Title and Department	Current Hire Date	Job Begin Date	Annual Salary	Position Number	Recommended Civil Service Classification Options
	Computer Specialist - College of Pharmacy	8/23/2010	8/23/2010	\$50,000.00	CA4770	Information Technology Support Associate
	Assistant Director of Admissions - Office of Admissions and Records	1/23/2007	8/16/2011	\$44,662.80	C34534	Admissions and Records Supervisor
	Program Coordinator - College of Engineering	8/16/2010	8/16/2010	\$49,180.00	C55856	Program/Student Advisor
	Network Analyst , Business and Financial Services- Chief Information Officer	1/7/2013	11/4/2013	\$62,000.00	C93276	Information Technology Technical Associate
	Online Education and Laboratory Education Specialist - School of Public Health	9/5/1989	4/1/2010	\$48,933.66	CA3115	Instructional Development Specialist
	Assistant to the Director - College of Liberal Arts and Sciences	2/1/1988	6/1/2004	\$51,355.00	C85178	Program/Student Advisor
	Assistant Director of Admissions - Office of Admissions and Records	10/28/1991	12/16/2003	\$50,041.17	C88128	Admissions and Records Supervisor
	Project Coordinator, Family Medicine Residency Program - College of Medicine	11/22/2004	2/16/2011	\$50,980.00	CA6618	Administrative Assistant
	Assistant Director of Admissions - Office of Admissions and Records	1/16/2008	9/16/2011	\$43,803.90	CA9636	Admissions and Records Supervisor
	Resource and Policy Analyst - College of Medicine	3/16/2013	3/16/2013	\$60,000.00	CB5777	Administrative Assistant
	Sponsored Award Specialist - Business & Financial Services	8/4/2009	8/1/2010	\$51,276.46	C87883	Grants and Contracts Administrator Series
	Resource and Policy Analyst - College of Medicine	7/22/2013	7/22/2013	\$65,000.00	CB6991	Administrative Assistant
	Assistant to the Head - Applied Health Sciences	9/20/2004	8/26/2010	\$62,867.81	C01327	Administrative Assistant or Business Manager Series
	Software Engineer Coordinator - Business & Financial Services	5/28/2002	12/16/2010	\$74,478.36	C30005	Information Technology Manager/Administrative Coordinator or Information Technology Technical Associate
	Senior EAI Specialist - Chief Information Officer	1/16/2001	2/16/2013	\$86,784.90	C83278	Information Technology Manager/Administrative Coordinator or Information Technology Technical Associate
	Coordinator of Grants and Contracts - College of Medicine	10/29/2008	7/18/2011	\$49,262.84	CA8598	Grants and Contracts Administrator Series
	Enterprise System Specialist - Chief Information Officer	9/30/2013	9/30/2013	\$62,000.00	C49942	Information Technology Technical Associate
	Project Coordinator - College of Medicine	4/11/1993	6/16/2010	\$52,530.00	C52060	Administrative Assistant or Administrative Aide
	Assistant to the Head - College of Liberal Arts and Sciences	7/1/2007	2/21/2011	\$63,895.00	C15015	Administrative Assistant or Business/Administrative Associate
	Resource and Policy Analyst - College of Medicine	3/16/2013	3/16/2013	\$55,000.00	CB5775	Administrative Assistant
	Assistant Director, College of Liberal Arts and Sciences, Economics	8/17/2010	9/16/2010	\$39,292.00	C81264	Graduate School Specialist, Program/Student Advisor, or Administrative Aide
	Academic Advising and Program Specialist - Provost and Vice Chancellor Academic Affairs	2/11/2013	2/11/2013	\$44,397.50	CB5491	Program/Student Advisor
	Senior Institutional Research Analyst - Provost and Vice Chancellor for Academic Affairs	1/28/2008	1/28/2008	\$73,411.00	C06091	Statistician Series or Institutional Research Data Coordinator
	Assistant Director, Student Veteran Affairs - Vice Chancellor for Student Affairs	12/19/2011	12/19/2011	\$44,737.20	CB0734	Program/Student Advisor

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix A

***Principal Administrative Appointments
Position Descriptions Matching Civil Service Classification Specifications***

Employee Name	Title and Department	Current Hire Date	Job Begin Date	Annual Salary	Position Number	Recommended Civil Service Classification Options
	Assistant Director, Marketing and Communications - College of Medicine	11/28/2011	11/28/2011	\$59,595.00	CB0600	Publicity-Promotion Specialist
	Academic Advisor - Business Administration	10/1/2012	10/1/2012	\$49,290.00	CB4225	Program/Student Advisor
	Pre-Awards Sponsored Projects Specialist - School of Public Health	10/28/2012	2/1/2013	\$45,900.00	C49000	Grants and Contracts Development Specialist or Grants and Contracts Administrator Series
	Research Associate I, Social Sciences - College of Medicine	1/13/2014	1/13/2014	\$56,000.00	CB8583	Survey Interviewer Series
	Research Associate I, Social Sciences - College of Medicine	1/13/2014	1/13/2014	\$56,000.00	CB8584	Survey Interviewer Series
	Coordinator, Athletic Department Marketing - Intercollegiate Athletics	8/28/2013	9/23/2013	\$37,200.00	CB7867	Publicity-Promotion Specialist
	Assistant Director, Career Services - School of Public Health	10/1/2007	2/27/2012	\$51,888.75	C49686	Program/Student Advisor
	Associate Director, Student Financial Aid - College of Medicine	6/17/2002	10/16/2012	\$59,040.00	C24869	Financial Aid Adviser Series
	Associate Director - Office of Admissions and Records	7/1/1998	6/16/2011	\$70,000.00	CA8106	Admissions and Records Supervisor
	Research Associate I, Social Sciences - College of Medicine	1/13/2014	1/13/2014	\$50,000.00	C02664	Survey Interviewer Series
	Associate Director, Study Abroad - Provost and Vice Chancellor for Academic Affairs	1/1/1999	10/1/2012	\$49,666.75	CB6819	Study Abroad Assistant Director
	Associate Director of Compliance - College of Medicine	4/24/2005	2/18/2013	\$71,050.00	CB5481	Healthcare Compliance Officer
	Director, Transfer Articulation and Degree Audit - Office of Admissions and Records	8/27/1996	9/2/2013	\$70,000.00	CB7540	Admissions and Records Series or Program/Student Advisor
	Assistant Director, African American Academic Services - Vice Chancellor for Student Affairs	12/30/1996	11/16/2012	\$59,595.00	C96610	Program/Student Advisor
	Scholarship Specialist - Honors College	8/16/2013	8/16/2013	\$40,000.00	C77026	International Programs Specialist or Program/Student Advisor
	College Recruiter - School of Continuing Studies	1/19/2010	1/19/2013	\$49,172.43	CB5424	Admissions and Records Series or Program/Student Advisor
	Academic Advisor - Business Administration	11/26/2013	11/26/2013	\$45,000.00	CB8378	Program/Student Advisor
	Academic Advisor - Business Administration	10/28/2013	10/28/2013	\$38,000.00	C17904	Program/Student Advisor
	Information Technology Specialist - Academic Computing and Communication Center	1/25/2010	1/25/2010	\$55,473.00	C76993	Information Technology Technical Associate
	Assistant Athletic Director, Ticket Operations - Intercollegiate Athletics	8/14/2008	6/16/2012	\$54,000.00	CB2586	Ticket Sales Series
	Associate Director, Student Financial Aid - Vice Chancellor for Student Affairs	8/18/1997	10/16/2010	\$72,476.00	C02669	Financial Aid Adviser Series
	Manager of Research Operations, Basic Sciences - College of Medicine	12/3/2007	12/3/2007	\$69,527.64	C71555	Grants and Contracts Administrator Series
	Academic Counselor/Advisor - Vice Chancellor for Student Affairs	12/16/2011	11/16/2012	\$42,127.50	CB4711	Program/Student Advisor
	Academic Counselor/Advisor - Vice Chancellor for Student Affairs	10/18/2010	11/16/2012	\$44,182.50	CB4710	Program/Student Advisor

State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit

Appendix A

Principal Administrative Appointments
Position Descriptions Matching Civil Service Classification Specifications

Employee Name	Title and Department	Current Hire Date	Job Begin Date	Annual Salary	Position Number	Recommended Civil Service Classification Options
██████████	Director, Admissions and Enrollment - College of Nursing	10/1/2012	10/1/2012	\$54,796.00	CB4386	Admissions and Records Series or Program/Student Advisor
██████████	Academic Advisor - Business Administration	10/16/2012	10/16/2012	\$43,260.00	CB4416	Program/Student Advisor
██████████	Quality Coordinator, Transplant - Healthcare Systems	7/16/2012	7/16/2012	\$63,860.00	C50152	Quality Specialist Series or Professional Nursing Series
██████████	Assistant Director, Children Center - Student Affairs Ancillary Services	8/12/2013	8/12/2013	\$50,000.00	C85737	Child Development Supervisor
██████████	Customer Service Statistical Support Specialist - Academic Computing and Communication Center	10/16/2009	10/16/2009	\$50,958.00	C58534	Educational Program Evaluation Coordinator or Information Technology Technical Associate
██████████	Pre-Awards Sponsored Projects Specialist - School of Public Health	9/6/2013	12/2/2013	\$45,000.00	CA5413	Grants and Contracts Development Specialist or Grants and Contracts Administrator Series

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix B

"Academic Hourly" Appointments

Position Descriptions Matching Extra Help Guidelines or Civil Service Classification Specifications

Employee Name	Title	Date of Employment	Date of Appointment	Hourly Rate(s)	Position Number(s)	Recommended Civil Service Classification
██████████	Senior Program Coordinator - School of Continuing Studies	8/21/2006	1/1/2010	\$55.00	CA2439	Instructional Development Specialist or Professional/Technical Extra Help
██████████	Resource and Policy Analyst - Vice Chancellor of Administrative Services	11/2/2008	5/17/2009	\$14.00	CA0125	Office Support Series or Clerical Extra Help
██████████	Community Outreach Intervention Project Assessor - School of Public Health	5/8/2013	5/8/2013	\$15.00	CB6345	Survey Interviewer Series or Professional Extra Help
██████████	Research Specialist - School of Public Health	6/5/2012	6/5/2012	\$20.00	CB2968	Community Affairs Series or Professional Extra Help
██████████	Program Associate, Chicago Area Writing Project - Department of Education	6/1/2007	6/1/2007	\$22.50	C61036	Office Support Series or Clerical/Technical Extra Help
██████████	Community Engagement Coordinator - School of Public Health	4/21/2011	4/21/2011	\$35.00	CA7345	Community Affairs Series or Professional Extra Help
██████████	Coordinator, Marketing and Business Development - College of Medicine	9/28/2009	9/28/2009	\$36.00	CA1548	Publicity-Promotion Specialist or Professional Extra Help
██████████	Associate Director of Purchasing - Business & Financial Services	3/3/2003	1/27/2004	\$41.75	C00840	Professional Extra Help
██████████	Research Associate I, Social Sciences - Department of Urban Planning & Public Affairs	3/21/2011	10/15/2012	\$14.39	CB4625	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate II, Social Sciences - School of Public Health	5/7/2012	5/16/2013	\$20.00	C41161	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate I, Social Sciences - School of Public Health	1/29/2013	12/22/2013	\$16.30	C41142	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate II, Social Sciences - Department of Urban Planning & Public Affairs	12/5/2013	1/13/2014	\$22.00	CB8445	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate I, Social Sciences - College of Medicine	6/29/2009	12/22/2013	\$20.19	C51042	Survey Interviewer Series or Professional Extra Help
██████████	Data Reduction Coordinator, College of Urban Planning & Public Affairs	8/16/2007	9/17/2012	\$19.02	CB4343	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate I, Social Sciences - College of Medicine	8/12/2013	8/12/2013	\$17.12	CB7235	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate I, Social Sciences - College of Medicine	5/6/2011	11/11/2013	\$14.39	C52149	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate I, Social Sciences - College of Medicine	4/8/2013	4/8/2013	\$17.25	CB5956	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate II, Social Sciences - College of Medicine	4/25/2013	4/25/2013	\$15.00	CB6060	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate II, Social Sciences - College of Medicine	9/3/2013	9/3/2013	\$33.33	C77646	Survey Interviewer Series or Professional Extra Help
██████████	Research Associate I, Social Sciences - Department of Urban Planning & Public Affairs	1/26/2007	1/29/2007	\$12.42	C02264	Survey Interviewer Series or Professional Extra Help

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	CA9411-00	XH TECH (LCH)RESP CARE THER II	Healthcare Systems, UIC - MC	8/21/2011		1232.32
██████████	"	XH TECH (LCH)RESP CARE THER II	Healthcare Systems, UIC - MC	8/21/2011		244.62
						1476.94
██████████	C06377	XH LBR (LC)ELEC FOREMAN	Facilities Management	8/26/2013	3/20/2014	943.00
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	7/10/2012	2/2/2013	950.10
██████████	"	XH SERV GENERAL(LC)BSW	Facilities Management	7/10/2012	2/2/2013	11.00
						961.10
██████████	CA2943	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	12/10/2012	1/29/2014	1177.18
██████████	"	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	12/10/2012	1/29/2014	4.04
						1181.22
██████████	C10323	XH TECH (LCH) MED ASST	Healthcare Systems, UIC - MC	1/7/2013	8/17/2013	1105.30
██████████	"	XH TECH (LCH) MED ASST	Healthcare Systems, UIC - MC	1/7/2013	8/17/2013	3.73
						1109.03
██████████	CA7354	XH CLERICAL (LC)OFFICE SUP AST	Business & Financial Services	7/11/2012	4/13/2013	982.40
██████████	CB1658	XH TECH (LCH)MEDICAL ASST	Healthcare Systems, UIC - MC	3/26/2012	9/29/2012	902.76
██████████	"	XH TECH (LCH)MEDICAL ASST	Healthcare Systems, UIC - MC	3/26/2012	9/29/2012	18.73
						921.49
██████████	C00623	XH PROF (LC)AST CHIEF ACCT	Coll Medicine at Chicago - CS	9/6/2011	9/15/2012	1108.50
██████████	C10266	XH TECH (LCH)RESP CARE THERP I	Healthcare Systems, UIC - MC	11/15/2010		3752.43
██████████	"	XH TECH (LCH)RESP CARE THERP I	Healthcare Systems, UIC - MC	11/15/2010		32.92
						3785.35
██████████	C10266	XH LBR (LC)MAINT LABORER	Facilities Management	1/22/2013	7/12/2013	916.90
██████████		XH LBR (LC)MAINT LABORER	Facilities Management	1/22/2013	7/12/2013	7.00
						923.90
██████████	C01081	Facilities Management	XH LBR (LC)MAINT LABORER	6/18/2012	1/5/2013	1046.60
██████████	C06377	Facilities Management	XH LBR (LC)MAINT LABORER	8/26/2013	2/5/2014	806.90
██████████	"	Facilities Management	XH LBR (LC)MAINT LABORER	8/26/2013	2/5/2014	143.00
						949.90
██████████	C02081	XH SERV (LC)STORE KEEPER I	Vice Chancellor for Research	9/20/2011	6/9/2012	612.84
██████████	CB2521	XH SEMI PROF (LC)LAB HLPR	Vice Chancellor for Research	6/17/2012	8/23/2013	640.5
						1253.34
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	2/8/2013	8/31/2013	980.00
██████████	CA9377	XH SERV (LC)BSW	Facilities Management	10/17/2011	6/9/2012	906.40

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C01081	Facilities Management	XH LBR (LC)MAINT LBR	12/3/2012	5/25/2013	958.50
██████████	C02026	Facilities Management	XH LBR (LC)MAINT LBR	8/5/2013	2/1/2014	863.00
██████████	"	Facilities Management	XH LBR (LC)MAINT LBR	8/5/2013	2/1/2014	126.00
						989.00
██████████	C00572	XH STUDENT (LC)	Facilities Management	6/25/2012	11/19/2013	1083.70
██████████	"	XH STUDENT (LC)	Facilities Management	6/25/2012	11/19/2013	5.00
						1088.70
██████████	CA5782	XH SERV SKILL (LC)LAB ANI CKR	Vice Chancellor for Research	9/26/2011	6/23/2012	1022.9
██████████	"	XH SERV SKILL (LC)LAB ANI CKR	Vice Chancellor for Research	9/26/2011	6/23/2012	17.65
						1040.55
██████████	C07208	XH SEMI PROF (LC)LAB HLPR	Liberal Arts & Sciences	10/22/2012	4/30/2013	925.00
██████████	C92525	XH LICEN PRCTCL NRS (LCH)	Healthcare Systems, UIC - MC	1/10/2011	4/14/2012	1686.34
██████████	"	XH LICEN PRCTCL NRS (LCH)	Healthcare Systems, UIC - MC	1/10/2011	4/14/2012	10.87
██████████	CB2685	XH LICEN PRCTCL NRS (LCH)	Healthcare Systems, UIC - MC	6/10/2012	8/31/2013	1476
██████████	"	XH LICEN PRCTCL NRS (LCH)	Healthcare Systems, UIC - MC	6/10/2012	8/31/2013	15.96
██████████	CB7411	XH LICEN PRCTCL NRS (LCH)	Healthcare Systems, UIC - MC	8/1/2013		489.98
						3679.15
██████████	C07257	XH SEMI PROF (LC)VIDEO PRO AST	Campus Auxiliary Services	2/7/2012	9/29/2012	985.80
██████████	"	XH SEMI PROF (LC)VIDEO PRO AST	Campus Auxiliary Services	2/7/2012	9/29/2012	3.40
						989.20
██████████	C00993	XH STUDENT (LC)#1	Campus Auxiliary Services	8/19/2012		936.60
██████████	"	XH STUDENT (LC)#1	Campus Auxiliary Services	8/19/2012		0.20
						936.80
██████████	C00055	XH SEMI PROF (LC)SPEC PROG SER	School of Public Health	2/22/2012	9/15/2012	937.50
██████████	C06645	XH SERV SKILL (LC) LAC	Vice Chancellor for Research	2/6/2012	2/2/2013	900.3
██████████	"	XH SERV SKILL (LC) LAC	Vice Chancellor for Research	2/6/2012	2/2/2013	11.5
						911.8
██████████	CA8005	XH CLERICAL (LC)ADMIN ASST	Coll of Med Office of the Dean	11/9/2011	7/21/2012	1108.50
██████████	CA3901	XH CLERICAL (LC)CLERICAL AST	Facilities Management	6/16/2010	2/2/2013	900.00
██████████	C06845	XH CLERICAL (LC)OPER CLERK	Facilities Management	4/25/2011	2/4/2012	900.00
						1800.00

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C06881	XH SERV SKILL (LC)LAB ANI CKR	Vice Chancellor for Research	9/10/2012	5/25/2013	1341.85
██████████	"	XH SERV SKILL (LC)LAB ANI CKR	Vice Chancellor for Research	9/10/2012	5/25/2013	7.00
						1348.85
██████████	C06845	XH CLERICAL (LC)CSR	Facilities Management	6/12/2012	2/2/2013	958.90
██████████	CB5488	XH CLERICAL (LC)AIDE PROG SERV	Facilities Management	2/6/2013	8/31/2013	543.08
						1501.98
██████████	C00191	XH CLERICAL (LCH)ASST CUST SER	Healthcare Systems, UIC - MC	3/19/2012	9/15/2012	800.00
██████████	"	XH CLERICAL (LCH)ASST CUST SER	Healthcare Systems, UIC - MC	3/19/2012	9/15/2012	120.28
						920.28
██████████	C06610	XH SERV (LC)SECURITY GUARD	Facilities Management	12/27/2011	3/31/2012	386.90
██████████	CA9386	XH SERV (LC)MAINT LABORER	Facilities Management	2/19/2012	8/4/2012	613.00
						999.90
██████████	CA1951	XH CLERICAL (LC)CLER ASST	Vice Chancellor for Research	9/9/2011	8/18/2012	1716.80
██████████	"	XH CLERICAL (LC)CLER ASST	Vice Chancellor for Research	9/9/2011	8/18/2012	0.50
						1717.30
██████████	CA9377	XH SERV (LC)BSW	Facilities Management	10/17/2011	6/9/2012	908.40
██████████	C00064	XH SERV SKILL (LC)MAIN LBR	Facilities Management	1/31/2012	8/4/2012	1008.00
██████████	"	XH SERV SKILL (LC)MAIN LBR	Facilities Management	1/31/2012	8/4/2012	25.50
						1033.50
██████████	C01081	XH LBR (LC)ELEC LAMPER	Facilities Management	11/15/2012	6/9/2013	954.20
██████████	CB0964	XH CLERICAL (LC)ADMIN CLERK	Business & Financial Services	1/9/2012	6/29/2012	905.00
██████████	C00064	XH SERV SKILL (LC)CONSTR LBR	Facilities Management	2/6/2012	8/9/2012	948.90
██████████	"	XH SERV SKILL (LC)CONSTR LBR	Facilities Management	2/6/2012	8/9/2012	2.50
						951.40
██████████	C07156	XH STUDENT (LCH)#1	Healthcare Systems, UIC - MC	3/29/2011	4/12/2012	1161.12
██████████	"	XH STUDENT (LCH)#1	Healthcare Systems, UIC - MC	3/29/2011	4/12/2012	32.24
						1193.36
██████████	C06710	XH CLERICAL (LC)CHIEF CLERK	Coll Medicine at Chicago - CS	1/3/2012	11/30/2012	1675.00
██████████	"	XH CLERICAL (LC)CHIEF CLERK	Coll Medicine at Chicago - CS	1/3/2012	11/30/2012	10.00
						1685.00
██████████	CB2726	XH SEMI PROF (LC)GRAPH DES ASS	Provost & VC Acad Affairs	6/19/2012	1/19/2013	952.00
██████████	"	XH SEMI PROF (LC)GRAPH DES ASS	Provost & VC Acad Affairs	6/19/2012	1/19/2013	76.70
						1028.70
██████████	CA7324	XH SEMI PROF (LC)IT SUP ASSOC	Vice President for Research	9/7/2011	2/2/2013	936.88

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	10/15/2012	4/5/2013	916.70
██████████	CA7705	XH STUDENT (LC)LIBRARY AIDE II	Library	5/15/2011	2/22/2012	906.95
██████████	CB1427	XH SEMI PROF (LC)SPEC PROG SER	Coll Medicine at Chicago - CS	10/8/2012	4/13/2013	970.50
██████████	"	XH SEMI PROF (LC)SPEC PROG SER	Coll Medicine at Chicago - CS	10/8/2012	4/13/2013	122.00
						1092.50
██████████	C06628	XH STUDENT (LC)#2	Academic Computing & Comm Ctr	4/10/2012	11/24/2012	914.70
██████████	"	XH STUDENT (LC)#2	Academic Computing & Comm Ctr	4/10/2012	11/24/2012	11.90
						926.60
██████████	C02038	XH TECH (LCH) MED ASST	Healthcare Systems, UIC - MC	1/23/2012	7/21/2012	920.54
██████████	"	XH TECH (LCH) MED ASST	Healthcare Systems, UIC - MC	1/23/2012	7/21/2012	12.69
						933.23
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	4/23/2012	10/28/2012	921.20
██████████	C06947	XH CLERICAL (LC)ASST ADMIN I	Coll of Med Office of the Dean	10/2/2011	6/23/2012	982.00
██████████	C01081	XH LBR (LC)ELEC LAMPER	Facilities Management	12/12/2011	12/9/2012	1464.40
██████████	C07424	XH STUDENT (LCH)TECH	Healthcare Systems, UIC - MC	6/1/2009		2892.16
██████████	"	XH STUDENT (LCH)TECH	Healthcare Systems, UIC - MC	6/1/2009		10.35
						2902.51
██████████	C00064	XH SERV SKILL (LC)CLERK SHI RE	Facilities Management	4/20/2012	10/17/2012	989.00
██████████	CB1299	XH NURSE TECH (LCH)	Healthcare Systems, UIC - MC	7/23/2012	9/14/2013	819.42
██████████	"	XH NURSE TECH (LCH)	Healthcare Systems, UIC - MC	7/23/2012	9/14/2013	237.56
						1056.98
██████████	C00063	XH SERV GENERAL(LC)SHIPP CLK	Facilities Management	2/13/2012	8/5/2012	914.70
██████████	C06948	XH SERV GEN (LC)PSA I	Facilities Management	8/23/2013		896.82
██████████	"	XH SERV GEN (LC)PSA I	Facilities Management	8/23/2013		15.69
						912.51
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	1/20/2013	7/20/2013	939.60
██████████	C06980	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	5/29/2012	2/2/2013	869.65
██████████	"	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	5/29/2012	2/2/2013	75.71
						945.36
██████████	C01081	XH LBR (LC)ELEC LABORER	Facilities Management	4/30/2012	10/27/2012	901.50
██████████	C10266	XH TECH (LCH)RESP THERAPIST	Healthcare Systems, UIC - MC	4/2/2012		1230.28
██████████	"	XH TECH (LCH)RESP THERAPIST	Healthcare Systems, UIC - MC	4/2/2012		52.96

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
						1283.24
	C06980	XH CLERICAL (LCH)ADMIN AIDE	Healthcare Systems, UIC - MC	3/19/2012	9/29/2012	841.21
	"	XH CLERICAL (LCH)ADMIN AIDE	Healthcare Systems, UIC - MC	3/19/2012	9/29/2012	99.31
						940.52
	CA8399	XH STUDENT (LC)AIDE, GEN OFC	School of Public Health	6/27/2011	7/21/2012	906.57
	CA6412	XH CLERICAL (LCH)CSS	Healthcare Systems, UIC - MC	9/6/2011	3/23/2012	981.44
	"	XH CLERICAL (LCH)CSS	Healthcare Systems, UIC - MC	9/6/2011	3/23/2012	36.12
						1017.56
	C59538	XH SEMI PROF (LC)WPP	Social Work	6/27/2012	4/27/2013	985.00
	C00063	XH SERV GENERAL(LC)DRIVER HLPR	Facilities Management	11/20/2012	5/11/2013	902.80
	"	XH SERV GENERAL(LC)DRIVER HLPR	Facilities Management	11/20/2012	5/11/2013	0.50
						903.30
	C10682	XH SEMI PROFWPP	Coll Medicine at Chicago - CS	11/11/2011	8/18/2012	1,410.00
	"	XH SEMI PROFWPP	Coll Medicine at Chicago - CS	11/11/2011	8/18/2012	15.00
						1,425.00
	C07376	XH TECH (LCH)Med CT	Healthcare Systems, UIC - MC	8/15/2008	10/28/2012	1,042.73
	"	XH TECH (LCH)Med CT	Healthcare Systems, UIC - MC	8/15/2008	10/28/2012	12.99
						1,055.72
	CB5950	XH CLERICAL (LC)OFF SUPP SPEC	Education	4/8/2013	10/26/2013	914.00
	C06345	XH SEMI PROF (LC)PROG SER SPEC	School of Public Health	5/14/2013	11/23/2013	975.00
	C06360	XH CLERICAL (LC)CASHIER I	Facilities Management	11/5/2012	11/14/2013	905.35
	"	XH CLERICAL (LC)CASHIER I	Facilities Management	11/5/2012	11/14/2013	2.11
						907.46
	CB1891	XH SEMI PROF (LC)PROG COORD	Architecture,Design,& the Arts	7/3/2012	2/16/2013	1,210.70
	"	XH SEMI PROF (LC)PROG COORD	Architecture,Design,& the Arts	7/3/2012	2/16/2013	290.00
						1,500.70
	CB0830	XH SEMI PROF (LC)CODING SPEC	Coll Medicine at Chicago - CS	12/19/2011	1/5/2013	907.08
	"	XH SEMI PROF (LC)CODING SPEC	Coll Medicine at Chicago - CS	12/19/2011	1/5/2013	2.50
						909.58
	C06885	XH SEMI PROF (LC)PROG ASST	Business Administration	2/3/2013	11/9/2013	1,113.50
	"	XH SEMI PROF (LC)PROG ASST	Business Administration	2/3/2013	11/9/2013	1.00
						1,114.50
	C06011	XH PROF (LC)BUSINESS MGR II	Dentistry	1/15/2013	12/15/2013	949.59

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C06610	XH SERV (LC)BSW	Facilities Management	9/10/2012	2/21/2013	913.40
██████████	CA9449	XH PROF (LC)BUS MANAGER II	Coll Medicine at Chicago - CS	9/24/2012		1,166.00
██████████	CA9377	XH SERV (LC)BSW	Facilities Management	10/17/2011	6/10/2012	907.50
██████████	C06610	XH SERV (LC)BSW	Facilities Management	4/1/2013	9/30/2013	904.40
██████████	C00063	XH SERV GENERAL(LC)MAINT LBR	Facilities Management	7/17/2013	2/3/2014	58.00
██████████	"	XH SERV GENERAL(LC)MAINT LBR	Facilities Management	7/17/2013	2/3/2014	948.80
						1,006.80
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	6/4/2012	11/29/2012	923.40
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	1/7/2013	7/2/2013	913.30
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	1/7/2013	7/2/2013	911.30
██████████	C00780	XH SERV SKILL (LC)AST AUTO TEC	Facilities Management	2/6/2012	9/28/2012	7.50
██████████	"	XH SERV SKILL (LC)AST AUTO TEC	Facilities Management	2/6/2012	9/28/2012	952.50
						960.00
██████████	C06645	XH SERV SKILL (LC)LAB AML CARE	Vice Chancellor for Research	2/6/2012	9/29/2012	1011.40
██████████	C00660	XH CLERICAL (LC)CSR	Coll Medicine at Chicago - CS	1/31/2013	9/29/2013	1208.75
██████████	CB4410	XH CLERICAL (LC)ASST CLERICAL	Academic Computing & Comm Ctr	10/8/2012	4/27/2013	16.90
██████████	"	XH CLERICAL (LC)ASST CLERICAL	Academic Computing & Comm Ctr	10/8/2012	4/27/2013	901.90
						918.80
██████████	C00054	XH SEMI PROF (LC)PROG SERV SPC	School of Public Health	3/4/2013	11/23/2013	1050.00
██████████	CB6266	XH CLERICAL (LCH)CHIEF CLERK	Coll Medicine at Chicago - CS	5/13/2013	12/2/2013	912.50
██████████	C06888	XH SERV GEN (LC)BSW	Campus Auxiliary Services	2/29/2012	8/18/2012	1.50
██████████	"	XH SERV GEN (LC)BSW	Campus Auxiliary Services	2/29/2012	8/18/2012	904.00
						905.50

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C06353	XH CLERICAL (LC)ADMIN ASST	Social Work	1/19/2012	1/19/2013	907.50
██████████	C06009	XH CLERICAL (LC)CLER ASST	Office of Admissions & Records	10/24/2011	6/30/2012	974.50
██████████	C01081	XH LBR (LC)AUTOMOTIVE ASST	Facilities Management	8/12/2013		5.50
██████████	"	XH LBR (LC)AUTOMOTIVE ASST	Facilities Management	8/12/2013		910.30
						915.80
██████████	CA7080	XH CLERICAL (LCH)AIDE PROG SER	Healthcare Systems, UIC - MC	10/29/2012	6/22/2013	69.55
██████████	"	XH CLERICAL (LCH)AIDE PROG SER	Healthcare Systems, UIC - MC	10/29/2012	6/22/2013	914.63
						984.18
██████████	C01081	XH LBR (LC)MAINT LABORER	Facilities Management	1/2/2013	7/10/2013	14.00
██████████	"	XH LBR (LC)MAINT LABORER	Facilities Management	1/2/2013	7/10/2013	923.60
						937.60
██████████	CA6595	XH SEMI PROF (LC)SURVEY INTER	Urban Planning &Public Affairs	9/15/2011	9/15/2012	3.50
██████████	"	XH SEMI PROF (LC)SURVEY INTER	Urban Planning &Public Affairs	9/15/2011	9/15/2012	907.50
						911.00
██████████	CB1890	XH MGRL (LCH)	Healthcare Systems, UIC - MC	7/23/2012		30.84
██████████	"	XH MGRL (LCH)	Healthcare Systems, UIC - MC	7/23/2012		1235.25
						1266.09
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	5/21/2012	11/11/2012	939.40
██████████	C07179	XH TECH (LC)MEDICAL ASSISTANT	Nursing	7/23/2012	2/2/2013	923.50
██████████	CB2241	XH SEMI PROF (LC)PROG AST	Coll Medicine at Chicago - CS	5/14/2012	1/5/2013	21.50
██████████	"	XH SEMI PROF (LC)PROG AST	Coll Medicine at Chicago - CS	5/14/2012	1/5/2013	1196.50
						1218.00
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	3/18/2013	11/12/2013	930.50
██████████	CB4334	XH SEMI PROF (LC)PROG AST	Coll Medicine at Chicago - BS	9/18/2012	5/25/2013	1039.00
██████████	CB2430	XH SEMI PROF (LC)PROGRAM ASST	Coll Medicine at Chicago - CS	5/24/2012	2/16/2013	20.00
██████████	"	XH SEMI PROF (LC)PROGRAM ASST	Coll Medicine at Chicago - CS	5/24/2012	2/16/2013	1261.00
						1281.00
██████████	C06610	XH SERV (LC)BSW	Facilities Management	7/22/2013	2/17/2014	907.20
██████████	C00054	XH SEMI PROF (LC)AIDE SOC WK	School of Public Health	11/3/2011	5/12/2012	945.00
██████████	C06619	XH CLERICAL (LC)OFF SUPP ASSOC	Chancellor	7/5/2012	2/2/2013	940.00
██████████	C01081	XH LBR (LC)MAINTENANCE LBR	Facilities Management	11/14/2011	4/28/2012	60.90
██████████	"	XH LBR (LC)MAINTENANCE LBR	Facilities Management	11/14/2011	4/28/2012	840.70

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
						901.60
	CB5731	XH SEMI PROF (LC)SOC W AIDE II	School of Public Health	3/6/2013	9/28/2013	1065.00
	C01081	XH LBR (LC)MAINT LBR	Facilities Management	1/22/2013	8/17/2013	7.40
	"	XH LBR (LC)MAINT LBR	Facilities Management	1/22/2013	8/17/2013	911.00
						918.40
	C06732	XH CLERICAL (LCH)ACCT CLERK	Healthcare Systems, UIC - MC	3/20/2013	9/28/2013	6.06
	"	XH CLERICAL (LCH)ACCT CLERK	Healthcare Systems, UIC - MC	3/20/2013	9/28/2013	905.06
						911.12
	CB0705	XH SEMI PROF (LC)PROG ASST	Academic Computing & Comm Ctr	1/20/2013		0.20
	"	XH SEMI PROF (LC)PROG ASST	Academic Computing & Comm Ctr	1/20/2013		930.10
						930.30
	C07059	XH TECH (LC)DENTAL ASST III	Dentistry	2/11/2013	9/22/2013	1120.00
	C01081	XH LBR (LC)ELEC LBR	Facilities Management	1/22/2013	7/12/2013	910.00
	C00063	XH SERV GENERAL(LC)HLPR DRIVER	Facilities Management	1/7/2013	6/10/2013	61.00
	"	XH SERV GENERAL(LC)HLPR DRIVER	Facilities Management	1/7/2013	6/10/2013	856.50
						917.50
	CA9449	XH PROF (LC)COORD MED STAFF S	Coll Medicine at Chicago - CS	8/23/2011	4/28/2012	28.00
	"	XH PROF (LC)COORD MED STAFF S	Coll Medicine at Chicago - CS	8/23/2011	4/28/2012	1260.00
						1288.00
	C06610	XH SERV (LC)BSW	Facilities Management	3/13/2012	10/27/2012	994.90
	CA7080	XH CLERICAL (LCH)ASST CLERICAL	Healthcare Systems, UIC - MC	3/28/2011	9/29/2012	139.20
	"	XH CLERICAL (LCH)ASST CLERICAL	Healthcare Systems, UIC - MC	3/28/2011	9/29/2012	1127.65
						1266.85
	CB6912	XH PROF (LC)INSTR DEVEL SPEC	Coll Medicine at Chicago - BS	7/10/2013		1157.00
	CA9373	XH PROF (LC)EVENTS ADMIN	Facilities Management	8/24/2011	4/14/2012	997.50
	C06020	XH CLERICAL (LC)AIDE ADMIN	Provost & VC Acad Affairs	4/4/2012	11/24/2012	24.00
	"	XH CLERICAL (LC)AIDE ADMIN	Provost & VC Acad Affairs	4/4/2012	11/24/2012	1034.10
						1058.10

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C07329	XH STUDENT (LC)	Vice Chancellor for Research	3/5/2012	8/4/2012	614.00
██████████	C09150	XH TECH (LC)HISTO TECH	Vice Chancellor for Research	8/5/2012	11/10/2012	536.00
						1150.00
██████████	C06610	XH SERV (LC)BSW	Facilities Management	7/22/2013	1/10/2014	920.00
██████████	CA9086	XH SERV (LC)DRIVER HELPER	Facilities Management	2/25/2013	8/28/2013	13.10
██████████	"	XH SERV (LC)DRIVER HELPER	Facilities Management	2/25/2013	8/28/2013	892.18
						905.28
██████████	CA6412	XH CLERICAL (LCH)CSA	Healthcare Systems, UIC - MC	11/14/2011	5/26/2012	902.91
██████████	C06909	XH CLERICAL (LC)CSR	Coll Medicine at Chicago - CS	7/18/2011	3/31/2012	30.00
██████████	"	XH CLERICAL (LC)CSR	Coll Medicine at Chicago - CS	7/18/2011	3/31/2012	1005.00
						1035.00
██████████	CB3641	XH CLERICAL (LC)	Vice Chancellor for Research	8/8/2012	4/27/2013	1300.25
██████████	CB6787	XH CLERICAL (LC)CHIEF CLERK	Vice Chancellor for Research	6/23/2013		1080.00
						2380.25
██████████	C05729	XH CLERICAL (LCH)ASST CUST SER	Healthcare Systems, UIC - MC	4/2/2012	11/10/2012	42.57
██████████	"	XH CLERICAL (LCH)ASST CUST SER	Healthcare Systems, UIC - MC	4/2/2012	11/10/2012	1089.75
						1132.32
██████████	CA6420	XH SERV (LC)BSW	Facilities Management	8/22/2011	2/24/2012	922.00
██████████	C06854	XH SERV GENERAL (LC)BSW	Facilities Management	2/12/2013	9/3/2013	914.60
██████████	C06621	XH PROF (LC)PROGRAM ADVISOR	Business & Financial Services	1/6/2012	2/16/2013	901.00
██████████	C88763	XH STUDENT (LC)#1	Campus Auxiliary Services	6/24/2013	2/15/2014	901.90
██████████	C10657	XH SEMI PROF (LC)BIO TECH	Coll Medicine at Chicago - CS	8/3/2011	1/5/2013	1564.00
██████████	C07355	XH TECH (LCH)MEDICAL AST	Healthcare Systems, UIC - MC	9/17/2012	4/27/2013	2.66
██████████	"	XH TECH (LCH)MEDICAL AST	Healthcare Systems, UIC - MC	9/17/2012	4/27/2013	1038.46
						1041.12
██████████	C10266	XH TECH (LCH)RESP CARE THER II	Healthcare Systems, UIC - MC	6/25/2007		70.22
██████████	"	XH TECH (LCH)RESP CARE THER II	Healthcare Systems, UIC - MC	6/25/2007		1392.37
						1462.59
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	7/10/2012	2/2/2013	922.60

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C06241	XH SEMI PROF (LC)BLDG SER SUPR	Facilities Management	1/30/2013	7/23/2013	901.00
██████████	C06645	XH SERV SKILL (LC)LAB ANI CKR	Vice Chancellor for Research	8/24/2012	4/28/2013	13.50
██████████	"	XH SERV SKILL (LC)LAB ANI CKR	Vice Chancellor for Research	8/24/2012	4/28/2013	993.10
						1006.60
██████████	C01081	XH LBR (LC)MAINT LABORER	Facilities Management	7/10/2012	1/5/2013	944.00
██████████	C07025	XH TECH (LCH)OCCUP THERP	Healthcare Systems, UIC - MC	5/21/2012		9.03
██████████	"	XH TECH (LCH)OCCUP THERP	Healthcare Systems, UIC - MC	5/21/2012		1155.66
						1164.69
██████████	C00054	XH SEMI PROF (LC)PRO SER SPC	School of Public Health	10/2/2012	12/7/2013	903.00
██████████	CA1402	XH CLERICAL (LC)SWA I	School of Public Health	3/5/2013		1118.5
██████████	CA6298	XH CLERICAL (LC)CSR	Vice Chanc for Student Affairs	1/5/2011	3/31/2012	922.60
██████████	CB1427	XH SEMI PROF (LC)PRO SER SPC	Coll Medicine at Chicago - CS	2/22/2012	8/4/2012	60.00
██████████	"	XH SEMI PROF (LC)PRO SER SPC	Coll Medicine at Chicago - CS	2/22/2012	8/4/2012	864.00
						924.00
██████████	C10201	XH PROF (LC)BUS MGR II	Architecture,Design,& the Arts	4/29/2013	8/17/2013	400.00
██████████	"	XH PROF (LC)BUS MGR II	Architecture,Design,& the Arts	4/29/2013	8/17/2013	582.00
						982.00
██████████	C06909	XH CLERICAL (LC)AIDE ADMIN	Coll Medicine at Chicago - CS	10/1/2012	4/13/2013	70.00
██████████	"	XH CLERICAL (LC)AIDE ADMIN	Coll Medicine at Chicago - CS	10/1/2012	4/13/2013	997.50
						1067.50
██████████	C06342	XH SERV GEN (LC)/STND PAT SPEC	Coll Medicine at Chicago - BS	12/5/2008	3/17/2012	1709.10
██████████	C00063	XH SERV GENERAL(LC)HLPR DRIVER	Facilities Management	4/8/2013	9/28/2013	12.70
██████████	"	XH SERV GENERAL(LC)HLPR DRIVER	Facilities Management	4/8/2013	9/28/2013	889.50
						902.20
██████████	CB4996	XH PROF (LC)IT TECH ASSOC	Vice Chancellor for Research	12/3/2012		53.75
██████████	"	XH PROF (LC)IT TECH ASSOC	Vice Chancellor for Research	12/3/2012		1680.00
						1733.75
██████████	CB6444	XH CLERICAL (LC)PROG SER AIDE	Healthcare System, UIC-MSHC	6/3/2013		1274.85
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	6/4/2012	11/29/2012	907.90

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C10462	XH CLERICAL (LCH)CLERK	Healthcare Systems, UIC - MC	5/16/2011	4/28/2012	29.96
██████████	"	XH CLERICAL (LCH)CLERK	Healthcare Systems, UIC - MC	5/16/2011	4/28/2012	882.08
						912.04
██████████	CA9486	XH PROF (LC)BUS ADM ASSOC	Provost & VC Acad Affairs	8/29/2011	10/13/2012	862.50
██████████	CB4572	XH PROF (LC)BUS MGR I	Provost & VC Acad Affairs	10/10/2012	10/12/2013	878.00
						1740.50
██████████	CA9411	XH TECH (LCH)RESP CARE THERPII	Healthcare Systems, UIC - MC	6/10/2013		96.34
██████████	"	XH TECH (LCH)RESP CARE THERPII	Healthcare Systems, UIC - MC	6/10/2013		1081.11
						1177.45
██████████	C06845	XH CLERICAL (LC)CLERIAL ASST	Facilities Management	5/16/2011	2/6/2013	964.00
██████████	C93459	XH LBR (LC)MAINT LABORER	Facilities Management	6/24/2013	1/27/2014	4.00
██████████	"	XH LBR (LC)MAINT LABORER	Facilities Management	6/24/2013	1/27/2014	925.00
						929.00
██████████	C01081	XH LBR (LC)MAINT LABORER	Facilities Management	6/24/2013	1/27/2014	26.00
██████████	"	XH LBR (LC)MAINT LABORER	Facilities Management	6/24/2013	1/27/2014	944.00
						970.00
██████████	C95976	XH STUDENT (LC)	Vice Chanc Administrative Svcs	5/16/2012	2/16/2013	940.55
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	4/22/2013	11/6/2013	914.9
██████████	CB6084	XH CLERICAL (LC)ADMIN AIDE	Dentistry	4/22/2013	11/23/2013	949.00
██████████	CA9455	XH CLERICAL (LCH)CSRI	Coll Medicine at Chicago - CS	8/24/2011	2/18/2012	49.50
██████████	"	XH CLERICAL (LCH)CSRI	Coll Medicine at Chicago - CS	8/24/2011	2/18/2012	921.00
						970.50
██████████	CA9455	XH CLERICAL (LC)CLERICAL AST	Healthcare Systems, UIC - MC	11/12/2012		31.37
██████████	"	XH CLERICAL (LC)CLERICAL AST	Healthcare Systems, UIC - MC	11/12/2012		968.20
						999.57
██████████	CB2154	XH PROF (LC)MUSEUM INSTR/EDUC	Provost & VC Acad Affairs	3/11/2013	9/14/2013	9.50
██████████	"	XH PROF (LC)MUSEUM INSTR/EDUC	Provost & VC Acad Affairs	3/11/2013	9/14/2013	1035.00
						1044.50
██████████	C02036	XH TECH (LC)VET TECH	Vice Chancellor for Research	10/24/2011	11/30/2012	917.20
██████████	C06927	XH SERV GENERAL (LC)BSW	Facilities Management	8/11/2011	2/5/2012	901.10
██████████	C06610	XH SERV (LC)BSW	Facilities Management	4/13/2012	10/17/2012	932.20
██████████	CA9411	XH TECH (LCH)RESP CARE THERP	Healthcare Systems, UIC - MC	10/17/2011		514.02
██████████	"	XH TECH (LCH)RESP CARE THERP	Healthcare Systems, UIC - MC	10/17/2011		3609.29

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
						4123.31
	CB1191	XH SEMI PROF (LC)PROGRAM AST	Engineering	1/18/2012	7/7/2012	139.55
	"	XH SEMI PROF (LC)PROGRAM AST	Engineering	1/18/2012	7/7/2012	840.00
						979.55
	C87798	XH SERV SKILL (LC)MAINT LBR	Facilities Management	8/10/2011	3/30/2013	1148.10
	C07208	XH SEMI PROF (LC)INVENT CLERK	Liberal Arts & Sciences	2/21/2012	2/7/2013	921.40
	C07314	XH TECH (LCH)PHYSICAL THERAP	Healthcare Systems, UIC - MC	8/4/2013		85.22
	"	XH TECH (LCH)PHYSICAL THERAP	Healthcare Systems, UIC - MC	8/4/2013		820.39
						905.61
	C02002	XH STUDENT (LCH)#1	Healthcare Systems, UIC - MC	3/4/2012	4/11/2013	18.01
	"	XH STUDENT (LCH)#1	Healthcare Systems, UIC - MC	3/4/2012	4/11/2013	1192.67
						1210.68
	C06862	XH CLERICAL (LC)CHIEF CLERK	Pharmacy	1/16/2013		924.50
	C06882	XH CLERICAL (LC) CST SER ASST	Coll Medicine at Chicago - CS	6/26/2012	1/5/2013	901.50
	C07322	XH SERV (LC)DRIVER	Facilities Management	9/8/2011	9/15/2012	55.11
	"	XH SERV (LC)DRIVER	Facilities Management	9/8/2011	9/15/2012	1819.12
						1874.23
	C07025	XH TECH (LCH)ACTIVITY THERAPT	Healthcare Systems, UIC - MC	9/5/2012		10.08
	"	XH TECH (LCH)ACTIVITY THERAPT	Healthcare Systems, UIC - MC	9/5/2012		1446.50
						1456.58
	C02054	XH TECH (LCH)MED RADIOGRAPHER	Healthcare Systems, UIC - MC	2/21/2012		128.60
	"	XH TECH (LCH)MED RADIOGRAPHER	Healthcare Systems, UIC - MC	2/21/2012		2700.25
						2828.85
	C02054	XH TECH (LCH)MED RADIOGRAPH II	Healthcare Systems, UIC - MC	12/10/2012	12/8/2013	8.35
	"	XH TECH (LCH)MED RADIOGRAPH II	Healthcare Systems, UIC - MC	12/10/2012	12/8/2013	1080.30
						1088.65
	C00013	XH STUDENT (LC)#1	Vice Chancellor for Research	8/23/2012	6/9/2013	5.50
	"	XH STUDENT (LC)#1	Vice Chancellor for Research	8/23/2012	6/9/2013	1421.50
						1427.00

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C09141	XH TECH (LC)MEDICAL AST	Nursing	4/23/2012	6/9/2012	152.00
██████████	C07407	XH CLERICAL (LC)CSR	Nursing	6/10/2012	3/16/2013	821.00
						973.00
██████████	CA9411	XH TECH (LCH)RES CARE THERAP	Healthcare Systems, UIC - MC	8/5/2013		168.20
██████████	"	XH TECH (LCH)RES CARE THERAP	Healthcare Systems, UIC - MC	8/5/2013		945.14
						1113.34
██████████	CB6203	XH TECH (LCH)MHC I	Healthcare Systems, UIC - MC	5/13/2013		341.08
██████████	"	XH TECH (LCH)MHC I	Healthcare Systems, UIC - MC	5/13/2013		1283.57
						1624.65
██████████	C06645	XH SERV SKILL (LC)LAB ANIMAL	Vice Chancellor for Research	5/7/2012	2/15/2013	791.90
██████████	C06645	XH SERV SKILL (LC)LAB ANIMAL	Vice Chancellor for Research	5/7/2012	2/15/2013	905.70
██████████	C07099	XH SERV SKILL (LC)LAB ANI CKR	Vice Chancellor for Research	8/26/2013	2/15/2014	1.50
██████████	C07099	XH SERV SKILL (LC)LAB ANI CKR	Vice Chancellor for Research	8/26/2013	2/15/2014	935.90
						2635.00
██████████	C07289	XH CLERICAL (LCH)CSA	Healthcare Systems, UIC - MC	1/17/2012	8/4/2012	9.20
██████████	"	XH CLERICAL (LCH)CSA	Healthcare Systems, UIC - MC	1/17/2012	8/4/2012	900.18
						909.38
██████████	CB2417	XH TECH (LC)PHLEBOTOMIST	Coll Medicine at Chicago - CS	5/25/2012	1/5/2013	20.00
██████████	"	XH TECH (LC)PHLEBOTOMIST	Coll Medicine at Chicago - CS	5/25/2012	1/5/2013	1196.00
						1216.00
██████████	C06979	XH CLERICAL (LC)PAY SPEC II	Business & Financial Services	4/16/2013	11/24/2013	1121.00
██████████	C07026	XH TECH (LCH)MEDICAL RAD II	Healthcare Systems, UIC - MC	5/7/2012		5.75
██████████	"	XH TECH (LCH)MEDICAL RAD II	Healthcare Systems, UIC - MC	5/7/2012		925.21
						930.96
██████████	CB6438	XH CLERICAL (LC)CLERK	Pharmacy	5/26/2013		989.50
██████████	C02058	XH SEMI PROF (LC)FIN ANALYST	Healthcare Systems, UIC - MC	5/2/2011	3/3/2012	162.27
██████████	"	XH SEMI PROF (LC)FIN ANALYST	Healthcare Systems, UIC - MC	5/2/2011	3/3/2012	1486.45
						1648.72
██████████	C02054	XH TECH (LCH)MED RADIOGR II	Healthcare Systems, UIC - MC	10/17/2011		105.43
██████████	"	XH TECH (LCH)MED RADIOGR II	Healthcare Systems, UIC - MC	10/17/2011		2394.31
						2499.74
██████████	CB1808	XH PROF (LCH)HR OFFICER	Healthcare Systems, UIC - MC	4/2/2012	1/19/2013	13.62
██████████	"	XH PROF (LCH)HR OFFICER	Healthcare Systems, UIC - MC	4/2/2012	1/19/2013	1323.36
						1336.98
██████████	CA6929	XH STUDENT (LC)#1	Academic Computing & Comm Ctr	8/8/2011	2/18/2012	555.20
██████████	"	XH STUDENT (LC)#1	Academic Computing & Comm Ctr	8/8/2011	2/18/2012	555.20

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
						1110.40
	C07157	XH TECH (LCH) Medical Radio II	Healthcare Systems, UIC - MC	4/7/2008		15.80
	"	XH TECH (LCH) Medical Radio II	Healthcare Systems, UIC - MC	4/7/2008		3715.44
						3731.24
	C01081	XH LBR (LC)MAINT LABORER	Facilities Management	12/19/2011	6/26/2012	942.50
	C06807	XH CLERICAL (LC)CLER ASST	Office of Admissions & Records	12/15/2011	10/13/2012	987.50
	C10201	XH PROF (LC)BUS MANAGER II	Architecture,Design,& the Arts	3/12/2012	12/8/2012	12.00
	"	XH PROF (LC)BUS MANAGER II	Architecture,Design,& the Arts	3/12/2012	12/8/2012	889.00
						901.00
	C06845	XH CLERICAL (LC)CLERICAL AST	Facilities Management	7/22/2012	3/7/2013	916.40
	C06892	XH STUDENT (LCH)	Healthcare Systems, UIC - MC	6/10/2010	2/19/2013	1455.08
	C02054	XH TECH (LCH)MED RAD SPEC	Healthcare Systems, UIC - MC	11/14/2012		34.83
	"	XH TECH (LCH)MED RAD SPEC	Healthcare Systems, UIC - MC	11/14/2012		1246.70
						1281.53
	C06384	XH TECH (LCH)MEDICAL RAD II	Healthcare Systems, UIC - MC	11/15/2010		261.19
	"	XH TECH (LCH)MEDICAL RAD II	Healthcare Systems, UIC - MC	11/15/2010		3263.65
						3524.84
	C01081	XH LBR (LC)ELEC LAMPER	Facilities Management	2/6/2013	7/31/2013	916.5
	CB4913	XH TECH (LCH)RCT I	Healthcare Systems, UIC - MC	11/26/2012		166.76
	"	XH TECH (LCH)RCT I	Healthcare Systems, UIC - MC	11/26/2012		1997.47
						2164.23
	CB0786	XH PROF (LC)INST RES DA COORD	School of Public Health	12/14/2011	5/26/2012	82.50
	"	XH PROF (LC)INST RES DA COORD	School of Public Health	12/14/2011	5/26/2012	892.50
						975.00
	C06868	XH SEMI PROF (LC)GRAP DES ASSO	Liberal Arts & Sciences	8/1/2012	9/28/2013	1052.50
	C00623	XH PROF (LC)SPVR, DEPT INFO	Coll Medicine at Chicago - CS	2/7/2011	12/17/2012	21.50
	"	XH PROF (LC)SPVR, DEPT INFO	Coll Medicine at Chicago - CS	2/7/2011	12/17/2012	900.00
						921.50

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	CA7737	XH TECH (LC)MEDICAL ASST	Coll Medicine at Chicago - CS	11/7/2011	10/27/2012	12.90
██████████	"	XH TECH (LC)MEDICAL ASST	Coll Medicine at Chicago - CS	11/7/2011	10/27/2012	1617.60
						1630.50
██████████	C10521	XH SEMI PROF (LC)LAB ANIMAL CT	Vice Chancellor for Research	8/7/2012	5/25/2013	7.30
██████████	"	XH SEMI PROF (LC)LAB ANIMAL CT	Vice Chancellor for Research	8/7/2012	5/25/2013	1019.30
						1026.60
██████████	C07424	XH STUDENT (LCH) RESP CARE THP	Healthcare Systems, UIC - MC	11/22/2010		31.12
██████████	"	XH STUDENT (LCH) RESP CARE THP	Healthcare Systems, UIC - MC	11/22/2010		2681.78
						2712.90
██████████	C00572	XH STUDENT (LC)#1	Facilities Management	1/7/2013	9/28/2013	912.50
██████████	C07314	XH TECH (LCH)PHY THERAPY SPEC	Healthcare Systems, UIC - MC	12/27/2011	11/9/2013	74.50
██████████	"	XH TECH (LCH)PHY THERAPY SPEC	Healthcare Systems, UIC - MC	12/27/2011	11/9/2013	1718.31
						1792.81
██████████	CB5264	XH SERV SKILL (LC) SHP RCV CLK	Facilities Management	1/2/2013	8/15/2013	912.00
██████████	CB2609	XH PROTECT (LC)STAFF CHAPLAIN	Healthcare Systems, UIC - MC	6/10/2012	10/17/2013	1.02
██████████	"	XH PROTECT (LC)STAFF CHAPLAIN	Healthcare Systems, UIC - MC	6/10/2012	10/17/2013	977.78
██████████	CB7158	XH NURSE TECH (LCH)	Healthcare Systems, UIC - MC	11/11/2013	1/23/2014	5.42
██████████	"	XH NURSE TECH (LCH)	Healthcare Systems, UIC - MC	11/11/2013	1/23/2014	360.33
						1344.55
██████████	C02069	XH CLERICAL (LCH)CLERICAL AST	Healthcare Systems, UIC - MC	5/29/2012	3/2/2013	8.52
██████████		XH CLERICAL (LCH)CLERICAL AST	Healthcare Systems, UIC - MC	5/29/2012	3/2/2013	914.92
						923.44
██████████	C01018	XH TECH (LCH)MED TECH 1	Healthcare Systems, UIC - MC	8/8/2012	10/23/2013	56.60
██████████	"	XH TECH (LCH)MED TECH 1	Healthcare Systems, UIC - MC	8/8/2012	10/23/2013	1175.39
						1231.99
██████████	C07281	XH PROF (LC)BUS ADMIN ASSOC	Business & Financial Services	10/12/2011	10/13/2012	1090.00
██████████	CA0661	XH STUDENT (LC)#1	Coll Medicine at Chicago - CS	2/2/2012	4/13/2013	914.80
██████████	CA2943	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	12/14/2011	11/24/2012	826.77
██████████	CB3918	XH CLERICAL (LCH)CLERK	Healthcare Systems, UIC - MC	11/27/2012		85.79
██████████	"	XH CLERICAL (LCH)CLERK	Healthcare Systems, UIC - MC	11/27/2012		1116.82
						2029.38
██████████	C07232	XH CLERICAL (LC)CSR	Vice Chancellor for Research	3/18/2012	10/13/2012	1052.60

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C06009	XH CLERICAL (LC)CHIEF CLERK	Office of Admissions & Records	1/28/2013	9/29/2013	1152.80
██████████	C06603	XH TECH (LCH)MED RAD II	Healthcare Systems, UIC - MC	7/25/2010	2/16/2013	430.99
██████████	"	XH TECH (LCH)MED RAD II	Healthcare Systems, UIC - MC	7/25/2010	2/16/2013	4855.88
						5286.87
██████████	CA9367	XH SEMI PROF (LC)INFO TECH	Pharmacy	8/22/2011	6/10/2012	1273.43
██████████	C07135	XH SEMI PROF (LC)TECH ASSOC	Pharmacy	9/2/2012	3/31/2013	941.01
██████████	CA0578	XH SEMI PROF (LC)PURCHASE OFF	Business & Financial Services	11/9/2012	12/21/2013	1065.00
██████████	C01597	XH CLERICAL (LC)CLERICAL	Facilities Management	7/23/2012	2/2/2013	12.83
██████████	"	XH CLERICAL (LC)CLERICAL	Facilities Management	7/23/2012	2/2/2013	904.02
						916.85
██████████	C06881	XH SERV SKILL (LC) LAB ANIMAL	Vice Chancellor for Research	9/10/2012	8/31/2013	10.70
██████████	"	XH SERV SKILL (LC) LAB ANIMAL	Vice Chancellor for Research	9/10/2012	8/31/2013	1106.45
						1117.15
██████████	CB4399	XH PROF (LC)BUS ASSOC	Social Work	9/28/2012	5/25/2013	1068.00
██████████	C00191	XH CLERICAL (LCH)CSA	Healthcare Systems, UIC - MC	11/29/2012	9/29/2013	6.24
██████████	"	XH CLERICAL (LCH)CSA	Healthcare Systems, UIC - MC	11/29/2012	9/29/2013	895.29
						901.53
██████████	CB2707	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	6/18/2012	2/2/2013	32.12
██████████	"	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	6/18/2012	2/2/2013	1011.77
						1043.89
██████████	CB5576	XH TECH (LCH)	Healthcare Systems, UIC - MC	2/4/2013		159.47
██████████	"	XH TECH (LCH)	Healthcare Systems, UIC - MC	2/4/2013		815.47
						974.94
██████████	CA9079	XH CLERICAL (LC)ASST CLERICAL	Education	8/8/2011	8/4/2012	75.50
██████████	"	XH CLERICAL (LC)ASST CLERICAL	Education	8/8/2011	8/4/2012	1709.00
						1784.50
██████████	CA6788	XH SEMI PROF (LC)COMM AFF I	School of Public Health	2/10/2012	12/22/2012	1575.00
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	7/9/2012	2/2/2013	928.00
██████████	C10326	XH PROF (LC)PROG SER SPEC	School of Public Health	2/17/2013	11/23/2013	45.00
██████████	"	XH PROF (LC)PROG SER SPEC	School of Public Health	2/17/2013	11/23/2013	900.00
						945.00
██████████	C67019	XH SERV (LC)BSW	Facilities Management	5/31/2013	11/23/2013	902.10

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	CA9411	XH TECH (LCH)RESP CARE THER	Healthcare Systems, UIC - MC	12/19/2011		25.55
██████████	"	XH TECH (LCH)RESP CARE THER	Healthcare Systems, UIC - MC	12/19/2011		967.53
						993.08
██████████	CB0964	XH CLERICAL (LC)CLERK	Business & Financial Services	9/24/2012	3/2/2013	348.00
██████████	CA7354	XH CLERICAL (LC)CLERK	Business & Financial Services	3/3/2013	8/3/2013	862.00
						1210.00
██████████	C02028	XH CLERICAL (LCH)CUST SER SPEC	Healthcare Systems, UIC - MC	9/26/2011	9/15/2012	216.75
██████████	"	XH CLERICAL (LCH)CUST SER SPEC	Healthcare Systems, UIC - MC	9/26/2011	9/15/2012	1606.15
						1822.90
██████████	C06009	XH CLERICAL (LC)CLERICAL ASST	Office of Admissions & Records	4/9/2012	2/16/2013	1073.40
██████████	CB4319	XH CLERICAL (LC)PROG SER AIDE	Provost & VC Acad Affairs	1/8/2013	12/31/2013	41.00
██████████	"	XH CLERICAL (LC)PROG SER AIDE	Provost & VC Acad Affairs	1/8/2013	12/31/2013	1200.00
						1241.00
██████████	C06352	XH TECH (LC)MEDICAL AST	Coll Medicine at Chicago - CS	3/4/2013	9/28/2013	4.15
██████████	"	XH TECH (LC)MEDICAL AST	Coll Medicine at Chicago - CS	3/4/2013	9/28/2013	1143.5
						1147.65
██████████	CB0838	XH PROF (LC)SPEC PROG SER	Coll Medicine at Chicago - CS	12/16/2011	8/1/2012	1029.00
██████████	C01081	XH LBR (LC)MAINTENANCE LBR	Facilities Management	10/31/2011	4/14/2012	33.90
██████████	"	XH LBR (LC)MAINTENANCE LBR	Facilities Management	10/31/2011	4/14/2012	890.00
						923.90
██████████	C95976	XH STUDENT (LC)#2	Vice Chanc Administrative Svcs	9/7/2010	5/16/2012	984.17
██████████	C00054	XH SEMI PROF (LC)PROG PART	School of Public Health	2/5/2013	1/18/2014	907.50
██████████	CA9969	XH SERV (LC)DRIVER	Facilities Management	10/4/2011	9/15/2012	62.39
██████████	"	XH SERV (LC)DRIVER	Facilities Management	10/4/2011	9/15/2012	1742.60
						1804.99
██████████	CA9971	XH TECH (LC)RES TECH I	Coll Medicine at Chicago - CS	10/4/2011	5/26/2012	1160.00
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	12/19/2012	6/14/2013	915.90
██████████	CB0229	EH-ADMINISTRATIVE NURSE III	Healthcare Systems, UIC - MC	10/3/2011		63.75
██████████	"	EH-ADMINISTRATIVE NURSE III	Healthcare Systems, UIC - MC	10/3/2011		964.27
						1028.02
██████████	CA6973	XH TECH (LCH)MEDICAL AST	Healthcare Systems, UIC - MC	3/22/2012	9/29/2012	20.43
██████████	"	XH TECH (LCH)MEDICAL AST	Healthcare Systems, UIC - MC	3/22/2012	9/29/2012	1038.65
						1059.08

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	CA3546	XH STUDENT (LCH)DATA ENTRY	Healthcare Systems, UIC - MC	5/24/2010	4/11/2012	4.00
██████████	"	XH STUDENT (LCH)DATA ENTRY	Healthcare Systems, UIC - MC	5/24/2010	4/11/2012	787.83
██████████	C07315	XH TECH (LCH)MED SONO I	Healthcare Systems, UIC - MC	4/13/2012	2/15/2014	0.27
██████████	"	XH TECH (LCH)MED SONO I	Healthcare Systems, UIC - MC	4/13/2012	2/15/2014	119.58
						911.68
██████████	CA9377	XH SERV (LC)DRIVER	Facilities Management	8/22/2011	3/3/2012	960.00
██████████	C07314	XH TECH (LCH)PHYSICAL THER	Healthcare Systems, UIC - MC	8/16/2011	5/12/2012	1.00
██████████	"	XH TECH (LCH)PHYSICAL THER	Healthcare Systems, UIC - MC	8/16/2011	5/12/2012	935.26
						936.26
██████████	CB1542	XH CLERICAL (LC)OFF ADMIN	School of Public Health	3/7/2012	12/8/2012	1072.00
██████████	CA9386	XH SERV (LC)BSW	Facilities Management	11/14/2011	5/7/2012	905.10
██████████	C09113	XH CLERICAL (LC)PROG DIR AST	Social Work	7/12/2011		962.75
██████████	C00054	XH SEMI PROF (LC)PROGRAM CO	School of Public Health	3/18/2012	2/16/2013	1201.50
██████████	CB1177	XH SERV (LCH)BSW	Facilities Management	7/22/2013	1/10/2014	903.90
██████████	C06948	XH SERV GEN (LC)DRIVER	Facilities Management	4/6/2012	11/13/2012	12.23
██████████	"	XH SERV GEN (LC)DRIVER	Facilities Management	4/6/2012	11/13/2012	900.82
						913.05
██████████	C01081	XH LBR (LC)MAINT LABORER	Facilities Management	8/12/2013	2/5/2014	53.00
██████████	"	XH LBR (LC)MAINT LABORER	Facilities Management	8/12/2013	2/5/2014	912.00
						965.00
██████████	CB4189	XH STUDENT (LC)#2	Coll Medicine at Chicago - CS	9/12/2012	12/21/2013	904.50
██████████	CA9436	XH PROTECT (LC)	Campus Auxiliary Services	9/19/2011	11/24/2012	2.00
██████████	"	XH PROTECT (LC)	Campus Auxiliary Services	9/19/2011	11/24/2012	1261.50
						1263.50
██████████	CA3122	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	1/17/2012	10/13/2012	3.31
██████████	"	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	1/17/2012	10/13/2012	926.45
						929.76

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	CB4264	XH CLERICAL (LC)AIDE ADMIN	Engineering	9/19/2012	4/27/2013	644.70
██████████	CB6049	XH CLERICAL (LC)OFF SUPT SPEC	Engineering	4/28/2013	11/9/2013	855.50
						1500.20
██████████	CB1435	XH SEMI PROF (LC)WPP	School of Public Health	2/4/2013	1/18/2014	907.50
██████████	C10266	XH TECH (LCH)RESP CARE THERP	Healthcare Systems, UIC - MC	2/7/2011		564.24
██████████	"	XH TECH (LCH)RESP CARE THERP	Healthcare Systems, UIC - MC	2/7/2011		4430.14
						4994.38
██████████	CA6549	XH TECH (LCH)MENTAL HLTH COUS	Healthcare Systems, UIC - MC	10/29/2012	12/21/2013	169.55
██████████	"	XH TECH (LCH)MENTAL HLTH COUS	Healthcare Systems, UIC - MC	10/29/2012	12/21/2013	1152.00
						1321.55
██████████	C09163	XH CLERICAL (LC)CLER ASST	Coll Medicine at Chicago - CS	8/9/2011	9/15/2012	1056.00
██████████	CB2588	XH PROF (LC)ADMIN ASSOC	Provost & VC Acad Affairs	6/26/2012	3/30/2013	832.00
██████████	CB5902	XH PROF (LC)BUS ADMIN ASSOC	Provost & VC Acad Affairs	4/7/2013		759.00
						1591.00
██████████	C06377	XH LBR (LC)ELEC LABOR	Facilities Management	2/22/2012	12/25/2012	1171.90
██████████	CB0338	XH CLERICAL (LCH)PAT UNI CLERK	Healthcare Systems, UIC - MC	10/17/2011	8/4/2012	2.13
██████████	"	XH CLERICAL (LCH)PAT UNI CLERK	Healthcare Systems, UIC - MC	10/17/2011	8/4/2012	919.91
						922.04
██████████	C00054	XH SEMI PROF (LC)SPEC PROG SER	School of Public Health	9/10/2012	1/18/2014	907.50
██████████	CA6386	XH TECH (LC)TECH II, RESRCH	Pharmacy	1/18/2011	11/1/2012	5.00
██████████	"	XH TECH (LC)TECH II, RESRCH	Pharmacy	1/18/2011	11/1/2012	952.00
						957.00
██████████	C06359	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	10/17/2011	1/19/2013	117.97
██████████	"	XH CLERICAL (LCH)CSR	Healthcare Systems, UIC - MC	10/17/2011	1/19/2013	1918.24
						2036.21
██████████	CB5576	XH TECH (LCH)	Healthcare Systems, UIC - MC	2/4/2013		349.19
██████████	"	XH TECH (LCH)	Healthcare Systems, UIC - MC	2/4/2013		1398.42
						1747.61
██████████	CB1712	XH STUDENT (LC)#1	Healthcare Systems, UIC - MC	3/26/2012	10/13/2012	3.40
██████████	"	XH STUDENT (LC)#1	Healthcare Systems, UIC - MC	3/26/2012	10/13/2012	922.41
						925.81

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C10587	XH CLERICAL (LCH)CSA	Healthcare Systems, UIC - MC	8/8/2011	3/31/2012	15.76
██████████	"	XH CLERICAL (LCH)CSA	Healthcare Systems, UIC - MC	8/8/2011	3/31/2012	893.32
						909.08
██████████	CA8498	XH STUDENT (LC)#2	Vice Chanc Administrative Svcs	7/11/2011	10/1/2012	905.00
██████████	C92543	XH CLERICAL (LC)OFF SUPP AST	Coll Medicine at Chicago - CS	5/26/2013		1009.50
██████████	CA9364	XH PROTECT (LC)	Campus Auxiliary Services	8/16/2011	11/24/2012	921.30
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	8/8/2011	2/18/2012	932.50
██████████	C06909	XH CLERICAL (LC)OFC SUPP ASST	Coll Medicine at Chicago - CS	12/1/2011	7/7/2012	9.75
██████████	"	XH CLERICAL (LC)OFC SUPP ASST	Coll Medicine at Chicago - CS	12/1/2011	7/7/2012	950.00
						959.75
██████████	CA6524	XH LBR (LC)MAINT LABORER	Facilities Management	8/22/2011	2/24/2012	21.70
██████████	"	XH LBR (LC)MAINT LABORER	Facilities Management	8/22/2011	2/24/2012	901.30
██████████	C01081	XH LBR (LC)MAINT LABORER	Facilities Management	1/20/2013	2/27/2013	96.00
						1019.00
██████████	C00054	XH SEMI PROF (LC)WPP	School of Public Health	1/6/2013	9/3/2013	925.08
██████████	CB5779	XH CLERICAL (LC)OFC SUPP ASST	Healthcare Systems, UIC - MC	3/11/2013	10/23/2013	1.90
██████████	"	XH CLERICAL (LC)OFC SUPP ASST	Healthcare Systems, UIC - MC	3/11/2013	10/23/2013	899.35
						901.25
██████████	C06628	XH STUDENT (LC)#1	Academic Computing & Comm Ctr	2/3/2013	12/31/2013	3.20
██████████	"	XH STUDENT (LC)#1	Academic Computing & Comm Ctr	2/3/2013	12/31/2013	916.60
						919.80
██████████	C01081	XH LBR (LC)MAINT LBR	Facilities Management	3/6/2012	10/27/2012	1191.20
██████████	C22211	XH CLERICAL (LC)CSR	UIC Human Resources	11/7/2011	7/7/2012	911.40
██████████	CA6483	XH TECH (LCH)	Healthcare Systems, UIC - MC	8/17/2010	6/9/2012	16.90
██████████	"	XH TECH (LCH)	Healthcare Systems, UIC - MC	8/17/2010	6/9/2012	1094.73
						1111.63
██████████	CB1891	XH SEMI PROF (LC)ASST PROG	Architecture,Design,& the Arts	10/3/2012	4/13/2013	956.80
██████████	CA7354	XH CLERICAL (LC)PURCH OFF	Business & Financial Services	12/6/2012	7/31/2013	930.00
██████████	C09175	XH CLERICAL (LC)SUPPT ASSOC	Liberal Arts & Sciences	2/17/2013	11/13/2013	901.30

**State Universities Civil Service System
University of Illinois at Chicago
FY2014 Biennial Compliance Audit**

Appendix C

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Position Title	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
██████████	C01081	XH LBR (LC)MAINT LABORER	Facilities Management	5/29/2012	1/5/2013	987.10
██████████	C03421	XH SEMI PROF (LC)SPVR UNIV OP	Campus Auxiliary Services	12/12/2011	8/4/2012	26.90
██████████	"	XH SEMI PROF (LC)SPVR UNIV OP	Campus Auxiliary Services	12/12/2011	8/4/2012	895.50
						922.40
██████████	C00063	XH SERV GENERAL(LC)BSW	Facilities Management	9/19/2005	3/5/2013	909.20
██████████	C00054	XH SEMI PROF (LC)WPP	School of Public Health	9/10/2012	1/18/2014	925.50
██████████	C02028	XH CLERICAL (LCH)PUC I	Healthcare Systems, UIC - MC	5/11/2012	2/2/2013	1276.92
██████████	C92194	XH CLERICAL (LC)CSA	Healthcare Systems, UIC - MC	3/3/2013	1/4/2014	74.06
██████████	"	XH CLERICAL (LC)CSA	Healthcare Systems, UIC - MC	3/3/2013	1/4/2014	1049.32
						1123.38
██████████	CB0229	EH-ADMINISTRATIVE NURSE III	Healthcare Systems, UIC - MC	11/26/2012		40.12
██████████	"	EH-ADMINISTRATIVE NURSE III	Healthcare Systems, UIC - MC	11/26/2012		1135.65
						1175.77
██████████	CA6390	XH TECH (LC)OPHTHALMIC TECH	Coll Medicine at Chicago - CS	6/11/2012	10/28/2013	920.50
██████	C02048	XH TECH (LCH)MEDICAL SONOGR I	Healthcare Systems, UIC - MC	8/6/2012	3/2/2013	88.12
██████	"	XH TECH (LCH)MEDICAL SONOGR I	Healthcare Systems, UIC - MC	8/6/2012	3/2/2013	1072.32
						1160.44
██████████	CB5485	XH SEMI PROF (LC)PROG ASST	Honors College	2/4/2013	8/17/2013	772.00
██████████	CB7544	XH SEMI PROF (LC)PROG ASST	Provost & VC Acad Affairs	9/3/2013	9/29/2013	917.18
						1689.18
██████████	C07072	XH STUDENT (LC)	Liberal Arts & Sciences	5/21/2012	5/11/2013	392.00
██████████	C09205	XH STUDENT (LC)#1	Liberal Arts & Sciences	6/2/2013	9/14/2013	513.00
						905.00