

EXEMPTION PROCEDURES MANUAL

Section

1 *General Overview of Exemption from State Universities Civil Service System*

- 1.1 History
- 1.2 Overview

2 *Administrator Exemptions*

- 2.1 Primary Administrators
- 2.2 Principal Administrative Appointments
- 2.3 Teaching, Research, and Extension Faculty Appointments
- 2.4 Student Appointments
 - Form 2.4a Request for Student Appointment Exception

3 *Accountability for Exemption Authorization*

- 3.1 Accountability Program
- 3.2 Internal Review
- 3.3 Accountability for Exemption Authorization
- 3.4 Remedial Process

4 *Reporting Requirements*

- 4.1 Reporting Requirements

5 *Other Related Actions*

- 5.1 Temporary Assignment of Civil Service Employee to a Civil Service Exempt Position
- 5.2 Changing an Exempt Position to a Civil Service Position
 - Form 5.2a Position Change Principal Administrative Appointment (PAA) to Civil Service Appointment Waiver of Qualification(s) for Incumbent

Section 1 – General Overview of Exemption from State Universities Civil Service System

(Reference section 36e of the Act (110 ILCS 70/36e))

1.1 History

Pursuant to the State Universities Civil Service Act (Act) (110 ILCS 70/36e) and Title 80; Part 250 of the Illinois Administrative Code (Code), the University Civil Service Merit Board (Merit Board) may delegate its authority to the Executive Director of the State Universities Civil Service System (University System) in whole or in part. Section 36d(1) of the Act (110 ILCS 70/36d(1)) authorizes the Merit Board to approve a classification plan and delegate to the Executive Director of the University System the responsibility of assigning civil service positions to the appropriate classification. The Executive Director of the University System is also charged with the responsibility to conduct audits of employers covered under the Act to ensure compliance with all provisions of the Act and Code and to contend with issues revealed through audit reports as directed by the Merit Board (see 80 Ill. Adm. Code §250.140(c)). Section 250.140(a) of the Code further provides that the Executive Director has all the authority required to implement the Act and Code and that the Merit Board may delegate any of its authority to the Executive Director by specific authorization of the Merit Board (see 80 Ill. Adm. Code §250.140(a)).

- a. General Overview of Exemption from State Universities Civil Service System – Section 36e of the Act (110 ILCS 70/36e) states that all employees shall be covered by the University System, except the following persons:
1. The members and officers of the Merit Board and the board of trustees, and the commissioners of the institutions and agencies covered hereunder;
 2. The presidents and vice-presidents of each educational institution;
 3. Other principal administrative employees of each institution and agency as determined by the Merit Board;
 4. The teaching, research, and extension faculties of each institution and agency; and
 5. Students employed under rules prescribed by the Merit Board, without examination or certification.

As part of its statutory responsibility, the Merit Board has approved criteria that should be used as a guideline for determining appropriate civil service exemptions. This criteria was originally drafted in 1972 by members of the Human Resource Directors Advisory Committee and the State Universities Civil Service Advisory Committee and was circulated to all of the Designated Employer Representatives (DERs) and members of the State Universities Civil Service Advisory Committee for comment and input. At that time, the Merit Board also approved a resolution of the Administrative Advisory Committee recommending that the Merit Board's authority to approve exemptions based on the criteria be delegated to the

Section 1 – General Overview of Exemption from State Universities Civil Service System

(Reference section 36e of the Act (110 ILCS 70/36e))

Executive Director of the University System. The employer would then be allowed to appeal the Executive Director's decisions to the Merit Board. This criteria was expanded in 1975 and again in 1990.

In 1997 and in 1998, the Merit Board approved position standards that would allow the employer to exempt positions from civil service without prior approval from the Executive Director of the University System if the position description fit within the defined position standard. This exemption process was subject to audit by the University System.

- b. Effective October 1, 2018 – Section 2.1 of the Exemption Procedures Manual contains the guidelines and criteria to be used in properly validating and designating those positions, and employees in those positions, as exempt from State Universities Civil Service System coverage, as categorically defined section (a) above. It is important to note that a significant amount of attention and careful consideration has been taken to insure that these standards most accurately reflect and preserve the historical intentions of related statutory provisions and Merit Board actions.

When the standards for each exemption category were established, appropriate attention was given to insure that the examples and types of positions listed were consistent with statutory intention and Merit Board actions. At the same time, the examples and types of positions listed remain broad enough to hopefully encompass future positions that would be appropriate for designation under each category.

Within any complex classification plan there are instances of overlap in position specifications and assignment of duties and responsibilities. ***However, there was never any intention to permit or condone the conversion of traditional civil service positions to exempt status by virtue of the fact that the positions may appear to correspond to the general definitions of positions contained in these exemption categories. If a position description matches the specifications for any civil service classification, the position must be designated as civil service.***

Section 1 – General Overview of Exemption from State Universities Civil Service System

(Reference section 36e of the Act (110 ILCS 70/36e))

1.2 Overview

The Merit Board permits the Designated Employer Representative (DER) at each of the universities and agencies to make an initial determination as to whether a position qualifies as an exemption pursuant to section 36e of the Act; however, this authority is granted and may be revoked, in whole or in part, at the sole discretion of the Merit Board. This permission does not limit the Executive Director of the University System's responsibility for ensuring compliance with statutory and procedural guidelines in this respect.

All universities and agencies differ in their organizational structures and within each institution the administrative offices, colleges and various departments all differ in many respects such as size and scope. As a result, institutions must utilize a process for determining exemptions.

Exemption status is determined primarily by a thorough and comprehensive review of the position description. It is therefore extremely important that employers maintain an updated, accurate and complete position description for all positions. A routine and regular position review program is necessary in order to properly assign classification designations and accurately validate exemption status.

Section 2 – Administrator Exemptions

(Reference section 36e(1) and (2) of the Act (110 ILCS 70/36e(1) and (2))

2.1 PRIMARY ADMINISTRATORS

In accordance with section 36e of the Act, all positions are designated civil service, except for the following positions specified in section 36e(1) and (2) of the Act:

- a. The Board of Trustees of each educational institution, the Board of the State Universities Civil Service System, the Board of Trustees of the State Universities Retirement System, the Board of the Illinois Community College Board, the Board of the Illinois Student Assistance Commission, and the Board of the Illinois Board of Higher Education as set forth in section 36e of the Act; and
- b. The presidents and vice-presidents of each educational institution set forth in section 36e of the Act.

Section 2 – Administrator Exemptions

(Reference section 36e(3) of the Act (110 ILCS 70/36e(3))

2.2 PRINCIPAL ADMINISTRATIVE APPOINTMENTS

- a. Principal Administrative Appointments (PAA) may be exempt pursuant to section 36e(3) of the Act, whose primary duties constitute senior management or senior administrative functions for an entire university, campus, agency, administrative/business department/unit, or academic department/unit. If the position does not fit within the general scope, duties, or function of an existing civil service classification, the following criteria may be considered in determining whether the primary duties constitute senior management or senior administrative functions:
 1. Whether and to what extent the position has the authority to represent and obligate the university, campus, agency, or department/unit in matters of significance;
 2. Exemption as an executive or administrative employee according to the Fair Labor Standards Act, [29 USC 213(A)(1)] duties test is necessary, but not alone sufficient to qualify for exemption under section 36e(3) of the Act.
- b. Notwithstanding the above criteria, specific positions exempted under section 36e(3) of the Act include:
 1. The chancellor of each educational institution;
 2. The provost, vice provost or vice chancellors, associate and assistant chancellors, associate and assistant vice presidents, associate and assistant provosts, associate and assistant vice provosts, associate and assistant vice chancellors of each educational institution;
 3. The Executive Officer/Executive Director of the Illinois Community College Board, the Illinois Student Assistance Commission, the State Universities Retirement System, the Illinois Board of Higher Education, and the State Universities Civil Service System;
 4. Executive Director positions at each educational institution and agency;
 5. Positions that are professionally licensed/certified to practice within their respective fields and whose primary duties constitute the practice of that field who also possess a requisite degree within the field of study such as a MD, JD and MSW. *Examples of these positions include: physicians, veterinarians, dentists, pharmacists, licensed advanced practice providers, audiologists, genetics counselors, attorneys, engineers and architects.*

Section 2 – Administrator Exemptions

(Reference section 36e(3) of the Act (110 ILCS 70/36e(3))

NOTE: other licensed/certified positions such as veterinary technicians, registered nurses, credentialed nursing assistants, lab technicians and other similar positions are not intended to be exempt from section 36e(3) of the Act.

6. Executive policy advisors for each position identified in (a)(2) above and (b)(1) and (b)(2) above;
7. Positions whose primary duties constitute fundraising, advancement or development work for the institution.

Section 2 – Administrator Exemptions

(Reference section 36e(4) of the Act (110 ILCS 70/36e(4))

2.3 TEACHING, RESEARCH, AND EXTENSION FACULTY APPOINTMENTS

- a. In accordance with section 36e of the Act, all positions are designated civil service, except for the following positions specified in section 36e(4) of the Act:
 1. All faculty positions as determined by each university's own internal processes.
 2. Teaching positions include those whose primary function is to instruct or counsel students of the institution or its laboratory schools, most specifically related to the normal academic curricula.
 - A. Positions with the primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge, whether in the classroom, field, clinical, online or other similar forms of teaching. These teachers include regular academic teachers; teachers of kindergarten or nursery school pupils; teachers of gifted or disabled children; teachers of skilled and semi-skilled trades and occupations; teachers engaged in automobile driving instruction; aircraft flight instructors; home economics teachers; and vocal and instrumental music instructors; and athletic coaches or trainers. This excludes positions for which the primary duty is the teaching or training of other employees of the university or agency.
 - B. Exemption pursuant to this subsection does not require that the position be a tenured or tenure-track position. These positions have traditionally been referred to as adjunct or extension, professor, teacher or instructor.
 - C. Academic advising when that position is granted formal authority by an academic unit (university, college, school, or department) to approve the student's academic program of study and assist the student in progressing toward the appropriate degree.
 - D. Positions for which the primary duty is recruiting students.
 - E. Residence hall directors.
 - F. Deans, assistant deans, associate deans or other positions with primary administrative or supervisory responsibility for faculty exempt positions within a single department or program shall be exempt as teaching or extension faculty, respectively.
- b. Research positions primarily engaged in research activities, normally under the direct oversight of an academic department or college and are frequently funded by outside sources. Research

Section 2 – Administrator Exemptions

(Reference section 36e(4) of the Act (110 ILCS 70/36e(4))

in this context is not necessarily limited to the laboratory work typical of the physical sciences, but may also include field historical research, linguistic studies, archaeology, etc. Academic rank is not a prerequisite to inclusion of a particular position in this category. Likewise, those positions with primary administrative or supervisory responsibility for a group of employees falling within this category are considered exempt in accordance with this standard.

- c. Extension faculty positions as determined by each university's own internal processes include instructional positions created to provide both credit and non-credit instructional programs offered by the institution, which typically do not lead to a degree.
 1. The non-credit component includes instructional programs, including but not limited to Early Childhood Education, Adult Education, Continuing Education, and English as a second language.
 2. Positions within this exemption category may be employed solely for the duration of the specific course(s) being offered, based on professional experience in a particular profession or industry, or may be subject-matter experts who are employed as regular academic staff members at another educational institution.
 3. A position with primary administrative or supervisory responsibility for a group of exempt extension faculty positions within a single department or program shall be exempt as extension faculty.

Section 2 – Administrator Exemptions

(Reference section 36e(5) of the Act (110 ILCS 70/36e(5))

2.4 STUDENT APPOINTMENTS

Students employed under rules prescribed by the Merit Board, without examination or certification are exempt under section 36e(5) of the Act.

Student Appointments are typically part-time, non-status appointments and considered exempt from civil service. To be eligible for a Student Appointment, a student must be enrolled for at least one-half of the normal workload of a regularly enrolled full-time student at an institution served by the University System, unless an exception is approved by the Executive Director of the University System prior to the appointment start date. Requests for exceptions shall fully explain the reasons for the request, such as graduating senior with only a limited number of hours remaining to meet graduation requirements, hardship, outside responsibilities, or other similar justification. A Request for Student Appointment Exception form shall be completed, signed by the DER, and sent to the University System Office for approval. *See Form 2.4a.*

Please refer to the section 250.70(e) of the Illinois Administrative Code (80 Ill. Adm. Code §250.70(e)) for additional guidelines related to Student Appointments.

Request for Student Appointment Exception

Definition: Section 250.70(e)(3) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.70(e)(3)) defines a student employee as one who is registered for course work at an institution served by the University System for at least one-half of the normal course load, as established by the institution, of a regularly enrolled full-time student. Section 250.70(e)(3) of the Code allows for an exception to be granted by the Executive Director if the student is enrolled for less than half-time for a semester when sufficient cause is shown. *See section 2.4 of the Exemption Procedures Manual, Student Appointments.*

Please provide the following information (please print):

Student's Name _____

Institution Requesting Exception _____

Employment Location _____

Semester of appointment (fall, spring, summer) _____

Current hours enrolled _____ Date of anticipated graduation _____

Has student received any previous exceptions? Please list. _____

Justification for exception _____

Submitted by: _____
(Designated Employer Representative)

Date: _____

Approved Denied

Executive Director, or designee

Date

Note: Attach any supporting documentation.

Send completed form to: **STATE UNIVERSITIES CIVIL SERVICE SYSTEM, 1717 Philo Road, Suite 24, Urbana, IL 61802-6099**

Section 3 – Accountability for Exemption Authorization

(Reference section 36e(3) of the Act (110 ILCS 70/36e(3))

3.1 ACCOUNTABILITY PROGRAM

The Merit Board permits the Designated Employer Representative (DER) at each of the universities and agencies to make an initial determination as to whether a position qualifies as an exemption pursuant to Section 36e of the Act; however, this authority is granted and may be revoked, in whole or in part, at the sole discretion of the Merit Board. This permission does not limit the Executive Director of the University System's responsibility for ensuring compliance with statutory and procedural guidelines in this respect. Accountability for exemption authorization consists of various components, including, but not limited to, an internal review by the employer that includes various periodic reports submitted by each employer to the University System, an external review by the University System that includes an audit process, and Merit Board review and corrective or remedial action, if necessary.

The concept of accountability as captured in this procedure is not intended to add another layer of process or procedure requirements for employers. Each employer must be able to design its exemption process to fit its unique circumstances, in accordance with these guidelines.

Consequently, the role of the University System is one of oversight through audits and review of data through periodic reports submitted by each employer. ***Regardless of the delegation of exemption authority, the basic statutory foundation for all employees in the University System is that they are assumed civil service unless exempted by the Act.***

Section 3 – Accountability for Exemption Authorization

(Reference section 36e(3) of the Act (110 ILCS 70/36e(3))

3.2 INTERNAL REVIEW

- a. The Act specifically provides that the Merit Board has the authority to determine PAAs at each institution or agency. Section 250.30(a) of the Code (80 Ill. Adm. Code §250.30(a)) further defines the Merit Board’s responsibility in this regard, which states, in part, “. . . Exemptions under Section 36e of the Act shall be by position. When approved by the Merit Board, a position shall remain exempt until such exemption is terminated by the Merit Board. The Executive Director shall publish guidelines for the exemptions, as approved by the Merit Board. . . .”

The procedures to exempt position(s) should generally adhere to the following steps outlined and described below:

1. The employing department contacts the Human Resources (HR) Office for review of a job description.
2. The HR Office may request additional information from the department if needed.
3. Positions within a general job category may be classified as PAA or as a civil service position dependent on the scope/authority of the department.
4. The HR Office reviews the duties in each job description, as well as the scope, accountability, minimum requirements, organizational structure, reporting relationships, and position title.
 - A. Each position is initially determined to be designated as civil service, which includes a review of the general scope, duties, and function and/or minimum qualifications of an appropriate existing civil service classification.
 - B. If the scope, duties, function and/or minimum qualifications do not substantially match an appropriate existing civil service classification, the job is reviewed for scope and function including what characteristics may qualify the position to be exempt from civil service.
 - C. To be designated as exempt from civil service, the position must meet the criteria as described.
 - D. In the event there is no appropriate civil service classification available and the duties of the proposed position do not justify exemption under the Act, the University System can determine if a revision to an existing civil service classification or creation of a new classification is required.

Section 3 – Accountability for Exemption Authorization

(Reference section 36e(3) of the Act (110 ILCS 70/36e(3))

- b. Accountability for exemption authorization consists of the following components:
1. **Internal Business Review Process** – an internal position review process that will ensure efficient management of the exemption authorization process. This should include a detailed description of the internal oversight, training, review, and approval, and recordkeeping components of the employer’s exemption process. The internal review process must indicate that exemption requests are reviewed and approved by the DER.
 2. **Training Process** – training for those human resource professionals who are responsible for implementing the employer’s exemption authorization process will be routinely provided by the University System. This should include training for any administrators or employees who will prepare or approve exemption requests for employer approval.
 3. **Position Assessment Process** – a cyclic review program wherein all exempt position descriptions are reviewed by the employer for currency of job content and title no less often than once every three years. Job changes of exempted positions discovered as a result of this review should commence immediately; however, any conversion to an appropriate civil service classification should be completed in accordance with section 3.3 of the Exemption Procedures Manual.
 4. **Data Report** – a data report of exempted positions consisting of exemption category, position number, position title, position FTE, exemption approval date or appointment date, funding source, (appropriated or non-appropriated), and any prior civil service position title and date of civil service appointment. The data report need not duplicate other human resource reports that are submitted to the University System that may contain the same information. Employers are also required to submit a periodic headcount report to the University System along with a detailed data snapshot of exemptions as described above.

Section 3 – Accountability for Exemption Authorization

3.3 ACCOUNTABILITY FOR EXEMPTION AUTHORIZATION

The Legal and Compliance Services Division of the University System will perform audit testing analysis and compare the duties contained in the position description performed by employees in randomly selected positions against University System class specifications. In conjunction with that review, the criteria listed in section 3.2(b) of the Exemption Procedures Manual will also be considered when making a determination of the correct designation for a selected position.

This process is completed through the standard audit conducted by the Legal and Compliance Services Division of the University System, as outlined in the University System's Audit Charter. Results are determined and findings are released in accordance with standard audit practices.

Consistent with the Audit Charter, outcomes from the most recent audit conducted at each employer will be used to determine the scope of any subsequent audit(s). If circumstances warrant, and in consultation with the Merit Board, the position audit review may be expanded across multiple audit timeframes.

- a. Final Outcome – The University System and the employer will engage in an interactive process to work through any disputed positions and will attempt to agree on a resolution prior to the final audit report being issued by the University System. Nothing in an employment contract can prohibit the conversion of a position/employee based on the below detailed remedy and process.
- b. Parties in Agreement – If the University System and the employer are in agreement that a position was improperly exempted, the employer will have the choice to convert the position/incumbent to the appropriate civil service classification:
 1. Immediately upon agreement with the employee, or
 2. When the current contract ends, which includes any institutional notice of non-reappointment period, or
 3. By the end of the fiscal or academic year or similar timeframe, or
 4. If the position becomes vacant.

NOTE: A position/incumbent must be converted within a maximum of 16 months from the University System's decision that the position should be designated as civil service.

- c. Parties not in Agreement – If the University System and the employer do not agree that a position was improperly exempted by the employer, the employer has the right to appeal the decision to the Merit Board. If a request for appeal is not filed within 30 calendar days of the

Section 3 – Accountability for Exemption Authorization

University System's decision, the University System's decision shall be the Final Decision of the Merit Board.

- d. Employer Appeal Process to the Merit Board – The employer may seek a review of any University System decision. The employer must file a written request, along with a position statement and any written documentation in support thereof, with the Secretary for the Merit Board for a Merit Board Review of the University System decision within 30 calendar days from the date of the decision. The request must be received by the Secretary for the Merit Board at least 30 calendar days prior to the next scheduled meeting of the Merit Board for it to be included on the agenda for that meeting. If not so received, it will be placed on the agenda for the next scheduled meeting of the Merit Board. The burden of proof shall be on the employer. The Merit Board shall examine the record and uphold or reverse such decision, or order further review, as it may deem necessary or desirable. If appealed, the Final Decision and Order of the Merit Board shall be certified by the Secretary for the Merit Board to the parties of record.
- e. Position Maintenance Standards – As a means of helping ensure the maintenance of position changes, the University System employers shall establish and implement a cyclic review program wherein position descriptions for all exempt positions are reviewed by the employer for currency of job content and title *no less often than once every three years*. Exemption status changes discovered as a result of this review shall promptly be corrected and reported to the University System. Upon review by the employer if a position(s) meets the criteria of civil service employment, the employer will have the choice to convert the position/incumbent to the appropriate civil service classification:
1. Immediately upon agreement with the employee, or
 2. When the current contract ends, which includes any institutional notice of non-reappointment period, or
 3. By the end of the fiscal or academic year or similar timeframe, or
 4. If the position becomes vacant.

NOTE: A position/incumbent must be converted within a maximum of 16 months from the University System's decision that the position should be designated as civil service.

Section 3 – Accountability for Exemption Authorization

(Reference section 36e(3) of the Act (110 ILCS 70/36e(3))

3.4 REMEDIAL PROCESS

Upon the recommendation of the Executive Director of the University System, or upon its own initiative, the Merit Board may take any necessary corrective or remedial action in an attempt to resolve incorrect exemption authorization issues. Such corrective or remedial action may take any specific form, as determined by the Merit Board, and will be based on the pattern of severity and history of the noncompliance issue(s). However, no remedial action will be taken that will result in interference with an employment contract, per notice rights as stated in Section 3.3(b) and (e) of the Exemption Procedures Manual.

Section 4 – Reporting Requirements

4.1 REPORTING REQUIREMENTS

Reports will be requested periodically by the University System regarding hiring activity during the implementation phase of the Act, the Administrative Rules, and the procedure review. This data will be used to review and monitor exempted positions. Information may also be used in concert with the standard audit process.

- a. Periodic Report of Exempt Employees (minimum twice per year) -- *This report shall include the following for both state funded and non-state funded positions:*
 1. Number of employees considered exempt under Section 36e(2) of the Act – presidents and vice-presidents of each educational institution;
 2. Number of employees considered exempt under Section 36e(3) of the Act – other principal administrative employees of each institution and agency as determined by the Merit Board;
 3. Number of employees considered exempt under Section 36e(4) of the Act – the teaching, research, and extension faculties of each institution and agency; and
 4. Number of employees considered exempt under Section 36e(5) of the Act – students employed under rules prescribed by the Merit Board, without examination or certification.
- b. Additional/Ad Hoc Reports – The Executive Director of the University System has the authority to request additional data as deemed necessary. A reasonable notification must be provided to the employers by the University System.

Section 5 – Other Related Actions

5.1 TEMPORARY ASSIGNMENT OF A CIVIL SERVICE EMPLOYEE TO A CIVIL SERVICE EXEMPT POSITION

This procedure is to be used when a civil service employee is temporarily assigned to a position exempted from the Act or temporarily assigned additional duties commonly associated with a position exempted from the Act in addition to those regularly assigned through their civil service classification. The exemption assignment or additional duties may be performed on a temporary or emergent basis, including, but not limited to, occasions when there is a search conducted to fill the exempt position or when an exempt employee is on an extended medical or personal leave.

Employees temporarily assigned or accepting the additional duties associated with a position exempted from the Act may receive additional compensation while serving in this capacity and will maintain their current classification status, as if they had remained in their current civil service classification during the entire temporary exempt assignment timeframe. Employees will therefore continue to accrue seniority in their current civil service classification and, at a minimum, retain their current compensation level while on temporary assignment to a civil service exempt position and/or while performing the exempt duties

Section 5 – Other Related Actions

5.2 CHANGING AN EXEMPT POSITION TO A CIVIL SERVICE POSITION

Periodic job description review and update procedures may indicate that a position originally exempted from the Act may have incorrectly been classified or may have changed to the point whereby a department now must convert this position, and any employee currently in this position, to an identified and appropriate civil service classification. Also, when it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for exemption under 36(e) of the Act, the employer may be required to change the position from an exempt position to an appropriate civil service appointment in a recognized classification, in accordance with the following process. The following procedure will assist each employer in converting positions, and any employee currently occupying these positions, from an exempt position to a civil service position:

- a. Establishment of appropriate civil service position:
 1. The employer will determine the appropriate civil service classification based on the defined duties and responsibilities associated with the position.
 2. The employer will then establish a pay rate or range for the classification, if one has not already been established. *(Note: The classification of positions remains subject to audit review by the University System.)*
 3. The position will then be officially changed to reflect the appropriate civil service classification and all relevant employment protocols will be followed when filling any future vacancy in this position.
- b. Transition of an exempt incumbent into a civil service position:
 1. After converting the exempt position to a civil service position, any incumbent in the former exempt position will be officially moved to the designated civil service classification assigned to the converted position. At the time of this action, the employer is required to cite this procedure on the “*Notice of Employment.*” Appropriate notice rights, per Section 3.3 (b) and (e) of the Exemption Procedures Manual, shall be provided.
 2. If the incumbent does not meet the minimum acceptable qualifications of the civil service classification assigned to the converted position, a Qualification Waiver Form must be requested and must be approved by the Executive Director of the University System. See Form 5.2a of the Exemption Procedures Manual for the appropriate form. The incumbent will not be required to complete a civil service examination for the designated classification provided they meet the minimum acceptable qualifications or have obtained the approved waiver form.

Section 5 – Other Related Actions

3. The incumbent will be required to complete a probationary period associated with the designated civil service classification/position. Time served in the previous exempt position will count towards the completion of the probationary period. Some specific examples follow:

Example 1: An employee was hired in an exempt position and has served 4 months in the position. It is determined that the position should be a civil service classification of Human Resource Associate which has a 12-month probationary period. Upon changing the position from exempt status to civil service, the employee would be required to complete the 'remaining' 8 months of the 12-month probationary period.

Example 2: An employee was hired in an exempt position and has served 14 months in the position. It is determined that the position should be a civil service classification of Human Resource Associate which has a 12-month probationary period. Upon converting the position from exempt status to civil service, the employee would not be required to complete any additional probationary period.

4. Seniority is accrued from the date that it can reasonably be determined that the position description met the criteria (duties/responsibilities) of a civil service classification. This date can be determined based upon a historical evaluation of the job description for the position. In cases where there has been no significant change in the job description, seniority is accrued from the date of employment into the exempt position.
5. Upon change to the civil service position, the employee will also begin accruing benefits no less than those prescribed in the “**Merit Board Policy Relating to Employee Benefits.**”

Form 5.2a

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
1717 Philo Road, Suite 24, Urbana, IL 61802-6099

POSITION CHANGE
PRINCIPAL ADMINISTRATIVE APPOINTMENT (PAA) TO CIVIL SERVICE APPOINTMENT
WAIVER OF QUALIFICATION(S) FOR INCUMBENT

Place of Employment:

Name, ID, and Department Address of Incumbent:

Previous PAA Title:

New Civil Service Classification:
(Attach new job description)

I hereby request permission to waive the following minimum qualification(s) as set forth in the class specification:

This request is made in accordance with Section 250.30 of the Code (80 Ill. Adm. Code §250.30). The employee's current position does not meet the criterion for exemption from 36e(3) of the Act (110 ILCS 70/36e(3)); therefore the former PAA position is being converted to a Civil Service position.

Comments:

I certify that this person is performing the defined duties and responsibilities associated with the Civil Service classification indicated above and will establish standard classification privileges, including seniority and benefit accrual, in accordance with State Universities Civil Service System Act and Code beginning _____.
(date)

Designated Employer Representative

Date

Approved

Not Approved

Executive Director

Date

STATE UNIVERSITIES CIVIL SERVICE ACT

Illinois Compiled Statutes, 110 ILCS 70 (from Ch. 24 ½)

House Bill 831 was passed by the 67th General Assembly and became law on January 1, 1952.

Amendments were made necessary by adoption of the State Personnel Code, which was passed in 1955, and became effective July 1, 1957.

The State Universities Civil Service System now covers all staff employees of:

Chicago State University
Eastern Illinois University
Governors State University
Illinois State University
Northeastern Illinois University
Northern Illinois University
Western Illinois University
Southern Illinois University
University of Illinois
Illinois Board of Higher Education
Illinois Community College Board
Illinois Student Assistance Commission
State Universities Retirement System
State Universities Civil Service System

Section

0.01 Short title. This Act may be cited as the State Universities Civil Service Act.

70/1 to 70/36a. Repealed.

70/36b. Creation

70/36c. The Merit Board

70/36d. Powers and duties of the Merit Board.

70/36e. Coverage.

70/36f. Examinations.

70/36g. Veterans preference; credit for service in armed forces.

70/36g-1. Active military service.

70/36h. Appointment.

70/36i. Seniority.

70/36j. Promotions.

70/36k. Regional compensation and registers.

70/36l. Transfers.

70/36m. Temporary appointments.

70/36n. Provisional appointments.

70/36o. Demotion and discharge.

70/36p. Nondiscrimination.

70/36q. Effect on past employees.

70/36r. Repealed.

70/36s. Supported employees

70/37 Fraud; examination.

70/38 Receiving or soliciting political contributions prohibited.

70/39 Soliciting political contributions from officers or employees prohibited

70/40 Soliciting or receiving political contributions in public offices prohibited

70/41 Use of political influence to obtain contributions prohibited.

70/42 Payment for appointment prohibited.

70/43 Recommendation for political service prohibited.

70/44 Corrupt use of political influence prohibited.

70/45 Compelling testimony and production of books and papers; witness fees; perjury.

70/45a. Holidays; compensation.

70/46 Violation of act; prosecuting officer.

110 ILCS 70/0.01
Formerly cited as IL ST CH 24 ½ ¶38b.01

70/0.01. Short title

§ 0.01. Short title. This Act may be cited as the State Universities Civil Service Act.

70/36b. Creation

§ 36b. Creation.

(1) A classified civil service system to be known as the State Universities Civil Service System is hereby created, and is hereinafter referred to as the University System.

(2) The purpose of the University System is to establish a sound program of personnel administration for the Illinois Community College Board, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, the University of Illinois, the State Universities Civil Service System, the State Universities Retirement System, the State Scholarship Commission, and the Board of Higher Education. All certificates, appointments and promotions to positions in these agencies and institutions shall be made solely on the basis of merit and fitness, to be ascertained by examination, except as specified in Section 36e.

(3) The University System hereby created shall be a separate entity of the State of Illinois and shall be under the control of a Board to be known as the University Civil Service Merit Board, and is hereinafter referred to as the Merit Board.

70/36c. The Merit Board

§ 36c. The Merit Board.

The Merit Board shall be composed of 11 members, 3 of whom shall be members of the Board of Trustees of the University of Illinois, one of whom shall be a member of the Board of Trustees of Southern Illinois University, one of whom shall be a member of the Board of Trustees of Chicago State University, one of whom shall be a member of the Board of Trustees of Eastern Illinois University, one of whom shall be a member of the Board of Trustees of Governors State University, one of whom shall be a member of the Board of Trustees of Illinois State University, one of whom shall be a member of the Board of Trustees of Northeastern Illinois University, one of whom shall be a member of the Board of Trustees of Northern Illinois University, and one of whom shall be a member of the Board of Trustees of Western Illinois University. The members of the Merit Board shall be elected by the respective Boards in which they hold membership and they shall serve at the pleasure of the electing Boards.

All members of the Merit Board shall serve without compensation but shall be reimbursed for any traveling expenses incurred in attending meetings of the Merit Board.

The Merit Board shall determine the number necessary for a quorum, elect its own chairperson and set up an Executive Committee of its own members which shall have all of the powers of the Merit Board except as limited by the Merit Board.

The Merit Board shall cause to be elected a committee of not less than eleven members to be made up of Civil Service Employees, six of whom shall be nominated by and from the Civil Service Employees of the University of Illinois and one of whom shall be nominated by and from the Civil Service Employees of each of the other institutions specified in Section 36e, who will function in an advisory capacity to the Merit Board on all matters pertaining to the University System. This Advisory Committee shall meet at least quarterly and members of the Committee shall be reimbursed by their respective employers for time lost from work and for expenses incurred in attending meetings of the Committee.

70/36d. Power and duties of the Merit Board.

§ 36d. Powers and Duties of the Merit Board.

The Merit Board shall have the power and duty –

(1) To approve a classification plan prepared under its direction, assigning to each class positions of substantially similar duties. The Merit Board shall have power to delegate to its Executive Director the duty of assigning each position in the classified service to the appropriate class in the classification plan approved by the Merit Board.

(2) To prescribe the duties of each class of positions and the qualifications required by employment in that class.

(3) To prescribe the range of compensation for each class or to fix a single rate of compensation for employees in a particular class; and to establish other conditions of employment which an employer and employee representatives have agreed upon as fair and equitable. The Merit Board shall direct the payment of the "prevailing rate of wages" in those classifications in which, on January 1, 1952, any employer is paying such prevailing rate and in such other classes as the Merit Board may thereafter determine. "Prevailing rate of wages" as used herein shall be the wages paid generally in the locality in which the work is being performed to employees engaged in work of a similar character. Each employer covered by the University System shall be authorized to negotiate with representatives of employees to determine appropriate ranges or rates of compensation or other conditions of employment and may recommend to the Merit Board for establishment the rates or ranges or other conditions of employment which the employer and employee representatives have agreed upon as fair and equitable. Any rates or ranges established prior to January 1, 1952, and hereafter, shall not be changed except in accordance with the procedures herein provided.

(4) To recommend to the institutions and agencies specified in Section 36e standards for hours of work, holidays, sick leave, overtime compensation and vacation for the purpose of improving conditions of employment covered therein and for the purpose of insuring conformity with the prevailing rate principle.

(5) To prescribe standards of examination for each class, the examinations to be related to the duties of such class. The Merit Board shall have power to delegate to the Executive Director and his or her staff the preparation, conduct and grading of examinations.

(6) To authorize the continuous recruitment of personnel and to that end, to delegate to the Executive Director and his or her staff the power and the duty to conduct open and continuous competitive examinations for all classifications of employment.

(7) To cause to be established from the results of examinations registers for each class of positions in the classified service of the University System of the persons who shall attain the minimum mark fixed by the Merit Board for the examination; and such persons shall take rank upon the registers as candidates in the order of the relative excellence as determined by examination, without reference to priority of time of examination.

(8) To provide by its rules for promotions in the classified service.

(8.5) To issue subpoenas to secure the attendance and testimony of witnesses and the production of books and papers in the course of any investigation or hearing conducted pursuant to the Act.

(9) (Blank).

(10) To provide by its rules for employment at regular rates of compensation of physically disabled persons in positions in which the disability does not prevent the individual from furnishing satisfactory service.

(11) To make and publish rules, to carry out the purpose of the University System and for examination, appointments, transfers and removals and for maintaining and keeping records of the efficiency of officers and employees and groups of officers and employees in accordance with the provisions of Sections 36b to 36q, inclusive, and said Merit Board may from time to time make changes in such rules.

(12) To appoint an Executive Director who shall appoint staff to technical help as may be necessary efficiently to administer Sections 36b to 36q, inclusive. To authorize the Executive Director to appoint a Designated Employer Representative at the place of employment of each employer specified in Section 36e, and this Designated Employer Representative may be authorized to give examinations and to certify names from the regional registers provided in Section 36k. The enumeration of specific duties and powers that the Merit Board may delegate to the Executive in this Section does not preclude the Merit Board from delegating other duties and powers to the Executive Director.

(13) To submit to the Governor of this State on or before November 1 of each year prior to the regular session of the General Assembly a report of the University System's business and an estimate of the amount of appropriation from state funds required for the purpose of administering the University System.

(14) To authorize the creation and use of pilot programs to further the goals of the Act, which may be inconsistent with any rules adopted by the Merit Board, provided that such programs are of limited duration and do not reduce any rights or benefits of employees subject to this Act.

70/36e. Coverage

§ 36e. Coverage. All employees of the Illinois Community College Board, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, the University of

Illinois, the University System, the State Universities Retirement System, the State Scholarship Commission, and the Board of Higher Education, shall be covered by the University System described in Sections 36b to 36q, inclusive, of this Act, except the following persons:

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

70/36f. Examinations

§ 36f. Examinations.

(a). All examinations given under the University System shall be open to all applicants who are citizens of or residents in the State of Illinois and who can qualify by training and experience for the position for which application is made. In examinations for technical positions for which no qualified residents of this State are available the residence requirement may be waived.

(b) Examinations may be written; oral, by statement of training and experience; in the form of tests of knowledge, skill, capacity, intellect, or aptitude; or by any other methods which, in the judgment of the Merit Board, is reasonable and practical for any particular classification. The examinations shall be practical and shall relate to the classification for which the examination is given. No question in any examination shall relate to political or religious affiliation or racial origins of the examinee.

(c) Different examining procedures may be determined for the examinations in different classifications, but all examinations in the same classification must be uniform. The examination requirements for the initial appointment, entry level position only, of law enforcement personnel may be waived if an applicant has satisfied all the requirements established by the Illinois police Training Act for appointment of law enforcement officers and if the Merit Board allows for such a waiver by rule. Additional positions, entry level only, may have the examination requirement waived if the occupational standards are regulated by the Department of Financial and Professional Regulation, as designated by the merit Board and provided for in adopted rules.

70/36g. Veterans preference; credit for service in armed forces

§ 36g. Appropriate preference in entrance examinations to qualified persons who have been members of the armed forces of the United States or to qualified persons who, while citizens of the United States, were members of the armed forces of allies of the United States in time of hostilities with a foreign country, and to certain other persons as set forth in this Section.

(a) As used in this Section:

(1) "Time of hostilities with a foreign country" means any period of time in the past, present, or future during which a declaration of war by the United States Congress has been or is in effect or during which an emergency condition has been or is in effect that is recognized by the issuance of a Presidential proclamation or a Presidential executive order and in which the armed forces expeditionary medal or other campaign service medals are awarded according to Presidential executive order.

(2) "Armed forces of the United States" means the United States Army, Navy, Air Force, Marine Corps, Coast Guard. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Law 95-202¹ shall also be considered service in the Armed Forces of the United States for purposes of this Section.

(b) The preference granted under this Section shall be in the form of points added to the final grades of the persons if they otherwise qualify and are entitled to appear on the list of those eligible for appointments.

(c) A veteran is qualified for a preference of 10 points if the veteran currently holds proof of a service connected disability from the United States Department of Veterans Affairs or an allied country or if the veteran is a recipient of the Purple Heart.

(d) A veteran who has served during a time of hostilities with a foreign country is qualified for a preference of 5 points if the veteran served under one or more of the following conditions:

(1) The veteran served a total of at least 6 months, or

(2) The veteran served for the duration of hostilities regardless of the length of engagement, or

(3) The veteran was discharged on the basis of hardship, or

(4) The veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.

(e) A person not eligible for a preference under subsection (c) or (d) is qualified for a preference of 3 points if the person has served in the armed forces of the United States, the Illinois National Guard, or any reserve component of the armed forces of the United States and the person: (1) served for at least 6 months and has been discharged under honorable conditions or (2) has been discharged on the ground of hardship or (3) was released from active duty because of a service connected disability. An active member of the National Guard or a reserve component of the armed forces of the United States is eligible for the preference if the member meets the service requirements of this subsection (e).

(f) The rank order of persons entitled to a preference on eligible lists shall be determined on the basis of their augmented ratings. When the Executive Director establishes eligible lists on the basis of category ratings such as "superior", "excellent", "well-qualified", and "qualified", the veteran eligible in each such category shall be preferred for appointment before the non-veteran eligible in the same category.

¹ 38 U.S.C.A § 106 note.

(g) Employees in positions covered by this Act who, while in good standing, leave to engage in military service during a period of hostility, shall be given credit for seniority purposes for time served in the armed forces.

(h) A surviving unremarried spouse of a veteran who suffered a service connected death or the spouse of a veteran who suffered a service connected disability that prevents the veteran from qualifying for civil service employment shall be entitled to the same preference to which the veteran would have been entitled under this Section.

(i) A preference shall also be given to the following individuals: 10 points for one parent of an unmarried veteran who suffered a service connected death or a service connected disability that prevents the veteran from qualifying for civil service employment. The first parent to receive a civil service appointment shall be the parent entitled to the preference.

70/36g – 1. Active military service

§ 36g–1. Active military service. Any employee of any institution or agency subject to this Act who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, and who is mobilized to active military duty as a result of an order of the President of the United States, shall, for each pay period beginning on or after the date of that mobilization, continue to receive the same regular compensation that he or she receives or was receiving as an employee of that educational institution or agency at the time he or she is or was so mobilized to active military duty, plus any health insurance and other benefits he or she is or was receiving or accruing at that time, minus the amount of his or her base pay for military service, and shall be given credit for seniority purposes for the duration of his or her active military service.

In the event any provision of a collective bargaining agreement or any policy of the educational institution covering any employee so ordered to active duty is more generous than the provisions contained in this Section, that collective bargaining agreement or policy shall be controlling.

70/36h. Appointment

§ 36h. Appointment.

(1) Whenever an employer covered by the University System has a position which needs to be filled, this employer shall inform the Executive Director of the Merit Board. The Executive Director shall then certify to the employer the names and addresses of the persons with the 3 highest scores on the register for the classification to which the position is assigned. The employer shall select one of these persons certified for the position and shall notify the Executive Director of the Merit Board of the selection. If less than 3 scores appear on the appropriate register, the Executive Director shall certify the names and addresses of all persons on the register.

(2) All appointments shall be for a probationary period of no less than 6 months and no longer than 12 months for each class of positions in the classification plan, the length of the probationary period for each class having been determined by the Executive Director, except that persons first appointed to any police department of any university or college subject to this Act shall be on probation for one year. The service during the probationary period shall be deemed to be a part of the examination. During the probationary period, the employee may be dismissed if the employer determines that the employee has failed to

demonstrate the ability and the qualifications necessary to furnish satisfactory service. The employer shall notify the Executive Director in writing of such dismissal. If an employee is not so dismissed during his or her probationary period, his or her appointment shall be deemed complete at the end of the period.

(3) No person shall be appointed to any police department of any university or college covered by the University System unless he or she possesses a high school diploma or an equivalent high school education and unless he or she is a person of good character and is not a person who has been convicted of a felony or a crime involving moral turpitude.

70/36i. Seniority

§ 36i. Seniority. After the completion of the probationary period, the employee's seniority shall date from the day of original employment. Employee's seniority shall be by institution or campus at which he is employed, unless a lesser unit shall be determined by the Merit Board in an agreement with the employees involved. Whenever it is necessary to reduce the number of employees those with the least seniority shall first be laid off, and their names placed on a reemployment register which shall take precedence over any other register. Reemployment shall be made in the order required to preserve the seniority rights.

70/36j. Promotions

§ 36j. Promotions.

(a) The Merit Board shall by rules provide for promotions on the basis of ability and experience and seniority in service and examination and to provide in all cases where it is practicable that vacancies will be filled by promotion. For the purpose of this Section, an advancement in class shall constitute a promotion.

(b) The Merit Board shall by rule fix lines of promotion from such several offices and places to superior offices or places in all cases where, in the judgment of the Merit Board, the duties of such several positions directly tend to fit the incumbent for a superior position.

(c) Whenever a superior position in the promotional line in the classified civil service under the University System is to be filled, the Executive Director shall certify to the employer, in the order of their seniority, the names and addresses of the persons with the 3 highest scores on the promotional register for the class or grade to which said position belongs. The employer shall appoint one of those persons whose names were certified by the Executive Director.

(d) Appointments to superior positions in the promotional line shall be on probation for a period of no less than 6 months and no longer than 12 months for each class of positions in the classification plan, the length of the probationary period having been determined by the Executive Director. Persons so appointed may be demoted at any time during the period of probation if, in the opinion of the employer, they have failed to demonstrate the ability and the qualifications necessary to furnish satisfactory service, but shall not be discharged from the superior position if they have previously completed a probationary period in an inferior position in the promotional line.

(e) Employees promoted in the promotional line shall have their seniority for the highest position held on the basis of length of service in that classification. For the next lower classification, the employee may

add his or her seniority in the higher classification to that in the lower to determine seniority in the lower classification.

(f) Whenever a person is promoted to a superior position in the promotional line prior to the completion of the probationary period in any one of the positions in the classified civil service under the University System, total service in the inferior position and in all such superior positions shall be combined to establish certified status and seniority in the inferior position.

70/36k. Regional compensation and registers

§ 36k. Regional compensation and registers. (1) The Merit Board shall have power to prescribe different ranges or rates of compensation for different places of employment within the State. In approving regional scales of compensation the Merit Board shall take into account the rate of compensation generally paid for similar work in the locality in which the work is to be performed.

(2) The Merit Board shall authorize separate registers for each of the agencies, institutions and places of employment covered by the University System, and an applicant who has received a passing grade on any examination may request that his name be placed on the register for any institution or place of employment in the appropriate classification or on all of the registers in that classification.

70/36l. Transfers

§70/36l. Transfers. Any employee who has successfully passed an original entrance or promotional examination and who has completed his probationary period shall, at his request, be eligible for transfer to any other agency, institution or place of employment in the classification in which he is certified without further examination and without completing another probationary period. Any such transferee shall acquire seniority in the agency, institution or place of employment to which he has transferred only from the date of employment by that employer, but such transferred employee may, on request, preserve his seniority rights in the position from which the transfer was made for the period of one year from the date of transfer.

70/m. Temporary appointments

§ 36m. Temporary appointments. For positions which are temporary or of an emergency nature, the Merit Board may authorize temporary appointments for not more than three months, to be made from names on an eligible register when such register exists.

70/36n. Provisional appointments

§ 36n. Provisional appointments. Where there are no names on the eligible register and it is impractical to give an immediate examination, applicants may be employed provisionally but such employment shall continue only until the person provisionally employed successfully passes an examination or until a name or names are placed upon the appropriate eligible register. Before any examination is given in this classification, the person provisionally employed shall have notice of the examination and shall have an opportunity to take the examination.

70/36o. Demotion, removal, and discharge

§ 36o. Demotion, removal, and discharge.

(a) After the completion of his or her probationary period, no employee shall be demoted, removed or discharged except for just cause, upon written charges, and after an opportunity to be heard in his or her own defense if he or she makes a written request for a hearing to the Merit Board within 15 days after the serving of the written charges upon him or her.

(b) Upon the filing of such a request for a hearing, the Merit Board shall grant such hearing by a hearing board or hearing officer appointed by the Merit Board to commence within 45 days from the date of the service of the demotion, removal, or discharge notice, which may be continued from time to time. The hearing board or hearing officer shall make and render findings of fact on the charges and transmit to the Merit Board a transcript of the evidence along with the hearing board's or hearing officer's findings of fact. The findings of the hearing board when approved by the Merit Board shall be certified to the parties.

(c) If cause for demotion, removal, or discharge is found, the employee shall be immediately demoted, removed, or discharged from the service. If cause is not found, the employee shall forthwith be reassigned to perform the duties of a position in his or her classification without loss of compensation.

(d) In the course of the hearing, the Executive Director of the Merit Board shall have power to administer oaths and to secure by subpoena the attendance and testimony of witnesses and the production of books and papers relevant to the inquiry.

(e) The provisions of the Administrative Review Law and all amendments and modification thereof,² and the rules adopted pursuant thereto, shall apply to and govern all proceedings for the judicial review of final administrative decisions of the Merit Board hereby created. The term "administrative decision" is defined as in Section 3-101 of the Code of Civil Procedure.³

70/36p. Nondiscrimination

§ 36p. Nondiscrimination. In the administration of the University System, no applicant shall be denied employment by the Merit Board or by any employer subject to this Act because of race, color, sex, national origin, religious or political affiliations, ancestry, age, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable military discharge, as defined in the Illinois Human Rights Act, except that any applicant for employment may be required as a condition of employment, to sign a valid oath attesting his loyalty to the state and the United States.

70/36q. Effect on past employees

§ 36q. Effect on past employees. On January 1, 1952, and on such date thereafter as an employee becomes subject to the terms of this Act, every person who is employed by any employer covered by the University System, or whose name appears on a reemployment register of any employer covered by the University System, and who has completed his probationary period shall be certified in the University System in the classification in which he is employed and in which he has completed his probationary

² 735 ILCS 5/3-101 et seq.

³ 735 ILCS 5/3-101.

period, without examination, and shall be entitled to seniority in the University System from the date of original employment in the classification by the employer. Any person who has not completed his probationary period in the classification in which he is employed on January 1, 1952, or on such date thereafter as an employer becomes subject to the terms of this Act, shall be required to meet the certifying requirements of the University System before being certified.

Any employee of the State of Illinois who has previously been certified under the regular classified State Civil Service or under the Personnel Code, approved July 18, 1955,⁴ as amended, and who, because of the transfer of his or her duties, has been transferred to the employment of any institution now covered by the University System, or any such employee who hereafter may be so transferred, shall have the same seniority rights under the University System as he or she held under the regular classified State Civil Service or under the Personnel Code, approved July 18, 1955, as amended, as determined by his or her original date of certification therein.

Any employee of the State of Illinois who has previously been certified under the regular classified State Civil Service or under the Personnel Code, approved July 18, 1955, as amended, and who is transferred to a comparable position of employment subject to the provisions of the Statute governing the University System shall have the same status in the University System as he held under the Personnel Code.

70/36r. § 36r Repealed by Laws 1955, p. 2165 § 2, eff. July 1, 1957

70/36s. Supported employees

§ 36s. Supported employees.

- (a) The Merit Board shall develop and implement a supported employment program.
- (b) The Merit Board shall designate a liaison to work with State agencies and departments, any funder or provider or both, and State universities in the implementation of a supported employment program.
- (c) As used in this Section:
 - (1) "Supported employee" means any individual who:

(A) has a severe physical or mental disability which seriously limits functional capacities, including but not limited to, mobility, communication, self-care, self-direction, work tolerance or work skills, in terms of employability as defined, determined and certified by the Department of Human Services; and

(B) has one or more physical or mental disabilities resulting from amputation; arthritis; blindness; cancer; cerebral palsy; cystic fibrosis; deafness; heart disease; hemiplegia; respiratory or pulmonary dysfunction; an intellectual disability; mental illness; multiple sclerosis; muscular dystrophy; musculoskeletal disorders; neurological disorders, including stroke and epilepsy; paraplegia; quadriplegia and other spinal cord conditions; sickle cell anemia; and end-stage renal

⁴ 20 ILCS 415/1 et seq.

disease; or another disability or combination of disabilities determined on the basis of an evaluation of rehabilitation potential to cause comparable substantial functional limitation.

(2) "Supported employment" means competitive work in integrated work settings:

(A) for individuals with severe disabilities for whom competitive employment has not traditionally occurred, or

(B) for individuals for whom competitive employment has been interrupted or intermittent as a result of a severe disability, and who because of their disability, need on-going support services to perform such work. The term includes transitional employment for individuals with chronic mental illness.

(3) "Participation in a supported employee program" means participation as a supported employee that is not based on the expectation that an individual will have the skills to perform all the duties in a job class, but on the assumption that with support and adaptation, or both, a job can be designed to take advantage of the supported employee's special strengths.

(4) "Funder" means any entity either State, local or federal, or private not-for-profit or for-profit that provides monies to programs that provide services related to supported employment.

(5) "Provider" means any entity either public or private that provides technical support and services to any department or agency subject to the control of the Governor, the Secretary of State or the University System.

(d) The Merit Board shall establish job classifications for supported employees who may be appointed into the classifications without open competitive testing requirements. Supported employees shall serve in a trial employment capacity for not less than 3 or more than 12 months.

(e) The Merit Board shall maintain a record of all individuals hired as supported employees. The record shall include:

(1) the number of supported employees initially appointed;

(2) the number of supported employees who successfully complete the trial employment periods; and

(3) the number of permanent targeted positions by titles.

(f) The Merit Board shall submit an annual report to the General Assembly regarding the employment progress of supported employees, with recommendations for legislative action.

70/37. Fraud; examination

§ 37. No person or officer shall willfully or corruptly, by himself, or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect to his or her right of examination hereunder; or corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder or aid in so doing; or wilfully or corruptly make any false representation concerning the same or concerning the person examined; or wilfully or corruptly furnish to any person

any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, or to be examined, being appointed, employed or promoted. And no applicant for any examination shall wilfully or corruptly by himself, or in co-operation with one or more persons, deceive the said commission with reference to his identity, or wilfully or corruptly make any false representations in his application for any examination, or commit any fraud for the purpose of improving his prospects or chances in such examination.

70/38. Receiving or soliciting political contributions prohibited

§ 38. No officer or employee shall solicit, orally or by letter, or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution from any officer or employee subject to the provisions of this Act for any party or political purpose whatever.

70/39. Soliciting political contributions from officers or employees prohibited

§ 39. No person shall solicit, orally or by letter, or be in any manner concerned in soliciting any assessment, contribution or payment, for any party or any political purpose whatever from any officer or employee subject to the provisions of this Act.

70/40. Soliciting or receiving political contributions in public offices prohibited

§ 40. No person shall, in any room or building occupied for the discharge of official duties by any officer or employee subject to this act solicit orally or by written communication, delivered therein, or in any other manner, or receive any contribution of money or other thing of value, for any party or political purpose whatever, from any officer or employee subject to this act.

No officer, agent, clerk, or employee under the government of this State, who may have charge or control of any building, office or room, occupied for any purpose of said government, shall permit any person to enter the same for the purpose of therein soliciting or delivering written solicitations for, or receiving from, or giving notice to, any officer or employee subject to this act.

70/41. Use of political influence to obtain contributions prohibited

§ 41. No officer or employee of the State shall discharge or degrade or promote or in any manner change the official rank or compensation of any officer or employee subject to this Act or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money, or other valuable thing, for any party or political purpose, or for refusal or neglect to render any party or political service.

70/42. Payment for appointment prohibited

§ 42. No applicant for appointment pursuant to the provisions of this Act, either directly or indirectly, shall pay or promise to pay, any money or other valuable thing to any person whatever, for or on account of his appointment or proposed appointment, and no officer or employee subject to this Act shall pay or promise to pay, either directly or indirectly, any person any money or other valuable thing whatever, for or on account of his promotion or proposed promotion.

70/43. Recommendation for political service prohibited

§ 43. No applicants for appointment or promotion pursuant to the provisions of this Act shall ask for or receive a recommendation or assistance from any officer or employee in said service, or from any person, upon the consideration of any political service to be rendered to or for such person, or for the promotion of such person, to any office or appointment.

70/44. Corrupt use of political influence prohibited

§ 44. No person, while holding an office or position pursuant to the provisions of this Act or in nomination for, or while seeking a nomination for or appointment to any such office or position shall corruptly use or promise to use, either directly or indirectly, any official authority or influence (whether then possessed or merely anticipated) in the way of conferring upon any person, or in order to secure or aid any person in securing any office or public employment under this Act or any nomination, confirmation, promotion or increase of salary, upon the consideration or condition that the vote or political influence or action of the last named person or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

70/45. Compelling testimony and production of books and papers; witness fees; perjury

§ 45. Any person who shall be served with a subpoena to appear and testify, or to produce books and papers, issued by the Merit Board, or by any member thereof or by any board or person acting under the orders of the Merit Board in the course of an investigation, conducted under any of the provisions of this act, and who shall refuse or neglect to appear, or to testify, or to produce books and papers relevant to said investigation, as commanded in such subpoena, shall be guilty of a misdemeanor and shall, on conviction, be punished as provided in Section 46 of this act.

The fees of witnesses for attendance and travel shall be the same as the fees of witnesses before the circuit court of this State.

Any circuit court of this State, upon application of any member of the Merit Board, or any person acting under the orders of the Merit Board may, in his discretion, compel the attendance of witnesses, the production of books and papers, and giving of testimony before the Board or before any member of the Board, any investigating board or officer, by an attachment for contempt or otherwise, in the same manner as production of evidence may be compelled before the court. Every person who, having taken oath or made affirmation before a member of the board or an officer appointed by the board authorized to administer oaths, shall wilfully swear or affirm falsehood shall be guilty of perjury and upon conviction shall be punished accordingly.

70/45a. Holidays; compensation

§ 45a. Except as provided in the second sentence of this Section, all officers and employees subject to this Act, shall have the following days as holidays, for which they shall receive their usual compensation: New Year's Day, January 1, Memorial Day, as determined by the law of the State of Illinois, Independence Day, July 4, Labor Day, the first Monday in September, Thanksgiving Day, the fourth Thursday of November, Christmas Day, December 25, and five holidays to be designated by each college, university, agency and community college subject to this Act. Craft and trade employees subject to this Act shall be paid for all

paid holidays included in their area agreement, and will be paid for all five holidays designated by their employer pursuant to this Section.

70/46. Violation of act; prosecuting officer

§ 46. Any person who shall wilfully, or through culpable negligence, violate any of the provisions of this act, or any board member, examiner, agent or employee of the board, or any applicant, who shall wilfully, or through culpable negligence, violate any rule promulgated in accordance with the provisions thereof, shall be guilty of a Class B misdemeanor.

All prosecution for violations of this act shall be instituted and conducted by the State's Attorney of the county where the offense occurred. In the case of conviction under the provisions of this act, the office or position held by the person convicted shall become vacant.

1 TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
2 SUBTITLE A: MERIT EMPLOYMENT SYSTEMS
3 CHAPTER VI: STATE UNIVERSITIES CIVIL SERVICE SYSTEM
4

5 PART 250
6 STATE UNIVERSITIES CIVIL SERVICE SYSTEM
7

8	Section	
9	250.5	Definitions
10	250.10	Purpose, Adoption, and Amendment of Rules
11	250.20	The State Universities Civil Service System and its Divisions
12	250.30	The Classification Plan
13	250.40	Military Service Preference, Veterans Preference
14	250.50	Examinations
15	250.60	Eligible Registers
16	250.70	Nonstatus Appointments
17	250.80	Status Appointments
18	250.90	Probationary Period
19	250.100	Reassignments and Transfers
20	250.110	Separations and Demotions
21	250.119	Furloughs
22	250.120	Seniority
23	250.130	Review Procedures
24	250.140	Delegation of Authority and Responsibilities
25	250.150	Training
26	250.160	Suspension of Rules

27
28 AUTHORITY: Implementing and authorized by the State Universities Civil Service Act [110
29 ILCS 70].
30

31 SOURCE: Rules: State Universities Civil Service System, approved January 16, 1952, effective
32 January 1, 1952; amended at 3 Ill. Reg. 13, p. 68, effective April 1, 1979; amended at 4 Ill. Reg.
33 10, p. 262, effective February 25, 1980; amended at 6 Ill. Reg. 2620, effective February 22,
34 1982; amended at 6 Ill. Reg. 7236, effective June 3, 1982; amended at 8 Ill. Reg. 4948 and 4950,
35 effective March 29, 1984; codified at 8 Ill. Reg. 12936; amended at 8 Ill. Reg. 24732, effective
36 December 6, 1984; amended at 9 Ill. Reg. 17422, effective October 23, 1985; amended at 11 Ill.
37 Reg. 8942, effective May 8, 1987; amended at 12 Ill. Reg. 3457, effective February 1, 1988;
38 amended at 12 Ill. Reg. 17079, effective October 7, 1988; amended at 13 Ill. Reg. 7324, effective
39 May 1, 1989; amended at 13 Ill. Reg. 19427, effective February 6, 1990; amended at 18 Ill. Reg.
40 1901, effective January 21, 1994; amended at 20 Ill. Reg. 4440, effective February 29, 1996;
41 amended at 30 Ill. Reg. 17384, effective October 23, 2006; amended at 31 Ill. Reg. 15848,
42 effective November 13, 2007; amended at 32 Ill. Reg. 17268, effective October 16, 2008;
43 amended at 33 Ill. Reg. 11644, effective July 22, 2009; amended at 36 Ill. Reg. 6014, effective
44 April 6, 2012; amended at 37 Ill. Reg. 419, effective December 26, 2012; amended at 39 Ill. Reg.

45 13504, effective December 1, 2015; amended at 40 Ill. Reg. 3105, effective January 26, 2016;
46 emergency amendment at 40 Ill. Reg. 3772, effective March 1, 2016, for a maximum of 150
47 days; amended at 40 Ill. Reg. 11192, effective August 4, 2016; amended at 40 Ill. Reg. 16302,
48 effective December 12, 2016; amended at 41 Ill. Reg. 11576, effective August 30, 2017;
49 amended at 42 Ill. Reg. _____, effective _____.

50

51 **Section 250.119 Furloughs**

52

53 ~~This Section is applicable through September 30, 2017.~~

54

55 a) Furlough. A furlough is the placement of an employee in a temporary nonduty,
56 nonpay status for a continuous or noncontinuous period of time due only to a lack
57 of funds. A furlough is not considered a layoff or a reduction in force action and,
58 therefore, is not subject to Section 250.110(d) regarding a layoff~~layoffs~~. Any
59 furlough program is intended to mitigate the need for significant and permanent
60 layoffs for the prospective 9 to 12 months after the furlough program has ended.

61

62 b) Provisions. In order to invoke a furlough program the employer must
63 demonstrate significant fiscal distress, as verified by the employer's controlling
64 board or commission during a meeting conducted in accordance with the Open
65 Meetings Act. Significant fiscal distress includes:

66

67 1) A failure to receive an annual appropriation by the General Assembly;

68

69 2) Severe and significant reductions to an annual appropriation by the
70 General Assembly; and

71

72 3) Similar budgetary reductions that could come in the form of 'fund sweeps'
73 or 'fund reserves' imposed by the General Assembly, or Governor or
74 similar legislative actions.

75

76 cb) Furlough Program Stipulations. A furlough program shall not be used by an
77 employer for the following reasons:

78

79 1) Permanent shutdown;

80

81 2) As a substitute for permanent part-time employment; or

82

83 3) As a disciplinary measure.

84

85 de) Criteria. Uniform participation and selection criteria shall be developed ~~by for~~ the
86 designated place of employment and consistently applied. This Section shall only
87 apply to employees who are designated within the employer's furlough program in
88 accordance with subsections (d) through (pe).

89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132

ed) Temporary and Extra Help Appointments~~Employee Terminations~~. Prior to the implementation of a furlough program, all employees~~An employee~~ on a temporary appointment or an extra help appointment shall be terminated ~~prior to implementation of the furlough program~~, unless an exception is permitted subject to subsection (hg)~~the appointment is required based on health and welfare or public safety, or a designated grant or other funding source.~~

fe) Student Appointments. Student~~All student~~ appointments ~~shall be terminated~~ subject to Section 250.70(e) shall be placed in a furlough status for an amount of time that is generally equal to that of traditional civil service~~employees who are being furloughed~~, unless an exception is permitted subject to subsection (hg)~~the student appointment is required for health and welfare or public safety, or the appointment is part of the student's financial aid, or if the student is receiving academic credit as part of the conditions of the student appointment.~~ Student employees shall not be used to replace status employees who are being furloughed.

gfe) Voluntary or Mandatory Furlough Program. A furlough can be either voluntary or mandatory. A voluntary or mandatory furlough program is not required to include all employees at a designated employer or within a division or program.

hg) Exceptions. Employers may exempt positions from a furlough program under the following conditions:

- 1) Positions/employees who have mandated funding, such as a grant or other funding source, or whose absence would jeopardize the funding for a position/employee or department; ~~may be exempted from the furlough program.~~
- 2) Employees in positions considered essential to the critical mission of an employer, such as those related to health and welfare or public safety; ~~may also be excluded from participation in a furlough program. Uniform participation and selection criteria shall be developed by the employer and consistently applied. This Section shall only apply to employees who are designated within the employer's furlough program in accordance with subsections (e) through (m).~~
- 3) Employees in positions considered essential to maintain facilities during a furlough program; or
- 4) Students whose positions are part of their financial aid package or whose position results in the awarding of academic credit.

- 133 ~~ihd~~) Notification of Furlough Program to Employees. No furlough program may be
 134 implemented unless~~Once an employer plans to implement a furlough program,~~ the
 135 employer has notified~~shall notify~~ all employees affected by the furlough at least
 136 30 days prior to a furlough program being implemented. The process by which
 137 the employer chooses to notify employees is at the employer's discretion, but must
 138 conform to the employer's policies related to contacting an employee for official
 139 business. The notice must inform the employee of the date or dates on which the
 140 employee is to be on furlough status and the end date of the furlough program.
 141
- 142 ~~je~~) Furlough Work Status. An employee who is furloughed shall not be at work, on
 143 standby or on-call, and shall not perform any work for the furloughing employer
 144 during his/her scheduled furlough time. However, for emergency situations,
 145 employees subject to a collective bargaining agreement may be called back to
 146 work in accordance with the agreement. For those employees not subject to a
 147 collective bargaining agreement, employees may be called back to work in
 148 accordance with standard employer policies.
 149
- 150 ~~kj~~) Employee Benefits
 151
- 152 1) Employees who are furloughed are not permitted to use vacation, sick
 153 leave, personal leave, "floating" holidays, or any other compensable time
 154 or similar benefit for the time during which he/she is being furloughed.
 155
 - 156 2) Notwithstanding any other Section in this Part, or the fact that an
 157 employee's work hours or pay is reduced by the requirement to take a
 158 furlough, ~~A) furlough time will be credited as if the employee were in pay~~
 159 ~~status for employee benefit programs such as health, life, dental and vision~~
 160 ~~insurance and any similar benefits;~~ ~~and~~
 161 ~~B) pension credit for furlough time can be purchased by an employee~~
 162 ~~as provided under Section 15-113.11 of the Illinois Pension Code~~
 163 ~~[40 ILCS 5] (i.e., for furlough time taken between July 1, 2015 and~~
 164 ~~June 30, 2017, pension credit can be purchased; otherwise, it~~
 165 ~~cannot).~~
 166
 - 167 3) A furloughed employee shall be entitled to the same benefits to which
 168 he/she was entitled on the paid workday immediately preceding the
 169 furlough day. These benefits include, but are not limited to, continued
 170 accumulation of vacation and sick leave, holiday benefits, and benefits
 171 established by the Merit Board Policy Relating to Employee Benefits as
 172 approved by the Merit Board, and other benefits approved by the
 173 Governing Boards of the universities and agencies served by the
 174 University System.
 175
 176

- 177 4) A furloughed employee shall continue to accrue seniority during any and
178 all furlough work days.
179
- 180 kg) Maximum Number of Furlough Work Days. A furlough program shall only be
181 instituted for a maximum of 15 work days in any fiscal year (July 1 through June
182 30).
183
- 184 mh) Employer's Tracking of Furlough Days. ~~The~~In order for an employee to continue
185 ~~under the State Employees Group Insurance Act of 1971 [5 ILCS 375], the~~
186 employer is required to track designated furlough days for each employee.
187
- 188 ~~i)~~ ~~Accumulation of Seniority during a Furlough Status. An employee shall continue~~
189 ~~to accrue seniority during any and all furlough work days.~~
190
- 191 nmj) Military Leave during a Furlough Program. An employee on military leave shall
192 not be scheduled for any furlough days during his/her leave and may be scheduled
193 for furlough days that may be prorated dependent upon the date the employee
194 returns to work, if a furlough program remains in effect.
195
- 196 ~~k)~~ ~~Furlough Program Stipulations. A furlough program shall not be used by an~~
197 ~~employer for the following reasons:~~
198
- 199 ~~1) Permanent shutdown;~~
200
201 ~~2) As a substitute for permanent part-time employment; or~~
202
203 ~~3) As a disciplinary measure.~~
204
- 205 om) Collective Bargaining Agreements. Implementation of furloughs for employees
206 covered under a collective bargaining agreement is subject to applicable State and
207 federal labor laws and regulations. This Section does not absolve, is not intended
208 to circumvent or supersede other State or federal labor laws and/or regulations
209 that apply; including any duty to bargain in accordance with those laws and
210 regulations.
211
- 212 pem) Notification to the State Universities Civil Service System of a Furlough Program.
213 An employer may institute a voluntary or mandatory furlough program upon
214 notification to the Executive Director at least 30 calendar days prior to the
215 implementation of any employee being furloughed. Notifications shall include
216 The employer shall include in the notification the following:
217
- 218 ~~1) Whether the furlough program is for the entire employer or designated~~
219 ~~divisions or programs;~~
220

- 221 12) What considerations have been contemplated or invoked for other
222 employees, such as those listed in Section 36e (21) through (5) of the Act;
223
- 224 23) An explanation of the facts related to the temporary nature of the event
225 causing the furlough program;
226
- 227 34) The funding deficit related to the affected work areas;
228
- 229 45) The approximate number of employees affected by the furlough program;
230 and
231
- 232 56) The beginning ~~date~~ and ending ~~dates~~~~date~~ of the furlough program for the
233 employer.
234

235 gp) Reporting Requirements for a Furlough Program. An employer shall provide
236 specific reports to the University System office within 10 calendar days following
237 the implementation of a furlough program. These reports shall contain the
238 following:

- 240 1) Summary of positions affected by the furlough program:
 - 241 A) Headcount of total employees impacted and their classifications;
 - 242 B) Number of furlough days being implemented;
 - 243 C) Approximate amount of savings for the furloughed designated
244 positions/employees; and
 - 245 D) Impact of furloughs invoked for other employees, such as those
246 listed in Section 36e (21) through (5) of the Act.
- 247 2) An explanation of the facts related to the temporary nature of the event
248 causing the furlough program.
- 249 23) Other related documentation as requested by the University System office.

251
252
253
254
255
256
257 (Source: Amended at 42 Ill. Reg. _____, effective _____)

State Universities Civil Service System

University System Office Training Presentation

Employee Advisory Committee Meeting
October 2018

Jeff Brownfield
Executive Director

WWW.SUCSS.ILLINOIS.GOV

Agenda



❖ **Introduction of Topics/Concerns**

❖ **Extra Help Appointments**

- Description of the Rule
- Audit Samples and Analysis
- Extra Help Procedures
- Extra Help Extensions

❖ **Temporary Upgrade Transactions**

- Description of the Rule
- Audit Samples and Analysis

❖ **Discussion/Questions**



Extra Help (Non-Status) Appointments

Extra Help Provisions: Section 250.70(f)

- ❖ **Any position for work the employer attests to be casual or emergent in nature and that meet the following conditions:**
 - Positions are non-continuing in nature
 - The amount of time is not usually predictable
 - Payment for work performed is usually made on an hourly basis
 - Work cannot be readily assigned on a straight time or overtime basis to a status employee

- ❖ **Classifications are in broad categories; administrative, professional, technical, clerical, trades, and service**

- ❖ **An Extra Help position may be utilized for a maximum of 900 hours of actual work in any consecutive 12 calendar months. The employer must review the status of the position at least every three months. The position shall not be reestablished until six months have elapsed from the date of termination of the position.**

- ❖ **Upon working 900 hours, an Extra Help employee cannot resume employment in any Extra Help appointment until 30 calendar days have elapsed**

- ❖ **The employer shall quarterly review its use of Extra Help appointments to ensure compliance with 250.70**



Extra Help Data Samples

Original Submission

Last	First Name	Job Code	Classification	Position	Dept ID	Department	Last Start	Total Hours Worked	Term Date	Eff Date
	Thomas	009002	Extra Help Semi Professional	20007537	07100000	University High School	8/15/2014	0.00		8/15/2014
	Thomas	009002	Extra Help Semi Professional	20007537	07100000	University High School	8/15/2014	112.50	5/26/2015	5/27/2015
	Matthew	009010	Extra Help Nurse	20012189	02540000	Health Services	8/21/2017	0.00		8/21/2017
	Thomas	009150	Extra Help Semi Skilled	20006529	02600001	University Housing Services	5/10/2014	370.25	8/1/2014	8/2/2014
	Thomas	009150	Extra Help Semi Skilled	20008359	02600001	University Housing Services	5/18/2015	0.00		5/18/2015
	Thomas	009150	Extra Help Semi Skilled	20008359	02600001	University Housing Services	5/18/2015	235.65	7/31/2015	8/1/2015
	Thomas	009150	Extra Help Semi Skilled	20011596	02600001	University Housing Services	5/30/2017	0.00		5/30/2017
	Thomas	009150	Extra Help Semi Skilled	20011596	02600001	University Housing Services	5/30/2017	251.00	8/2/2017	8/3/2017
	David	009100	Extra Help Food Service	20012351	02650000	Event Mgmt Dining Hospitality	10/9/2017	0.00		10/9/2017
	Ethan	009150	Extra Help Semi Skilled	20012105	02600001	University Housing Services	8/7/2017	0.00		8/7/2017
	Ethan	009150	Extra Help Semi Skilled	20012105	02600001	University Housing Services	8/7/2017	98.50	8/31/2017	9/1/2017
	Anthony	009150	Extra Help Semi Skilled	20003954	03200000	VP University Advancement	12/6/2012	59.00	8/15/2014	8/16/2014
	Anthony	009150	Extra Help Semi Skilled	20008581	03200000	VP University Advancement	6/9/2015	0.00		6/9/2015
	Anthony	009150	Extra Help Semi Skilled	20008581	03200000	VP University Advancement	6/9/2015	12.00	9/26/2015	9/27/2015
	Cynthia	009150	Extra Help Semi Skilled	20012217	02660000	Arena/Fld Hse Facilities	8/16/2017	0.00		8/16/2017
	Jason	009144	Extra Help Plumber Pipetrades	20006869	09040000	Building Maintenance	6/2/2014	0.00		6/2/2014
	Jason	009144	Extra Help Plumber Pipetrades	20006869	09040000	Building Maintenance	6/2/2014	884.50	11/14/2014	11/15/2014
	Jason	009144	Extra Help Plumber Pipetrades	20007919	09040000	Building Maintenance	12/16/2014	0.00		12/16/2014
	Jason	009144	Extra Help Plumber Pipetrades	20007919	09040000	Building Maintenance	12/16/2014	335.25	2/27/2015	2/28/2015



Extra Help Data Samples

Employee Test

Last	First Name	Job Code	Classification	Position	Dept ID	Department	Last Start	Total Hours Worked	Term Date	Eff Date
XXXXX	Douglas	009143	Extra Help Painter	20008171	09040000	Building Maintenance	3/6/2015	82.50	3/23/2015	3/24/2015
XXXXX	Douglas	009143	Extra Help Painter	20008292	09040000	Building Maintenance	4/16/2015	897.00	9/23/2015	9/24/2015
								979.50		
XXXXX	Juan	009150	Extra Help Semi Skilled	20006366	02600001	University Housing Services	5/10/2014	530.25	8/9/2014	8/10/2014
XXXXX	Juan	009150	Extra Help Semi Skilled	20007453	09020000	Janitorial	8/10/2014	600.00	11/30/2014	12/1/2014
								1130.25		
XXXXX	Michael	009144	Extra Help Plumber Pipetrade	20010732	09040000	Building Maintenance	9/1/2016	517.00	12/15/2016	12/16/2016
XXXXX	Michael	009002	Extra Help Semi Professional	20010964	03330000	Research Ethics & Compliance	12/9/2016	240.25	2/28/2017	3/1/2017
XXXXX	Michael	009144	Extra Help Plumber Pipetrade	20011059	09040000	Building Maintenance	1/16/2017	577.80	5/12/2017	5/13/2017
								1335.05		
XXXXX	Stacey	009150	Extra Help Semi Skilled	20001457	07100000	University High School	8/1/2011	874.75	6/30/2015	7/1/2015
XXXXX	Stacey	009150	Extra Help Semi Skilled	20003543	07100000	University High School	7/16/2012	691.00	6/23/2015	6/24/2015
XXXXX	Stacey	009150	Extra Help Semi Skilled	20003543	07100000	University High School	6/24/2015	5.00	6/30/2015	7/1/2015
								1570.75		



Extra Help Data Samples

Position Test

Last	First Name	Job Code	Classification	Position	Department	Last Start	Total Hours Worked	Term Date	Eff Date
XXXXX	Teresa	009000	Extra Help Interpreter	13102000	Student Access and Accom Srvs	8/22/2007	451.25	6/15/2015	6/16/2015
XXXXX	Katherine	009000	Extra Help Interpreter	13102000	Student Access and Accom Srvs	8/18/2015	410.50	5/15/2016	5/16/2016
XXXXX	Mary	009000	Extra Help Interpreter	13102000	Student Access and Accom Srvs	7/16/2016	421.50	6/30/2017	7/1/2017
							1283.25		
XXXXX	Kyle	009150	Extra Help Semi Skilled	20007744	Intercollegiate Athletics	10/20/2014	905.00	5/30/2015	5/31/2015
XXXXX	Julie	009150	Extra Help Semi Skilled	20006233	Janitorial	1/16/2014	907.50	7/22/2014	7/23/2014
XXXXX	Kathleen	009150	Extra Help Semi Skilled	20007720	Admissions	10/16/2014	1182.00	6/30/2015	7/1/2015



Extra Help Procedures

2.5 Extra Help Appointments

Manual: Employment and Separation Procedures

Subsection: Nonstatus Appointments

The DER shall maintain a written record of examination, which shall show an evaluation of the applicant's qualifications, as based on a review of an application form and on the results of an interview between the applicant and an appropriate member of the DER's staff.

No records of the results of such examination, and hence no register information is to be filed with the University System office. Selection records for Extra Help candidates **MUST NOT** be incorporated into the official registers of any place of employment and are not transferable from one place of employment to another.

Employees on Extra Help Appointments may be terminated with a Termination Notice. An employee on an Extra Help Appointment may wish to resign, in which case the Resignation form shall be used.

A review of Extra Help Appointments for compliance with the 900 hour limitation, any corresponding extension, and/or any other applicable criteria for such appointment shall be made at least every three months by the DER.

An Extra Help appointee, upon reaching 900 hours of accumulated employment, must be terminated and cannot resume employment in any Extra Help Appointment until 30 calendar days have elapsed unless an extension is approved by the Executive Director of the University System. Consideration of an Extra Help extension request and any approved Extra Help extension shall follow the guidelines and application process outlined below.



Extra Help Extensions

General Guidelines for Extra Help Extensions


- a. In all instances, formal University System office approval is required before any extension can be implemented. Extensions of the 900 hour limitation must be approved by the Executive Director of the University System and will be granted, under very limited circumstances, in instances demonstrating a critical need or unusual/rare circumstances.
- b. An extension will not alter the nonstatus nature of the Extra Help Appointment.
- c. Extensions will only be granted for a specified time in increments of one year or less beyond the original 900 hour limitation. Reapplication and approval by the Executive Director of the University System is required at the expiration of the extension period. If the critical need continues to exist, each extension request will be carefully reviewed on a case by case basis and consecutive extension requests will generally require extraordinary or compelling justification. *Long term extensions or consecutive term extensions may reflect a permanent staffing need and a recommendation to staff accordingly.*
- d. An extension request will be considered for an individual employee/position or group of employees/positions.
- e. Justification for an Extra Help extension may include:
 1. Continuing disability, pregnancy leave, military leave, or other approved leave of absence where the employer expects the return of the employee holding the original appointment. The extension may not exceed the period of the approved leave.
 2. Intermittent need of highly skilled technical or professional positions/employees that have been trained by the employer. Consideration will be given to recruitment difficulty based on verifiable job market demand components. Examples of positions that may fall within this guideline are medical personnel, information technology staff, and law enforcement personnel.
 3. A project that requires completion within a short timeframe, such as one year or less, and there is no additional funding available.
 4. Other situations resulting in a critical need or unusual and rare circumstances.
- f. Extensions due to workload peaks will generally not be granted unless it has a direct effect on the health and safety of students, patients, faculty/staff or the general public who are invited to sponsored events.
- g. In all instances, consideration will be given to factors such as a defined financial restriction, business necessity, operational needs, reorganizational needs, length of requested exemption, health/safety issues, and the evaluation of other available employment options in lieu of the extension request.
- h. If extensions are not approved, the Extra Help employee/position must be terminated in accordance with the 900 hour limitation described above.
- i. For audit purposes, the employer will need to maintain the names and exact number of hours worked/paid for each employee/position subject to an Extra Help extension.



Temporary Upgrade Transactions



Temporary Upgrading: Section 250.100(b)

- ❖ A status employee, assigned on a temporary basis to a temporary or permanent position of higher rate or range
 - ❖ Assignments must not be for more than 30 consecutive work days' duration
 - ❖ An employer makes such temporary upgrading assignments by assigning status employees from active registers for the class so long as such registers exist
 - ❖ When a need for temporary upgrading assignments occurs in classes that utilize work shifts, the register requirement applies only to those status employees on the appropriate shift
 - ❖ In the absence of a register, an employer may assign only those status employees who meet the minimum qualifications for the class to which assignment is being made
 - ❖ Seniority shall continue to be accrued in the class in which the employee has a status appointment
- 

Temporary Upgrades: Sporadic

Name: [REDACTED]
 Normal Classification: Sheet Metal Worker
 Classification to which upgraded Sheet Metal Sub-Foreman

Exam Date: 2/21/2008
 Exam Score: 93

Classification to which upgraded Sheet Metal Foreman

Exam Date: 5/3/2012
 Exam Score: 94

2013	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

T1

[Grey Box] = Saturday/Sunday
 [Grid Box] = non-day of the month

Total People: 69
 Total Hours: 4076

1
2
5
5
5
4
1
4
27

Temporary Upgrades: Frequent



Name: [REDACTED]
 Normal Classification: Cook
 Classification to which upgraded Food Service Supervisor

Exam Date: 7/27/2009
 Exam Score: 90

2014	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
January																																
February																																
March																																
April																																
May																																
June																																
July																																
August																																
September																																
October																																
November																																
December																																

T1
 T2

[Grey Box] = Saturday/Sunday
 [Grid Box] = non-day of the month

9
 15
 17
 22
 11
 18
 10
 102



Temporary Upgrades: Extended Use

Name: [REDACTED]
 Normal Classification: Water Station Operator
 Classification to which upgraded Water Station Foreman (T1)

Exam Date: 12/1/2006
 Exam Score: 97

Classification to which upgraded Water Station Sub-Foreman (T2)

Exam Date: 1/27/2012
 Exam Score: 99

2013	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

T1

[Grey Box] = Saturday/Sunday
 [Grid Box] = non-day of the month



Sources



❖ Sources Cited:

- State Universities Civil Service Act
http://www.sucss.illinois.gov/sar_report.aspx?sm=SR&ID=20&kw=&osm=c43
- Illinois Administrative Code, Section 250.140
http://www.sucss.illinois.gov/sar_report.aspx?sm=SR&ID=17&kw=audit&osm=c43
- Procedure Manuals

State Universities Civil Service System

Jeff Brownfield
Executive Director

1717 Philo Road
Suite 24
Urbana, IL 61802

PH: 217.278.3150
WWW.SUCSS.ILLINOIS.GOV