

**State Universities Civil Service System
Human Resource Directors Advisory Committee
Agenda**

November 2, 2012

- 1) Welcome and Introductions
- 2) Review and Discussion of Proposed Rule/Procedure Changes
 - a) Administrative Rules – Section 250.50(h) (records retention)
 - b) Administrative Rules – Section 250.30 (exemptions)
- 3) Update on new Demonstration Project – “Rule of 3 Analysis”
- 4) Implementation/impact of the recent SURS legislation related to work limitations for Annuitants
- 5) Other University System Office Activities
 - a) Annual Report (University System Office)
 - b) Class Plan Update
 - c) Budget Update
 - d) Audit Update
 - e) Legal Update
- 6) Other Topics
 - 2013 Meeting Dates
 - Friday, January 18, 2013
 - Friday, May 3, 2013
 - Friday, August 2, 2013
 - Friday, November 1, 2013

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Section 250.50 Examinations

- a) Kinds of Examinations. Examinations shall be of two kinds: original entry and promotional. Both kinds shall be open and continuous competitive examinations.
- b) Eligibility to Compete in Examinations.
 - 1) Any citizen or resident of the State of Illinois, who applies for examination in a specific class at a constituent place of employment served by the University System, who is not rejected or disqualified under subsection (c), and who meets the minimum qualifications as prescribed in the class specification, shall be admitted to such examination. For classes requiring valid licenses or certificates, an applicant must show possession of such license or certificate at, or prior to, time of taking the examination.
 - 2) A promotional examination shall be open to a status employee in a place of employment, who is not rejected or disqualified under subsection (c), who meets the minimum qualifications specified in the class specification for a higher class in the appropriate promotional line and who, in addition, is working by virtue of a status appointment, in a position of a lower class in the same promotional line, is on leave of absence from such a position, or is on layoff from such a position.
 - 3) An applicant who fails to meet the minimum qualifications established for the class, but who can offer qualifications which in the opinion of the Executive Director are considered to be compensatory, shall be admitted to the examination for the class. The names of all such applicants who pass the examination shall be placed on the appropriate register in order of score.
 - 4) In the absence of a name of a candidate on any existing register for a class, an applicant who does not possess the minimum qualifications for the class and cannot present compensatory qualifications may be admitted with prior approval of the Executive Director to the examination for the class for the purpose of attempting to fill a specific vacancy. The name of an applicant so admitted, and who passes the examination, shall remain on the register only until the specific vacant position has been filled.

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- 5) An applicant with a physical handicap who fails a section or sections of an original entry examination because of circumstances directly related to the handicap, who is subsequently employed in the absence of a register, may, after six months of satisfactory service, upon recommendation of an employer and written approval of the Executive Director, be declared exempt from qualifying on such failed section or sections of the examination, in which case he/she shall become a status employee in the position in which he/she has been employed or in another position in the same class.
- 6) For classes requiring technical qualifications for which there is an inadequate supply of qualified applicants who are citizens of, or residents in, the State of Illinois, out-of-state residents may be admitted to the examination. When the citizenship or residency requirement is waived, in-state candidates shall be listed on the register ahead of out-of-state candidates.
- 7) Any applicant may rewrite an examination for a class three times within any twelve month period, with at least one month time lapse between every rewrite. The candidate's place on the register for the class shall be determined by the highest score achieved on any examination for the class.
 - A) For the purpose of this Section, an original entry and a promotional examination shall be considered to be one and the same examination.
 - B) The limitations of this Section do not apply to an applicant who fails the typewriting and transcribing ~~or stenographic~~ sections of an examination.
- c) Rejection or Disqualification of Applicants. The employer may reject any applicant, or, after examination, the Executive Director may refuse to certify any candidate who, in addition to requirements specified in Section 36f of AN ACT to create the State Universities Civil Service System ~~[110 ILCS 70/36f](Ill. Rev. Stat. 1987, ch. 24 1/2, par. 38b5)~~ and subsection (b), fails to pass a physical examination given to determine his/her physical qualifications for employment, uses intoxicating beverages to excess, uses narcotics, has been dismissed from either private or public service for a cause detrimental to his/her employment by

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an employer under the University State Universities Civil Service System (~~System~~), has maintained an unsatisfactory employment record, has practiced deception or fraud in his/her application, examination, or material pertaining to these, or has committed an offense which in the judgment of the Executive Director disqualifies him/her for employment.

d) Character of Examinations.

- 1) Examinations shall consist of one or more of the following: written test; performance test; oral test; physical test; aptitude test; practical test; other appropriate tests; a rating of experience and training.
- 2) All examination content shall be provided by the staff of the University System.
- 3) All examination supplies and materials and all examinations are the property of the University System.
- 4) An original entry or promotional examination may be revised, with the approval of the Executive Director, without affecting existing original entry or promotional registers for the class, providing such revision does not change the character or weighting of sections of the examination.
- 5) The character or weighting of sections of an original entry or promotional examination may be changed, with the approval of the Executive Director, providing that there is sufficient evidence that the current examination for the class is not a satisfactory examining instrument; and providing, further, that such character or weighting of the examination has been in use for a period of at least one year; and providing, further, that 45 days advance notice of such change shall be given to all appropriate employers who shall then communicate such notice in writing to each candidate then on an original entry or promotional register by score and shall further communicate such notice in writing to any applicant who applies for an original entry or promotional examination during such 45-day period. During the 45-day period, qualified applicants (including candidates whose names are already on the register by score), at their request, will be scheduled for the examination. At the end of the 45-day period the original entry or promotional registers of candidates by score will be

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voided, and new original entry or promotional registers by score shall be established on the basis of the new examination.

- e) Administration of Examinations. As approved by the Executive Director, examinations shall be scheduled and administered by the employer. Such examinations shall be conducted on an open and continuous basis, except for examinations to original entry registers at each place of employment, as requested by the employer and approved by the Executive Director, that have a sufficient number of candidates on the register which preclude further recruitment and testing. In making a determination to reopen (or close) an examination, the Executive Director will consider requests by the employer or other individuals based on the number of positions in the class, projected new positions, and annual turnover rate. Also, for examinations that have been closed for six months or more, the Executive Director will review the need for continuing the approval of a closed examination. The employer shall be responsible for the security of all examination materials supplied to the employer by the University System so long as they are in the employer's custody.
- f) Rating of Examinations.
- 1) The Executive Director and ~~the his~~ staff of the University System shall use appropriate scientific techniques and procedures in rating tests and in determining resulting rank to the end that all competitors receive uniform and fair treatment.
 - 2) Failure in any portion of a total examination, the passing of which is deemed necessary to qualify for eligibility in the class for which the applicant is being examined, shall eliminate the applicant from passage of the complete examination, regardless of his/her score in other portions thereof. For each eliminating test and the final average in an examination, the Executive Director shall announce the minimum acceptable rating.
 - 3) The passing score for eligibility for certification shall be determined by the Executive Director. This score shall be the same for all examinations given for a class, but it may be changed if in ~~his-the~~ judgment of the Executive Director such change is for the best interest of the University System; and such change shall be applicable uniformly to all examinations

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for the class. The passing score shall be made known to all those taking the examination.

- 4) An applicant who fails to gain eligibility for employment in a higher class may, at the discretion of the Executive Director, elect to accept eligibility for a lower appropriate class, if his/her scores on all appropriate parts of the examination are sufficient to qualify him/her for the lower class.
- 5) All examination scores shall be on a scale of 1 to 100, with decimal points in examination scores being rounded off to the nearest whole number, i.e., with below .5 having the decimal points dropped and with .5 or above being rounded to the next whole number.

g) Notification and Review of Scores.

- 1) An applicant shall be sent a written notice of the date and results of his/her examination. Such notice must indicate whether the score achieved is passing or failing and if it includes credit for Veterans Preference.
- 2) All requests of applicants for review of scores shall be made to the Executive Director.

h) Filing of Examination Records. All ~~administered~~ examinations, and all examination components, administered given by the employer shall be retained by the employer, in accordance with the employer's record retention policy, or in accordance with the University System's record retention policy~~for at least a period of two months after date of scoring the examination.~~

(Source: Amended at 36 Ill. Reg. _____, effective _____)

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Section 250.30 The Classification Plan

- a) Coverage. The classification plan shall include all classes, as approved, and from time to time amended, by the Merit Board, ~~except those exempted by Section 36e of the Statute. Exemptions under Section 36e(3) of the Statute 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 Director shall publish guidelines for such exemptions, as approved by the Merit Board.~~ This classification plan shall apply to all positions subject to Section 250.20(a), except those positions exempted by Section 36e of the Act.
- b) Exemptions of Positions from Statutory Obligations
- 1) Section 36e of the Act provides that certain positions may be considered exempt from provisions contained in the Act. All positions considered exempt under Section 36e of the Act are subject to audit by the University System office and/or review by the Merit Board.
 - 2) In all instances, exemption authorization and validation for any position is established through the details contained in the position description. Therefore, a comprehensive analysis and review of the position description is the primary mechanism to properly establish exempt status for any position considered categorically exempt under Section 36e of the Act. In any instance, if the duties and responsibilities contained in the position description prominently correspond to the specifications contained in the civil service job classification system, then the position must be considered subject to the provisions contained under the Act.
 - 3) Employers are required to maintain an updated, accurate and complete position description for all positions. In accordance with applicable state and federal laws, personal and confidential information obtained through any job analysis, compliance audit, or exemption authorization/validation process shall remain confidential.
 - 4) Other general exemption authority guidelines for the five categories enumerated under Section 36e of the Act are as follows:
 - A) The members and officers of the Merit Board and the board of trustees, and the commissioners of the institutions and agencies

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- covered under the Act. The general function of these positions should be easily discernible and includes basis governance and oversight of all aspects of the institution/agency and exercising primary authority over the institution's/agency's operations. The employing institution/agency shall designate these positions in accordance with subsections (b)(1) and (b)(2).
- B) The presidents and vice-presidents of each educational institution.** The general function of these positions should be easily discernible and includes the primary leadership and administrative authority over the entire institution/agency, or primary unit thereof. Other directly affiliated positions that are assigned to manage and support any aspect of the primary institution/agency decision-making and oversight authority may also be considered exempt. The employing institution/agency shall designate these positions in accordance with subsections (b)(1) and (b)(2).
- C) Other principal administrative employees of each institution and agency as determined by the Merit Board.** Each position proposed to be exempt under sections 36e(3) of the Act shall be reviewed and approved by the Merit Board, or as designated by the Merit Board to the Executive Director. Exemption authority in this respect lies solely with the Merit Board, or as designated by the Merit Board to the Executive Director. Position exemptions will be evaluated pursuant to subsections (b)(1) and (b)(2).
- D) The teaching, research and extension faculties of each institutions and agency.** The general function of these appointments should be easily discernible through a review of the job description, and includes actual teaching, research, and affiliated academic components. The employing institution/agency shall designate these positions in accordance with subsections (b)(1) and (b)(2).
- E) Students employed under rules prescribed by the Merit Board, without examination or certification.** Student exemptions are based on the student's enrollment status at his/her institution, and further defined in Section 250.70(e)(3).

c) Class Specifications:

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- 1) The University System shall maintain written specifications, as approved by the Merit Board, for each class in the classification plan. Such specifications shall include the class title, function of position, characteristic duties and responsibilities, minimum acceptable qualifications, including any special licenses or certificates required by state or federal laws, and additional desirable qualifications.
 - 2) The employer shall post notice of the addition of a new class or of the reactivation of a former class, together with a copy of the class specification, at each appropriate place of employment for a period of at least ten calendar days prior to the date a position of the new, or of the reactivated, class is filled, except that for status employees affected by reclassification or reallocation of their positions, as provided in ~~subsection Section 250.30(g)(f)(1)~~ and ~~250.30(g)(f)(2)~~, this Section does not apply. The notice of the addition of a new class or of the reactivation of a former class, as provided for in this Section, shall be posted in all public places allocated for Civil Service employment information.
- ~~d)e)~~ Use of Class Titles. The title of each class shall be the official title of every position allocated to the class for all purposes having to do with the position. This title shall be used on all personnel records and transactions. A functional title may also be given to a position by the employer, but such functional title cannot be a title approved by the Merit Board as a Civil Service class title.
- ~~e)d)~~ Allocation of New Positions. When a new position is established, the employer shall recommend in writing to the Executive Director its allocation to an appropriate class, and the Executive Director shall act upon such recommendations.
- ~~f)e)~~ Reallocation or Reclassification of Existing Positions:
- 1) A request to reallocate or reclassify any existing position may originate with the employee and/or the employer. When material changes occur in the duties and responsibilities of a position, the employer shall recommend to the Executive Director in writing the reallocation or reclassification of the position to its appropriate class, and the Executive Director shall review the request, shall act upon it, and shall notify the employer of his/her action.

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- 2) A position may be abolished, the class of a position may be changed, or a new class specification may be prepared, provided that no such change shall be made for the purpose of separating an employee from employment in a position in his/her class.
- 3) In order to maintain a sound classification program, the employers, working with the staff of the University System office, shall carry on continuous classification studies.

~~g)f~~ Status of an Employee Whose Position is Reallocated or Reclassified-

- 1) An employee, whose position is reallocated or reclassified, shall be eligible for continued employment in the position which is reallocated or reclassified, provided the employee he-establishes eligibility for such a new class. The employee He-may establish eligibility by meeting the minimum qualifications for the new class to which the position has been reallocated or reclassified, and by passing an examination for the new class. The employee He-must complete a probationary period in the position in the new class.
- 2) A status employee in a position which is reallocated or reclassified, who chooses not to qualify for, or who fails to gain eligibility for, the new class, shall have his/her name placed by the employer on the reemployment register for the former class in accordance with Section 250.60(b)(1) and Section 250.60(b)(2).
- 3) An employee, serving a probationary period in a position which is reallocated or reclassified, who fails to gain eligibility for the new class, and for whom no vacant position exists in the class from which his/her position has been reallocated or reclassified, shall have his/her name placed by the employer on the register from which he/she was certified to a position in the former class in accordance with Section 250.60(b)(~~3~~)(~~2~~) or Section 250.60(b)(~~4~~)(~~3~~). If the employee he-has completed a probationary period in a position in a lower class in the same promotional line as that of his/her former position, the employee's his-name shall be placed by the employer on the reemployment register of the lower class in accordance with Section 250.60(b)(1) and Section 250.60(b)(2).

(Source: Amended at 36 Ill. Reg. _____, effective _____)

State Universities Civil Service System



Impact Analysis PA 97-0968 (HB4996) Return to Work Limitations for Annuitants

1) State Universities Civil Service Act

- The State Universities Civil Service System (University System) is empowered by statute (110 ILCS 70) through the University Civil Service Merit Board to develop, maintain, and administer a comprehensive and efficient program of human resource administration for the State of Illinois public higher education community, most specifically related to the employment and personnel management of their many professional, semi-professional, and support staff positions. In accomplishing this task, the University System has developed a comprehensive set of Administrative Rules codified in the Illinois Administrative Code (Code) at 80 Ill. Adm. Code 250, and other procedures which effectively facilitate the human resource administration at each employment location. ***The University System does not include the community colleges, or other Chicago city community colleges.***
- The Act provides a standardized merit based employment and personnel management system for designated public universities and affiliated agencies in the State of Illinois. Based on the concept of equal access and opportunity, the Act establishes a standardized employment process for applicants across a comprehensive job classification structure based on merit, qualifications, and experience. The Act also provides a comprehensive personnel management system that controls many components of the employment relationship, and the corresponding employment transactions. ***The Act only covers civil service employees, as defined, and is not applicable to other specified positions such as the presidents and vice-presidents of each university, high level principal administrative employees at each university, teaching and research faculty, and students.***

2) **Impact of PA 97-0968 on Employers/Applicants/Employees under Civil Service Act**

- PA 97-0968 was recently adopted and established financial penalties for employers if SURS annuitants are employed beyond specified timeframes. The State Universities Civil Service Act does not separately distinguish SURS annuitants from other applicants and/or employees within the Illinois higher education system. Employers are obligated to administer the employment process and employment relationship in accordance with applicable regulatory standards contained in the State Universities Civil Service Act. Likewise, applicants/employees are provided certain statutory rights and entitlements in the application process and employment relationship. These statutory obligations and rights are designated in the Act (110 ILCS 70) and Code (80 Ill. Adm. Code 250).
- Specific work limitations contained in PA 97-0968 are designed to impose penalties, and indirectly impose limitations on the employment of SURS annuitants. Employer obligations and specific employee rights/entitlements designated under the Act and Code do not currently provide a distinction, based on an applicant/employee annuitant status. Since PA 97-0968 is silent with respect to civil service regulations, employers are left to comply with the terms of both PA 97-0968 and the State Universities Civil Service Act/Code. Employers will have no choice but to limit their financial exposure as best as possible and may attempt to furtively circumvent their obligations under the SUCSS Act/Code. Appendix A contains a preliminary list of reference points in the Act and Code that pose a conflict regarding the employer's capability to proactively manage the financial risk associated with the penalty structure and employment timeframe limitations contained in PA 97-0968.

3) **Options for Reconciliation of this Issue**

- a) **Through the Joint Committee on Administrative Rules (JCAR) rulemaking process, establish new SURS rules that recognize employer obligations under both PA 97-0968 and the Act. Establish an employer request and evaluation process to assess those obligations and determine any penalty under PA 97-0968 based on that assessment.** The State Universities Retirement System (SURS) is currently preparing administrative rules that will incorporate the provisions contained in PA 97-0968. PA 97-0968 technically impacted the Illinois Pension Code, not the State Universities Civil Service Act. SURS can justify some limitation in the applicability of penalty provisions under PA 97-0968 due to their defined and limited statutory jurisdiction in this respect, and their inability to supersede other state laws. Language that requires the employer to request an evaluation in this respect, as it may apply to any employee, prior to an 'affected annuitant' determination could be initiated and conducted jointly by SURS and SUCSS. Such evaluations would determine the final penalty assessment under PA 97-0968. **SURS is in the midst of creating administrative rules for the implementation of PA 97-0968. This option could easily be legally incorporated at this stage of the rulemaking process. This option would most likely achieve consensus among all constituencies and require little**

additional resources and political capital. The financial impact would be minimal and could be tracked easily.

- b) **Modify PA 97-0968 to recognize the State Universities Civil Service Act and coordinate the application of provisions contained in PA 97-0968 with those in the State Universities Civil Service Act.** Faculty and high level administrators are exempt from the provisions in the Act anyway, so SURS legislation would apply. The vast majority of non-status civil service positions would also be subject to all provisions under the SURS legislation. Only a small number of status civil service positions, who would not otherwise be exempt under other exemption provisions already contained in PA 97-0968, may have to be evaluated to determine employer penalty liability. This is currently a very small group of people employed in support staff positions at much lower compensation levels. Some data has been obtained regarding the financial impact of such a provision. Additional information regarding this option is being gathered to further identify the financial component. **It is important to understand that this option would not be an exemption for all civil service employees, but rather a coordinated application of both laws, with only very few positions scrutinized. This option would essentially achieve the same outcome as (a) above, but trigger the legislative process and would may require more resources and political capital.**
- c) **Change the State Universities Civil Service Act to recognize employer obligations under PA 97-0968 and technically require those work limitation intentions to supersede current employer obligations and employee rights contained in the Act.** This would require the introduction of a bill and approval action by both chambers and the Governor. The initiation of this change may require significant modification to several sections of the State Universities Civil Service Act and would involve a comprehensive explanation of our personnel management system in order to logically explain and justify this proposed legislative action. Any legislative change to the Act would most definitely require a subsequent remodel of several sections of our corresponding Administrative Code through the Joint Committee on Administrative Rules rulemaking process. ***This option would require a huge amount of agency resources and significant external political capital to achieve constituency consensus and accomplish. This option would also require a significant amount of agency resources and political capital to achieve constituency consensus, and revise current Administrative Rules to accommodate any statute change.***
- d) **Through the Joint Committee on Administrative Rules (JCAR) rulemaking process, establish new SUCSS rules that recognize employer obligations under PA 97-0968 and afford mechanisms for employers to proactively address financial risk and penalties for employing annuitants through alternative personnel actions.** The initiation of this change will require significant modification to several sections of the SUCSS Administrative Code, and would involve a comprehensive explanation of our personnel management system in order to logically explain and justify such a complex proposed revision. ***This option would require a significant amount of agency resources and political capital to achieve constituency consensus and revise the current SUCSS Administrative Code.***

- e) **Simply do nothing.** Both PA 97-0968 and the Act are technically compatible. No action on this question would essentially preserve all employer obligations under PA 97-0968 and under the State Universities Civil Service Act and Code. However, this would expose the many university employers, and affiliated agencies, to an uncontrollable financial risk for those persons (applicants and employees) who are defined as an ‘affected annuitant’ under provisions contained in PA 97-0968, and who are subject to provisions contained in the State Universities Civil Service Act and Code. It is important to understand that this option would not provide employers any means to proactively manage their financial risk under PA 97-0968 and potentially expose them to some hefty penalties for an isolated number of SURS annuitants employed as status civil service employees under the Act. Even though this group of employees would most likely be very small, the penalties could be significant to small internal operating units at some of our employers.

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APPENDIX A

- Following is a list of reference points in the State Universities Civil Service Act (110 ILCS 70/36b *et seq.*) and Administrative Code (80 Ill. Adm. Code 250) Act that captures employer obligations and applicant/employee rights, and pose a conflict regarding the employer's capability to proactively manage the financial risk associated with the penalty structure and employment timeframe limitations contained in PA 97-0968:

Act (110 ILCS 70/36b et seq.)

1) Section 70/36f. Examinations.

This section provides equal access and opportunity for pre-employment examinations for any position in the civil service classification system by any individual who can qualify by training and experience. There are no exceptions in this language. Due to potential pension penalties for annuitants, some limitation regarding access to these employment processes may be required or employers would directly risk an additional financial burden.

2) Section 70/36h. Appointment.

This section provides both an applicant right and an obligation by the employer to refer and considered for employment one of the persons standing in the top three on the applicable employment register to fill a civil service vacancy. It does not provide for exceptions based on annuitant status. Therefore, this portion of the Act does not allow an employer to eliminate an annuitant from employment consideration due to a potential pension contribution/penalty. The University System Office has already received questions from state universities about how to avoid being burdened with the employer contribution/penalty even though an applicant should otherwise be referred and employed under the civil service requirements.

3) Section 70/36i. Seniority.

This section provides for the standard application of seniority components for employees and associated layoff protocols for civil service employees. It provides basic employee rights during reductions in staffing. It does not contain exceptions for annuitants, nor allow for a modification of continued employment status based on a potential pension contribution/penalty. There are currently several annuitants employed in status civil service positions across the University System.

4) Section 70/36j. Promotions.

This section defines the promotional process and is similar to the general standardized application process. It is foreseeable that employers will need to limit the ability of

annuitants who are status civil service employees to promote due to potential pension penalties if their compensation level is expanded.

5) Section 70/36k(2). Regional compensation and registers.

This subsection allows an applicant to have their employment application processed at alternative employment locations across the state. It is foreseeable that employers may need to limit this application processing option for annuitants due to potential pension penalties.

6) Section 70/36l. Transfers.

This section allows for the transfer of employees from one employment location to another. It is foreseeable that employers may need to limit this personnel action for annuitants due to potential pension penalties.

Code (80 Ill. Adm. Code 250) (Each of the sections listed below would require significant modification to properly capture the intended work limitations for annuitants contained in PA 97-0968, limit penalty payments for employers as defined, further clarify any new statutory changes as referenced above.)

1) Section 250.50 Examinations

This section details the pre-employment applicant processing protocols. Due to potential pension penalties for annuitants, some limitation regarding access to these employment processes will be required or employers would directly risk an additional financial burden.

2) Section 250.60 Eligible Registers

This section details the management of applicant referral registers, and movement across civil service positions. Again, some exception for annuitants would have to be captured in these guidelines to minimize the financial risk for employers.

3) Section 250.70 Nonstatus Appointments

This section outlines certain types of temporary, nonstatus civil service positions that are openly accessible to all applicants. Again, some exception for annuitants would have to be captured in these guidelines to minimize the financial risk for employers.

4) Section 250.80 Status Appointments

This section outlines several types of status civil service positions that are openly accessible to all applicants. Again, some exception for annuitants would have to be captured in these guidelines to minimize the financial risk for employers.

5) Section 250.100 Reassignments and Transfers

This section allows for the transfer and/or reassignment of employees from one employment location to another, or one position to another at the same location. It is foreseeable that employers may need to limit this personnel action for annuitants due to potential pension penalties.

6) Section 250.120 Seniority

This section outlines seniority accrual processes and layoff procedures. Employer obligations and employee rights, during times of workforce reduction activities, are outlined here. It is foreseeable that employers may need to adjust these obligations action for annuitants due to potential pension penalties.

REVISED EXAMINATIONS CONSTRUCTED (25)	
Medical Insurance Specialist Series Medical Insurance Representative, Associate, Specialist, Assistant Manager, Manager	UIUC, SIUC, EIU, SIUE, UICH, UI-COMP, UI-COMR, SIU-SOM, WIU, ISU, DSCC
Medical Office Series Medical Office Assistant, Associate, Specialist, & Coordinator	
Editorial Series - Editorial Assistant, Editorial Writer	UIUC, UIC, UIR, ISU, NEIU, UIS, SIUC, SIUSMS, ISAC
Collection Series Collection Representative, Specialist, Assistant Manager, & Manager	ALL
Driller Series Driller Laborer, Driller Assistant, Driller	UIUC
Assistant Director of Alumni Relations	EIU, WIU, NIU, SIUC
Desktop Publisher/Coordinator	SIUC, UIUC, TSU, UIS, SIUE
Administrative Aide	ALL
Administrative Assistant	ALL
Financial Aid Adviser Series – Financial Aid Adviser, Coordinator, & Manager	SIUSMS, SIUC, GSU, CSU, UIUC, NEIU, EIU, ISAC, UIS, UIC, SIUE, NIU, WIU
DELETED EXAMINATIONS (2)	
School Children Attendant	
Dragline Training Specialist	
CURRENT EXAMINATION CONSTRUCTION IN PROGRESS	
Animal Imaging Technologist Series – Animal Imaging Technologist I, II, III, IV, & V	UIUC
Benefits Counselor Series Benefits Representative, Officer, Counselor, & Services Supervisor	ALL
Campus Transportation Operator	UIC, SIUC, SIUE, & CSU
Child Development Series Child Care Assistant and Child Care Resource Specialist	UIUC, WIU, NEIU, UIS, SIUC, SIUE, EIU
Clinical Exercise Physiologist	

Cook Series –	UIUC, EIU, NIU, ISU, WIU, NIU-LT, SIUE, SIUC, UI-AH, NIU-NC, NIU-RC, UIS, NIU-HE
Cook, Cook's Helper, Head Cook, First, Second, Test Kitchen, & Catering Supervisor	
Food Service Worker Series	UIS, EIU, UIC, UICH, CSU, NEIU, UIR, ISU, UIS
Food Service Worker I, II, III, IV, & V	
Housing Maintenance Series	
Grill Cook (T & E)	NIU, SIUC
Laboratory Mechanic Series –	UIUC, UIC, SIUC, SIUSM, SIUE, ISU
Asst. Lab Mech, Lab Mech, Senior Lab Mech, & Instrument Maker	
Loan Service Officer Series	ISAC
Loan Service Officer I, II, & III	
Patient Care Evaluation Specialist Series (Quality Jobs)	UIC, UICH
Patient Care Evaluation Specialist I & II	
Payroll Specialist Series	ALL
Payroll Clerk, Specialist I, II, & III, Assistant Payroll Manager, & Payroll Manager	
Pipefitter Series	
Program Adviser	SIUE, NEIU, SIUC, NIU, UIC, CSU, UIUC
Procurement Officer Series (Purchasing Officer Series)	ALL
Purchasing Officer I, II, III, & IV	
Refrigeration Mechanic Series	SIUE, SIUC, UIC, UIUC, NIU, ISU, EIU,
Refrigeration Mechanic, Sub-Foreman, & Foreman	
Reimbursement Coding Specialist Series –	UIC, SIUSM
Reimbursement Coding Specialist I, II, & III	
Special Education Teacher Assistant	ISU
Teacher Aide	
Test Specialist	UIUC, UIC, ISU, GSU, SIUC
EXAMINATIONS TO BE REVISED	
Accounting Series -	ALL
Accounting Clerk, Accounting Technician I, II, & III	

Archeological Assistant & Technician	
Clerk Series –	ALL
Clerical Assistant, Clerk, Chief Clerk, Staff Clerk, & Administrative Clerk	
Driver Series -	UIUC, UIC, EIU, ISU, CSU, SIUC
Driver Helper, Driver, Automotive Sub-Foreman, and Automotive Foreman	
Electrician Lamper	UIUC, UIC, EIU, SIUC
Equipment Attendant	UIUC, UIC, UICH, WIU, ISU, NIU, NEIU, SIUC, SIUE
Lead Plant Stationary Engineer (T & E)	NIU, WIU, UIS
Machinist Welder Series (T & E)	ISU
Machinist Welder	
Senior Machinist Welder	
Mail Messenger Series	UIUC, UIC, UIR, UIP EIU, WIU, ISU, NEIU, UIS, SIUE
Mail Messenger/Mail Carrier and Mail Supervisor	
Medical Laboratory Assistant Series –	UIR, UIP, UIC, UICH, UIC, UIUC
Medical Laboratory Assistant I, II, & III	
Medical Laboratory Technician Series –	UIC, SIUSUMS, SIUE, UIR, UIUC, UICH, ISU, SIUC, EIU
Medical Laboratory Technician I, II, & III	
Painter Series	UIUC, UIC, EIU, WIU, ISU, NIU, CSU, GSU, UIS, SIUC, SIUE
Painter, Sub-Foreman, & Foreman	
Police Telecommunicator Series	UIUC, GSU, SIUC, SIUE, ISU, NIU, UIC, WIU, CSU, NEIU, UIS
Police Telecommunicator/Public Safety Telecommunicator and Public Safety Telecommunicator	
Power Plant Series (Entry Level, UIUC only)	
Route Driver Series -	UIUC, UIR, UIP, EIU, WIU, ISU, NIU, CSU, SIUC, SIUE
Route Driver Helper & Route Driver	
Security Guard Series –	UIUC, UIC, UIP, NIU, NEIU, CSU, GSU, SIUC, SIUSMS

Security Guard & Security Guard Supervisor	
Storekeeper Series -	ALL
Storekeeper I, II, III, Assistant Stores Supervisor, & Stores Supervisor	
EXAMINATIONS FOR FUTURE REVIEW/COMPLETION	
Cytotechnologist Series –	UIC, UIP, UICH
Cytotechnologist I & II	
Histology Technician Series (Combined with Med Lab Tech Series) –	UIC, UICH, SIUC, SIUE, SIUSMS
Histology Technician I & II	
Locksmith Series –	UIUC, UIC, WIU, NIU, SIUC, SIUE, NEIU
Locksmith, Locksmith Foreman, & Locksmith Sub-Foreman	
Respiratory Care Therapist Series –	UIC, UICH, SIUSMS
Respiratory Care Therapist I, II, & III	
Sewage Treatment Plant Operator (T & E)	SIUE
Water Station Sub-Foreman	UIUC, WIU, ISU