

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

January 18, 2013

- 1) Welcome and Introductions
- 2) Review and Discussion on Return to Work Legislation (PA 97-0968)
- 3) Update on new Demonstration Project – “Rule of 3 Analysis”
 - a) Data entry form
 - b) Review/clarification of data elements
- 4) Review and Implementation of New Salary Data System (SDS)
- 5) Review and Discussion of Proposed Rule Changes
 - a) Administrative Rules – Section 250.50(h) (records retention)
 - b) Administrative Rules – Section 250.30 (exemptions)
 - Clarification/guidelines of standards for exemption criteria
 - Standard Title usage and definition
 - Clarity on Campus Discretion
 - Senior Administrative Positions
 - Status of Exemption Authority Stakeholder Group
- 6) Other University System Office Activities
 - a) Class Plan Update
 - b) Budget Update
 - c) Audit Update
 - d) Legal Update
- 7) Other Topics
 - Next Meeting - Friday, May 3, 2013

PA 97-0968 (Return to Work)

This recommendation is designed to address the conflict between obligations contained under PA 97-0968 and the State Universities Civil Service Act.

Add the following new language to be contained in a new subsection (j) under section 15-139.5 of the Illinois Pension Code:

“Provisions contained in this article will be applied and coordinated with the regulatory obligations contained in the State Universities Civil Service Act (110 ILCS 70). Accordingly, the application of certain provisions of this article will be based on an evaluation of the statutory obligations contained under both section 15-139.5 of the Illinois Pension Code and the State Universities Civil Service Act (110 ILCS 70).”


STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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Urbana, Illinois 61802-6099



Joanne E. Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives
Human Resource Directors
Classification and Employment Staff

FROM: Lewis T. (Tom) Morelock 
Executive Director

DATE: January 17, 2013

Re.: **Quarterly Data Report – ‘Rule of 3’ Demonstration Project**

The Merit Board recently approved the new ‘Rule of 3’ Demonstration Project. Many of our employers have elected to participate in the project. One of the guidelines related to this project is the regular submission and collection of information regarding the selected applicant for specified positions, and the corresponding applicant pool utilized in the final selection process. To facilitate the submission and collection of information, the University System Office has developed an electronic process for the submission of this project information through an on-line form. Consistent with current project requirements, we are requesting that each participating employer use the on-line form to submit the quarterly data report for the Demonstration Project. This form can be submitted via our secure website.

Participating employers are required to submit a report each quarter capturing information on new civil service employees hired in specified designated classifications. The focus of the data collection is to determine what effects the expanded interpretation of the ‘Rule of 3’ has on the applicant pools and the selection process. Information collected will be further tabulated and presented periodically throughout the duration of the project. Though we believe the system is intuitive and builds on the concepts and features contained in many of our other applications, we can provide specific training in addition to the instructions listed below.

Guidelines for Data Submission – ‘Rule of 3’ Demonstration Project

- **Position Information**

Please complete the data fields for classification, position number, working title (if applicable), and number of specialty factors attached to the position, if applicable. You may also indicate in this section no employment activity has occurred within the Demonstration Project classifications during the preceding quarter.

- **Information on Applicant Employed**

Please complete the data fields for employment date, test score and indicate if the applicant selected was a Veteran, Female, Minority candidate. For ‘Top Three Names’, please select ‘Yes’ if the applicant selected would have been part of the traditional ‘rule of three’ applicant pool.

- **Program Candidate Pool**

Please indicate the number of candidates who form the **final** applicant pool for referral/selection. Please indicate the number of Veterans, Minorities, and Females in the **final**

applicant pool. If an initial candidate is removed from the applicant pool for recognized reasons consistent with standard employment protocols, please do not include that person as part of the **final** applicant/interview pool.

- ***Standard Candidate Pool***

Please indicate the number of applicants in the **final** interview pool if the standard 'rule of three' protocols were applied. Please indicate the number of Veterans, Minorities, and Females in the **final** applicant pool if this process were to be used.

Access to the electronic Quarterly Report Data submission form is available at <https://apps.sucss.illinois.gov>. Please begin submitting this information through this on-line reporting process. If you currently have authorized access to our secure site, please use those credentials to login. Please contact Jeff Brownfield at jeffb@sucss.illinois.gov or Bob Curry at bobc@sucss.illinois.gov if you have any questions or need additional information.

Add Data

This Demonstration Project (Rule of 3) data is to be completed quarterly regarding any applicant hired in a designated classification. The focus of the data collection is to determine what effects the expanded Rule of 3 (scores) has on the applicant pools and the ultimate selection of a candidate. Reports of this data will be presented periodically throughout the duration of the project.

Quarterly Report Date

Data to Report Check if you do not have any data to report.

Position Number

Classification

Working Title (if applicable)

Number of Specialty Factors

Information on Applicant Employed

Employment Date

Test Score

Top Three Names

 Yes No

Veteran

 Yes No

Minority

 Yes No

Female

 Yes No

Program Candidate Pool

Number in Interview Pool

Number of Veterans

Number of Minorities

Number of Females

Standard Candidate Pool

Number in Interview Pool

Number of Veterans

Number of Minorities

Number of Females

Additional Information

Max Length: 500 characters

Save and Add Another

Save and Finish

SUBTITLE A

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).
- b) Class Specifications.
 - 1) The 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 Section 250.30(f)(1) and 250.30(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.
- c) 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.
- d) Allocation of New Positions. When a new position is established, the employer shall recommend in writing to the Director its allocation to an appropriate class, and the Director shall act upon such recommendations.
- 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 Director in writing the reallocation or reclassification of the position to its appropriate class, and the Director shall review the request, shall act upon it, and shall notify the employer of his action.

SUBTITLE A

- 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 class.
 - 3) In order to maintain a sound classification program, the employers, working with the staff of the System, shall carry on continuous classification studies.
- 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 he establishes eligibility for such a new class. 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. 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 name placed by the employer on the reemployment register for the former class in accordance with Section 250.60(b)(1).
 - 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 position has been reallocated or reclassified, shall have his name placed by the employer on the register from which he was certified to a position in the former class in accordance with Section 250.60(b)(2) or Section 250.60(b)(3). If he has completed a probationary period in a position in a lower class in the same promotional line as that of his former position, his name shall be placed by the employer on the reemployment register of the lower class in accordance with Section 250.60(b)(1).

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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 basic 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 institution 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, 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 _____)