



State Universities Civil Service System

1717 Philo Road, Suite 24

Urbana, IL 61802

217/278-3150

Agenda for the Human Resource Directors Advisory Committee Meeting

Date: January 22, 2016

Time: 10:00 a.m.

- 1. Welcome and Introductions**
- 2. Update on proposed rulemaking to section 250.60 of the Code (80 Ill. Adm. Code §250.60) (Top Three Scores)**
Update on the status of the proposed rule revision to section 250.60 of the Code regarding 'Top Three Scores'.
- 3. Update on proposed rulemaking to sections 250.30 and 250.50 of the Code (Code (80 Ill. Adm. Code §250.30 and §250.50)**
Update on the status of the proposed rulemaking to sections 250.30 and 250.50 of the Code.
- 4. Biennial Audit Program – Review of Recent Activities**
Update on the current biennial audit activities, including a review of recent final audit reports issued.
- 5. Discussion and Review of Procedures for Various Topic Areas**
 - *Establishment and Maintenance of Registers*
 - *Specialized Positions*
 - *Out-of-State Residency Requirement (180 days)*
- 6. Discussion of custom classes**
- 7. Update on the Police Series Assessment Center Revisions**
 - a. Reinstatement of Corporal
 - *Entire examination process now conducted at campus location*
 - b. New Police Officer Exam
 - *Training of HR staff to conduct the new Police Officer Knowledge and Integrity Examinations and the Structured Oral Interview*
- 8. FLSA changes as related to Merit Board Policy Relating to Employee Benefits**
 - *University System Office will provide draft policy regarding vacation accrual. This topic is in response to the potential change in FLSA exempt designation for positions/employees.*
- 9. Discussion of Discharge/Demotion Process**
- 10. Applicant Information from E-Test**

11. Specialty Factors Approval at Campus Level

- Review of designated Specialty Factors that can be designated at the campus level. This will be in addition to the Specialty Factors already associated with the Custom Classifications.

12. Salary Data System Update

- Per the January 7, 2016, update on discussion and potential changes to the salary data system and submission policies.

13. Work/Study Committees

14. Report of the Executive Director – Jeff Brownfield

- a. Open Meeting Act requirement for the Administrative Advisory Committee and the Human Resource Directors Advisory Committee*
- b. FY 2016 and FY 2017 Budget Updates*
- c. Classification/Examination Update*
- d. Customer Satisfaction Management Plan*
- e. Goals, Objectives and Executive Director Performance Review*
- f. Staff Changes*

15. Other Items as presented

- Next Meeting – Friday, April 29, 2016

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- 1) Heading of the Part: State Universities Civil Service System
- 2) Code Citation: 80 Ill. Adm. Code 250
- 3)

<u>Section Numbers:</u>	<u>Proposed Actions:</u>
250.30	Amendment
250.50	Amendment
- 4) Statutory Authority: 110 ILCS 70
- 5) A Complete Description of the Subjects and Issues Involved: Based on comments received from JCAR during the Second Notice Agreements with the rulemaking of Section 250.50, the agency agreed to publish new rulemaking defining job categories currently administered and to update the Part to conform it to its current practice for occupational categories. Also, it was requested that changes needed to be added to include provisions outlining its weighting of exam policies, grading criteria, minimum acceptable scores for being placed on an employment register, and a listing of the type of testing methods employed. This proposed rulemaking allows for these changes.
- 6) Published studies or reports, and sources of underlying data, used to compose this rulemaking: None
- 7) Will this rulemaking replace an emergency rule currently in effect? No
- 8) Does this rulemaking contain an automatic repeal date? No
- 9) Does this proposed rulemaking contain incorporations by reference? No
- 10) Are there any other rulemakings pending on this Part? Yes.

<u>Section Number:</u>	<u>Proposed Action:</u>	<u>Illinois Register Citation:</u>
250.60	Amendment	39 Ill. Reg. 13175; September 25, 2015
- 11) Statement of Statewide Policy Objective: This proposed amendment will not create or expand a State mandate.
- 12) Time, Place, and Manner in which interested persons may comment on this proposed rulemaking: Interested persons may submit written comments on this proposed amendment within 45 days after the date of publication of the *Illinois Register*:

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- 13) Initial Regulatory Flexibility Analysis:
- A) Types of small businesses, small municipalities and not-for-profit corporations affected: None
 - B) Reporting, bookkeeping or other procedures required for compliance: None
 - C) Types of professional skills necessary for compliance: None
- 14) Regulatory Agenda on which this rulemaking was summarized: The agency did not anticipate this rulemaking at the time the Agendas were published.

The full text of the Proposed Amendments begins on the next page:

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

PART 250

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Section	
250.5	Definitions
250.10	Purpose, Adoption, and Amendment of Rules
250.20	The State Universities Civil Service System and its Divisions
250.30	The Classification Plan
250.40	Military Service Preference, Veterans Preference
250.50	Examinations
250.60	Eligible Registers
250.70	Nonstatus Appointments
250.80	Status Appointments
250.90	Probationary Period
250.100	Reassignments and Transfers
250.110	Separations and Demotions
250.120	Seniority
250.130	Review Procedures
250.140	Delegation of Authority and Responsibilities
250.150	Training
250.160	Suspension of Rules

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

SOURCE: Rules: State Universities Civil Service System, approved January 16, 1952, effective January 1, 1952; amended at 3 Ill. Reg. 13, p. 68, effective April 1, 1979; amended at 4 Ill. Reg. 10, p. 262, effective February 25, 1980; amended at 6 Ill. Reg. 2620, effective February 22, 1982; amended at 6 Ill. Reg. 7236, effective June 3, 1982; amended at 8 Ill. Reg. 4948 and 4950, effective March 29, 1984; codified at 8 Ill. Reg. 12936; amended at 8 Ill. Reg. 24732, effective December 6, 1984; amended at 9 Ill. Reg. 17422, effective October 23, 1985; amended at 11 Ill. Reg. 8942, effective May 8, 1987; amended at 12 Ill. Reg. 3457, effective February 1, 1988; amended at 12 Ill. Reg. 17079, effective October 7, 1988; amended at 13 Ill. Reg. 7324, effective May 1, 1989; amended at 13 Ill. Reg. 19427, effective February 6, 1990; amended at 18 Ill. Reg. 1901, effective January 21, 1994; amended at 20 Ill. Reg. 4440, effective February 29, 1996;

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amended at 30 Ill. Reg. 17384, effective October 23, 2006; amended at 31 Ill. Reg. 15848, effective November 13, 2007; amended at 32 Ill. Reg. 17268, effective October 16, 2008; amended at 33 Ill. Reg. 11644, effective July 22, 2009; amended at 36 Ill. Reg. 6014, effective April 6, 2012; amended at 37 Ill. Reg. 419, effective December 26, 2012; amended at 39 Ill. Reg. 13504, effective December 1, 2015; amended at 40 Ill. Reg. _____, effective _____.

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 University System Merit Board, except those exempted by Section 36e of the State Universities Civil Service Act (Act) [110 ILCS 70] Statute. Exemptions under Section 36e(3) of the Act Statute shall be by position. When approved by the Merit Board, a position shall remain exempt until ~~the such~~ exemption is terminated by the Merit Board. The Executive Director shall publish guidelines for ~~the such~~ exemptions, as approved by the Merit Board. This classification plan shall apply to all positions subject to Section 250.20(a) of this Part.

- b) Class Specifications:
 - 1) The University System shall maintain written specifications, ~~as approved by the Merit Board~~, for each class in the classification plan. ~~The Such~~ specifications shall include the class title, class code number, length of probationary period, 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, and, as applicable, promotional line, occupational area and work area.

 - 2) The University System employer shall provide notification to all employers post notice of the addition of a new classification class or of the reactivation of a former class, together with a copy of the class specification. ~~Except, 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 ~~subsections~~ Section 250.30(j)(1) and 250.30(j)(2), this Section does not apply. The ~~notification notice~~ of the addition of a new class or of the reactivation of a former class, as provided for in this Section, shall be

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through the University System website and, if necessary for the course of recruitment, also posted in all public places allocated for Civil Service employment information, including electronic means such as official employer websites.

- 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 ~~that~~ such functional title cannot be a title approved by the Merit Board as a Civil Service class title.
- d) Use of Class Code Number. The class code number is the number that is assigned to each class title in the classification plan.
- e) Use of Promotional Line within a Class Specification Series. Each class specification series is assigned a promotional line. The promotional line can be found on the class specification.
- f) Occupational Areas within a Class Specification. Each class in the classification plan shall be assigned an occupational area. There are 16 occupational areas within the classification plan as follows:
- 1) 01 professional;
 - 2) 02 semi-professional;
 - 3) 03 managerial;
 - 4) 04 clerical;
 - 5) 05 stores;
 - 6) 06 aeronautical;
 - 7) 07 agricultural;
 - 8) 08 custodial services;
 - 9) 09 domestic services;

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- 10) 10 food services;
 - 11) 11 heat, light, and power services;
 - 12) 12 medical services;
 - 13) 13 protective;
 - 14) 14 skilled trades;
 - 15) 15 semi-skilled trades; and
 - 16) 16 unskilled trades.
- g) Work Areas within a Class Specification. Each class in the classification plan shall be assigned a work area as follows:
- 1) 000 Special Group
 - 2) 001 Admissions and Records Services
 - 3) 004 Aeronautical Services
 - 4) 007 Agricultural Services
 - 5) 010 Architectural Services
 - 6) 013 Automotive Services
 - 7) 017 Building and Grounds Service
 - 8) 021 Communication Services
 - 9) 023 Crafts and Trade Services
 - 10) 026 Custodial Services
 - 11) 029 Electronic Services

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- 12) 035 Fiscal Services
- 13) 038 Food Services
- 14) 041 Heat, Light, and Power Services
- 15) 044 Hospital and Health Services
- 16) 047 Housing Services
- 17) 048 Instructional Services
- 18) 050 Laboratory Services
- 19) 053 Laundry Services
- 20) 056 Legal Services
- 21) 059 Office Services
- 22) 060 Museum and Exhibit Services
- 23) 063 Personnel Services
- 24) 066 Printing, Press and Related Arts Services
- 25) 069 Safety and Security Services
- 26) 071 Social Services
- 27) 072 Statistical and Research Services
- 28) 073 Information Technology
- 29) 075 Stores Services
- 30) 078 Student Activity and Program Services

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- h) Allocation of New Positions. When a new position is established, the employer shall ~~allocate that position~~ recommend in writing to the Director its allocation to an appropriate classification class, and the Director shall act upon such recommendation.
- i) 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 reallocate or reclassify ~~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.~~
 - 2) A position may be abolished, the class of a position may be changed, or a new class specification may be prepared, provided that ~~there is~~ no such change shall not 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, shall carry on continuous classification studies.
- j) 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 ~~that which~~ is reallocated or reclassified, provided ~~the employee~~ he establishes eligibility for ~~the new~~ a new class. An 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 ~~that 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

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250.60(b)(1).

- 3) An employee, serving a probationary period in a position ~~that~~^{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)(2) or ~~Section 250.60(b)(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).

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 250.50 Examinations

- a) **Kinds of Examinations.** Each classification shall have a designated examination. Each examination may have multiple components. A candidate who obtains a score on the examination that is deemed to be passing will have his/her score placed on either an original entry register or a promotional register. Examinations ~~shall be of two kinds: original entry and promotional. Both kinds~~ shall be open and continuous competitive examinations. For the purpose of this Section, an original entry and a promotional examination shall be considered to be one and the same examination.
- 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 the examination. ~~For classes requiring valid licenses or certificates, an applicant must show possession of the license or certificate at, or prior to, time of taking the examination.~~ Out-of-state applicants may also be admitted for examination in accordance with conditions outlined in subsection (b)(6).

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- 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 ~~that such a position, or is on layoff from that such a position and shall be admitted to an examination with the resulting passing grade having his/her score placed on a promotional employment register, 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, that 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 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.
- 5) In accordance with the Americans With Disabilities Act (ADA) (42 USC 12101), any applicant with a recognized disability may receive an accommodation for any examination maintained by the University System. These accommodations are to be administered in coordination with requirements contained in the ADA, the State Universities Civil Service Act [~~110 ILCS 70~~] and this Part, and other applicable policies at each employment location.
- 6) For classes within the 01 professional, 02 semi-professional, ~~03~~ or managerial, or 13 protective occupational areas for which a broader recruitment base is typically applied, out-of-state residents may be admitted to the examination and equally considered. In these instances, when the Illinois citizenship or residency requirement is waived, out-of-state candidates must establish Illinois residency within 180

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calendar days after any employment offer or final appointment.

- 7) Any applicant may ~~complete~~rewrite an examination for a class ~~four~~three times within any ~~12~~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.
- 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 the State Universities Civil Service Act [~~110 ILCS 70/36f~~] and subsection (b), fails to pass a physical examination given to determine his/her physical qualifications for employment, abuses intoxicating substances, uses illegal drugs or narcotics, has been dismissed from either private or public service for a cause detrimental to his/her employment ~~by an employer under the University 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 that, in the judgment of the Executive Director, disqualifies him/her for employment.
- d) Character of Examinations
- 1) ~~All examinations within the classification plan~~Examinations shall consist of one or more of the following: ~~cognitive or knowledge test; typing test; written test; performance test; oral board test; physical fitness test; credential assessment test; or modified education and experience test or other similar examinations as authorized by the Executive Director~~aptitude test; practical test; other appropriate tests; a rating of experience and training.
- 2) A cognitive or knowledge test may be utilized for certain examinations and consist of one or more of the following components: essay, multiple choice, true/false, or short answer questions. A typing test may be required for certain examinations that would require an applicant to perform this skill. Oral board and physical fitness tests are components for the Police Series examinations. A credential assessment test may be utilized for certain classifications. That test consists of a review of the applicant's resume or employment application, professional certification,

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licenses, or other education or experience deemed relevant. A modified education and experience test is a rating of an applicant's training and experience based on the applicant completing a prescribed examination form provided by the University System. For classifications requiring valid licenses or certifications, an applicant must show possession of the license or certificate prior to taking the examination.

- ~~32~~) All examination content shall be provided by the staff of the University System.
- ~~43~~) All examination supplies and materials and all examinations are the property of the University System.
- ~~54~~) 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 the revision does not change the character or weighting of sections of the examination.
- ~~65~~) Upon approval of the Executive Director, the character or weighting of sections of an ~~original entry or promotional~~ examination may be changed, provided there is sufficient evidence that the current examination for the class is not a satisfactory examining instrument and the current examination has been in use for a period of at least one year. At least 30 calendar days advance notice of the change shall be given to all appropriate employers who shall then communicate the notice ~~in writing~~ to each candidate on an original entry or promotional register by score and shall further communicate the notice ~~in writing~~ to any applicant who applies for an original entry or promotional examination during the ~~30-day~~ notice period. During the ~~30-day~~ notice period, qualified applicants and candidates whose names are already on the register by score ~~may~~ will be scheduled for the examination upon his/her request. At the end of the ~~notice~~ ~~30-day~~ period, the previous original entry register or promotional register of candidates by score will be voided, and a new original entry register or promotional register by score shall be established on the basis of the new examination.
- e) Security and Confidentiality Requirements in the Examination Development Process

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- 1) The examination development process requires all subject matter experts, and any other participant in the development process, to exercise discretion and maintain the confidentiality and security of ALL examination materials in their possession. Any person, including but not limited to a University System staff member, Designated Employer Representative/Human Resources employee, subject matter expert, union representative, or incumbent/volunteer involved in any step of the examination development process who willfully or corruptly discloses, distributes, or fails to secure and maintain materials used in the development of an examination instrument shall be considered in violation of the Act.
- 2) Following the final development of the examination questions, all electronic/paper copies of questions, along with all reference sources for these questions, must be deleted from emails, computers, external hard drives, etc. Any hand written notes that contain examination data elements or comments must be returned to the University System.
- 3) All persons must be aware that any violation of the Act is a criminal offense and is punishable under Section 46 of the Act.
- 4) If a security breach is discovered, the University System will contact the Illinois Inspector General's Office and the State's Attorney of the county where the offense occurred for investigation and prosecution. The offending party may be held liable for costs incurred by the security breach and the position held by the party will become vacant upon conviction. Additionally, universities and agencies may be forced to freeze all registers and discontinue all employment actions in the affected classification or classifications.

f) Administration of Examinations

- 1) As approved by the Executive Director, examinations shall be scheduled and administered by the employer. The examinations shall be conducted on an open and continuous basis. Upon request by the employer and approval by the Executive Director, examinations to original entry registers at each place of employment may be closed up to six calendar months when a sufficient number of candidates on the register has been established and further recruitment and testing is not required for a period

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of time.

- 2) In making the determination to close an original entry examination, the Executive Director will consider requests by the employer based on the number of positions in the class, projected new positions, and annual turnover rate. The employer shall be responsible for the security of all examination materials in the employer's custody and access to any electronic examination process, as provided to the employer by the University System.

g4) Rating of Examinations

- 1) The Executive Director and the 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) Each examination shall contain a rating or grading form for employers to utilize in the grading of an examination. Each examination will have its own rating form and is developed by the University System at the time of a new or revised examination. The rating form provides a breakdown of how points are awarded in each area of the examination.
- 32) 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 of the examination. For each eliminating test and the final average in an examination, the Executive Director shall announce the minimum acceptable rating.
- 43) The passing score for eligibility for certification shall be 70~~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 the judgment of the Executive Director, the change is for the best interest of the University System. The, and the change shall be applicable uniformly to all examinations for the class. The passing score shall be made known to all those taking the examination.

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- ~~54~~) 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.
- ~~65~~) 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.
- ~~h8~~) Notification and Review of Scores
- 1) An applicant shall be sent a written notice of the date and results of his/her examination. The notice must indicate whether the score achieved is passing or failing and if it includes credit for Veterans Preference.
 - 2) All requests by applicants for formal review of examination scores shall be submitted to the Executive Director.
- ~~ih~~) Filing of Examination Records. All examinations, and all examination components, administered 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.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 4 – Specialized Positions

(80 Ill. Adm. Code §250.60(d)(9))

4.5 OTHER PROCEDURAL IMPLICATIONS

- a. Positions for which specialty factors have been approved shall be reviewed in accordance with Section 2.2 of the Classification Procedures Manual, at least once every three years, to insure that such specialized requirements continue to exist. This review will be subject to audit.
- b. A request for a specialty factor will not be authorized in instances that will lead to the displacement of an incumbent from their current position.
- c. Individuals employed with a defined area of specialization cannot be displaced in the layoff process by someone who does not possess the defined area of specialization.
- d. Through the utilization of specialty factors within standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the certifications or specializations possessed by the employee at the time of layoff. ~~The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access to the reemployment register for any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his/her lay-off and is not affected by any specialization or certifications received after the date of lay-off.~~

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This is a printable version of http://www.sucss.illinois.gov/ProcMan/manuals_results.aspx?ID=108&kw=&osm=c40

SUCSS :: Procedure Manuals :: Details

2.3 Verification of Experience Requirements

The employer is responsible for obtaining a signature from the applicant (i.e., Application form) that the answers on the application are true and correct and that misrepresentation or omission of facts requested on the application may cause rejection of the application.

Disabled Applicant

Each disabled applicant shall be considered on an individual basis; the University System staff shall assist on questions relating to any phase of the examining procedures for these applicants.

The applicant shall be asked to complete as much of the examination as possible. An explanation of the reason for omitting any part of the examination shall be included with the examination material.

The employer is responsible to make any and all reasonable accommodations for a disabled applicant who meets the minimum qualifications for a specific classification in accordance with the Americans With Disabilities Act (ADA), the State Universities Civil Service Act, and 80 Ill. Adm. Code 250.

Out-of-State Applicant

For classes with the professional, semi-professional, or managerial occupational areas, out-of-state candidates may compete as all other candidates. Once a final employment offer or final appointment is made, the out-of-state candidates must establish Illinois residency within 180 calendar days. It is the employer's responsibility to monitor this requirement.

The responsibility for the implementation and enforcement of this policy shall rest with the DERs of the universities and agencies, subject to periodic review by the Director or his designee.

Current status employees may be admitted to any examination based on their current status appointment and seniority within their class, irrespective of their current residence.

Pre-graduation Applicant

The DER may permit the recruitment, examination, and commitment for employment prior to actual time of graduation. It is expected that the candidate will not begin work until the requirements for graduation have been completed. However, employment on a provisional basis is not precluded if a register does not exist.

Compensatory Qualifications

An applicant who lacks a minimum qualification for examination must have a compensating qualification.

- Education over and above the minimum required may compensate for lack of the minimum required experience.
- Experience over and above the minimum required may compensate for lack of the minimum required education

NOTE: Request for Prior Approval of Compensatory Qualification(s) for Examination form shall list only that education or experience which is being used to compensate for the lacking qualification. In many cases, the applicants may have excess education or experience over and above what was used as a compensating factor for which they might receive additional credit on the score for the examination.

A form for approval of compensatory qualifications is available from the University System Office. See [Example 2.3a](#). A request for Prior Approval of Compensatory Qualification(s) for Examination form shall be submitted in duplicate to the University System Office for approval by the Executive Director. One copy of the form will be returned to the DER.

The University System Office requests the DER to personally sign a Request for Prior Approval of Compensatory Qualification(s) for Examination.

The Executive Director's review of the request will include the total number of available candidates on the register, regardless of whether a candidate's position is being reclassified or reallocated. If the Executive Director does not approve the request, the DER shall notify the applicant.

Prior approval by the Executive Director is required before such applicants are admitted to an examination. No approval of compensatory qualifications will be given by telephone.

The University System Office shall be notified in writing if the examination for which the Employer has an approved request is not administered.

Waiver of Qualification(s)

If the Reemployment, Promotional, or Original Entry registers for the classification do not provide a candidate who is interested in employment in a specified position, a Request for Prior Approval of Waiver of Qualification(s) for Examination form shall be used to request the admission of an unqualified applicant for that specific vacancy.

Prior approval by the Executive Director is required before such applicant is admitted to an examination. No approval of a waiver shall be given by telephone.

The University System Office shall require complete justification and recommendation for approval signed by the DER for its use prior to granting approval.

A waiver shall be submitted to the University System Office for approval by the Executive Director. One copy shall be returned to the DER.

The Request for Prior Approval of Waiver of Qualification(s) for Examination form is available from the University System Office. See [Example 2.3 b](#).

If the Executive Director does not approve the waiver, the DER shall notify the applicant. Once the vacancy is filled, all candidates for which a waiver was approved shall be removed. If an applicant rewrites an examination for which a waiver is required, a new waiver must be submitted.

[Previous: 2.2 – Verification of Educational Requirements](#)

[Next: 2.4 – Rejection or Disqualification](#)

Statute and Rules

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. For the purpose of this Section, an original entry and a promotional examination shall be considered to be one and the same examination.
- 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 the examination. For classes requiring valid licenses or certificates, an applicant must show possession of the license or certificate at, or prior to, time of taking the examination. Out-of-state applicants may also be admitted for examination in accordance with conditions outlined in subsection (b)(6).
 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 that 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 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.
 5. In accordance with the Americans With Disabilities Act (ADA), any applicant with a recognized disability may receive an accommodation for any examination maintained by the University System. These accommodations are to be administered in coordination with requirements contained in the ADA, the State Universities Civil Service Act [110 ILCS 70] and this Part, and other applicable policies at each employment location.
 6. For classes within the professional, semi-professional, or managerial occupational areas for which a broader recruitment base is typically applied, out-of-state residents may be admitted to the examination and equally considered. In these instances, when the Illinois citizenship or residency requirement is waived, out-of state candidates must establish Illinois residency within 180 calendar days after any employment offer or final appointment.
 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.
- 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 the State Universities Civil Service Act [110 ILCS 70/36f] and subsection (b), fails to pass a physical examination given to determine his/her physical qualifications for employment, abuses intoxicating substances, uses illegal drugs or narcotics, has been dismissed from either private or public service for a cause detrimental to his/her employment by an employer under the University 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 that 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 the revision does not change the character or weighting of sections of the examination.
 5. Upon approval of the Executive Director, the character or weighting of sections of an original entry or promotional examination may be changed, provided there is sufficient evidence that the current examination for the class is not a satisfactory examining instrument and the current examination has been in use for a period of at least one year. At least 30 calendar days advance notice of the change shall be given to all appropriate employers who shall then communicate the notice in writing to each candidate on an original entry or promotional register by score and shall further communicate the notice in writing to any applicant who applies for an original entry or promotional examination during the 30-day notice period. During the 30-day notice period, qualified applicants and candidates whose names are already on the register by score will be scheduled for the examination upon his/her request. At the end of the 30-day period, the previous original entry register or promotional register of candidates by score will be voided, and a new original entry register or promotional register by score shall be established on the basis of the new examination.
- e. **Administration of Examinations.**

1. As approved by the Executive Director, examinations shall be scheduled and administered by the employer. The examinations shall be conducted on an open and continuous basis. Upon request by the employer and approval by the Executive Director, examinations to original entry registers at each place of employment may be closed up to six calendar months when a sufficient number of candidates on the register has been established and further recruitment and testing is not required for a period of time.
2. In making the determination to close an original entry examination, the Executive Director will consider requests by the employer based on the number of positions in the class, projected new positions, and annual turnover rate. The employer shall be responsible for the security of all examination materials in the employer's custody and access to any electronic examination process, as provided to the employer by the University System.

f. Rating of Examinations

1. The Executive Director and the 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 of the examination. 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 the judgment of the Executive Director, the change is for the best interest of the University System, and the change shall be applicable uniformly to all examinations 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. The notice must indicate whether the score achieved is passing or failing and if it includes credit for Veterans Preference.
2. All requests by applicants for formal review of examination scores shall be submitted to the Executive Director.

h. Filing of Examination Records. All examinations, and all examination components, administered 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.

(Source: Amended at 11 Ill. Reg. 8952, effective May 8, 1987)

(Source: Amended at 12 Ill. Reg. 3557, effective February 1, 1988)

(Source: Amended at 12 Ill. Reg. 17079, effective October 7, 1988)

(Source: Amended at 13 Ill. Reg. 7325, effective May 1, 1989)

(Source: Amended at 37 Ill. Reg. 419, effective December 26, 2012)

(Source: Amended at 37 Ill. Reg. 13504, effective December 1, 2015)

Previous: [Section 250.40 – Military Service Preference, Veterans Preference](#)

Next: [Section 250.60 – Eligible Registers](#)

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(g-j))

1.4 MAINTENANCE OF ACTIVE REGISTERS FOR STATUS APPOINTMENTS

Accurate maintenance and proper use of registers are a fundamental requirement and an essential element in the standardized civil service employment process. This responsibility has been delegated to the DER and is reviewed through the biennial audit process.

All register cards/information are prepared in duplicate; one becomes part of the examination record file of the University System; the other is placed on the appropriate employer's register. Other electronic records and record development processes may be utilized in this respect as well. Specific electronic register maintenance components are required to be maintained in the electronic E-test System.

Transfer, restoral or reemployment information must be recorded and maintained, but is not required to be transmitted to the University System Office.

Names of candidates accepting nonstatus civil service appointments are not removed from active registers.

The University System recommends that the employer utilize a "register clearing" process at regular intervals to remove candidates from the active register in accordance with regulatory guidelines. *Example 1.4b provides a template for informing the candidate of this process.*

Form 1.4c shall be utilized to formally request to close original entry registers accordance with section 250.50(e) of the Illinois Administrative Code (80 Ill. Adm. Code §250.50(e))

a. Reemployment Registers Affected by Specialty Factors

Through the utilization of specialty factors in the standard classification plan management protocols, a reemployment register must take into account not only the seniority status of the laid off employee, but also must capture the qualification status of the employee at the time of layoff, or any specialty factors the employee possessed at that time. ~~The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay-off. Any employment experience, training, schooling, etc. gained during the lay-off or separation period will not affect that employee's snapshot or status regarding their access to any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his lay-off and is not affected by any specialization or certifications received after the date of lay-off.~~

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(g-j))

~~Even if an applicant did not possess the certification or specialization for a certain position within his/her classification at the time of his/her layoff, he/she can apply for that position. In that scenario, he/she will be treated the same as an original entry applicant.~~

b. **Removal of Candidates from Registers**

Employers are strongly encouraged to develop institutional policies regarding the various permissive options for removal of candidates from registers.

When a candidate is removed from or restored to a register, the date and rule reference must be recorded on the register by the employer. Documentation or other information verifying these register actions shall be maintained in the employer's file.

As indicated in section 250.60(i) of the Illinois Administrative Code (Code) (80 Ill. Code §250.60(i)), candidates whose names are removed from Reemployment, Promotional and/or Original Entry registers shall be notified in writing of such removal in accordance with the Act and Code. *Example 1.4a* provides a basic template for informing the candidate of their removal from a register.

If an employer wishes to remove a current active employee's name from a register pursuant to section 250.60(h)(4) of the Code (80 Ill. Adm. Code §250.60(h)(4)), the employer should also attempt to contact the employee through regular internal business communications protocols.

When defining the classifications to which section 250.60(h)(10) of the Code (80 Ill. Adm. Code §250.60(h)(10)) applies, the University System shall evaluate: occupation area, employment and turnover rates, pre-employment screening protocols utilized, operational needs and trends, and/or other special circumstances and justification. Generally, those classifications contained in the professional, managerial, or semi-professional occupation areas will be considered for inclusion under this specific provision. In accordance with section 250.60(h)(10) of the Code, candidates on the registers for the following classifications may be removed from the register upon the expiration of the designated timeframe outlined in the vacancy posting:

Accounting Associate
Business/Administrative Associate
Human Resource Associate
Information Technology Manager/Administrative Coordinator
Information Technology Technical Associate
Information Technology Support Associate

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(g-j))

Program/Student Advisor

Draft 01.05.16

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(b))

1.2 ORDER OF NAMES ON ACTIVE REGISTERS (by class)

Reemployment* – by total seniority in the class

then by lesser units in the class

Promotional – restoral by total service and/or seniority in the class

then exam score (including those with compensatory qualifications)

Original Entry – restoral by total service to the employer

then restoral by service or seniority in the class

then restoral by service in the class of the employee

if resigned or otherwise separated in good standing and has requested restoral
to a former class within 12 months

-- or --

requests transfer from another institution or place of employment in the System

then by exam score (including those with compensatory qualifications)

then by exam score for out-of-state candidates, with the exception of candidates
for positions within the professional, semi-professional, or managerial
occupational areas. For classes within the professional, semi-professional, or
managerial occupational areas, out-of-state residents may be admitted to
examination and equally considered.

NOTE: for classes within the professional, semi-professional, or managerial
occupational areas, out-of-state residents must establish Illinois residency within
180 calendar days after any employment offer or final appointment.

* Through the utilization of specialty factors within the standard classification plan management protocol,
a reemployment register must take into account not only the seniority status of the laid off employee, but

Section 1 – Establishment of Registers, Maintenance of Registers, and Certification from
Registers

(Reference 80 Ill. Adm. Code §250.60(b))

also must capture the qualification status of the employee at the time of layoff, or any specialty factors the employee possessed at that time. ~~The reemployment register is analogous to a snapshot of the employee's seniority and qualifications at the time of lay off. Any employment experience, training, schooling, etc. gained during the lay off or separation period will not affect that employee's snapshot or status regarding their access to the reemployment register for any new vacant positions in that classification. Therefore, an employee's eligibility to be certified from a reemployment register is defined by the qualifications held by the employee at the time of his/her lay off and is not affected by any specialization or certifications received after the date of lay off.~~

NOTE: Register cards for candidates with approved waivers shall only be placed on registers indicating that there is no other available candidate and remain on the register until the specific position for which the wavier was approved is filled.

State Universities Civil Service System
1717 Philo Road, Suite 24
Urbana, IL 61802
217.278.3150
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This is a printable version of http://www.sucss.illinois.gov/ProcMan/manuals_results.aspx?ID=41&kw=&osm=c40

SUCSS :: Procedure Manuals :: Details

1.5 Certification

Certification is the act of referring candidates from a register for consideration for employment when a vacancy occurs and the date of certification is established (closing of the registers). See Example 1.5a and Example 1.5b.

- a. Candidates on the Reemployment register, one at a time, shall be referred first and offered employment on the basis of seniority.
- b. Once the Reemployment register has been processed, the Promotional register shall be processed and then the Original Entry register.
- c. In the absence of a Reemployment register, an employing department shall have the choice of the candidates possessing the top three available scores.
- d. When ties in scores exist, all available candidates with the tied score shall be certified.
- e. When certifying multiple vacancies in the same class on the same day, the DER certifies from the register those names that possess the top three scores. If an employing department does not have at least three candidates from the top three scores, the candidates from the next highest score shall be certified. An employing department shall be able to always interview at least three candidates.
- f. A candidate certified to more than one position of more than one class would be required to qualify for certification by being one of the candidates possessing one of the top three scores on the register for each of the classes involved at the time of referral.
- g. The employer shall conduct an interview with and consider all candidates certified from the register prior to making a recommendation for selection. Except that a single selecting official for the employer shall not be required to interview more than once the same candidate, as currently certified from the register, for a position of the same class.
- h. When there are no available candidates on a register, an applicant may be employed provisionally, pending examination. The person provisionally employed shall be given the opportunity to apply for the examination. Should a provisional employee fail the examination, he/she may remain in the position to which assigned providing no candidate becomes available for appointment.
- i. Referral dates shall be a matter of record and subject to review during the audit process. Referral action may be recorded by use of a Certification of Appointment form.
- j. Short-term call-backs from Reemployment Registers.

In the case of immediate needs for short-term recall (5 days or less) of laid-off employees, inability to contact an individual results in a by-pass, and does not count as one of the three offers of appointment. However, it does permit the employer to pass up a name entitled to be recalled. That is, the employer cannot be held up on call-backs because they cannot reach the individual called within a time span which will meet operational needs.

An employee on layoff should always keep the employer informed if he/she cannot be reached for any extended period of time. Call-backs which occur during this period will not be counted against offers of status employment, but, of course, will permit the name to be by-passed and can result in another employee passing him/her in service or seniority.

Reference Civil Service Rule 250.60(d)

Issued 11/8/2015

[Previous: 1.4 – Maintenance of Active Registers for Status Appointments](#)

[Next: 2.1 – Criteria for Determination of Nonstatus Appointments](#)

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SUCSS :: Custom Classes

Custom Classes (formerly Pilot Program)

The Pilot Program officially expired on June 30, 2012. Effective July 1, 2012, the classifications referenced below will formally be transitioned to the standard civil service classification system.

- Accounting Associate
- Business/Administrative Associate
- Human Resource Associate
- Information Technology Manager/Administrative Coordinator
- Information Technology Technical Associate
- Information Technology Support Associate
- Program/Student Advisor



For ease of reference this specific group of classifications will be identified as the Custom Classifications. All current incumbents employed through the Pilot Program in these classifications shall simply retain their current seniority and continue to accrue seniority in these classifications in accordance with standardized civil service guidelines.

Please see the official release regarding the new Custom Classes.

Documents

[Final Status Notice: Expiration of the Pilot Program Broad Banding Classification and Examination Program CCE12537](#)

MERIT BOARD POLICY RELATING TO EMPLOYEE BENEFITS

(as approved by the Merit Board on June 24, 1970 and as Amended)

WHEREAS the Civil Service Statute provides that "the Merit Board shall have the power and duty . . .

. . . 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. . . .

[to] . . . take into account the rate of compensation generally paid for similar work in the locality in which the work is to be performed. . . .

. . . To recommend to the institutions and agencies . . . standards for hours of work, holidays, sick leave, overtime compensation and vacation for the purpose of improving conditions of employment . . . and . . . insuring conformity with the prevailing rate principle.";

WHEREAS uniformity in benefits among institutions is desirable, and institutional representatives have expressed concurrence with this principle;

THEREFORE, BE IT RESOLVED that it is the judgment of the Merit Board that each of the governing boards, institutions, and agencies specified in Section 36e of the Statute should accord fringe benefits to its employees through adoption of the following benefit policies and develop administrative rules and procedures for uniform application of these policies throughout its organization.

I. HOURS OF WORK

A. Work Schedules

Each institution or agency shall report to the Merit Board the classes of employees for which it changes the hours of workweek. The Merit Board may recommend to the institutions and agencies standards for hours of work. (Amended and reinstated at Seventy-Third meeting of the Merit Board, September 27, 1977.)

B. Overtime Compensation

1. Employees nonexempt from the overtime provisions of the Fair Labor Standards Act will be compensated at time and one-half for all time in a work week in excess of the number of hours of work comprising an established full-time daily or weekly work schedule, whichever is greater, except, that for an employee paid on a prevailing rate basis, the number of hours before daily and/or weekly overtime begins, and the rate of the employee's overtime pay, will depend on the number of hours and the rate being paid locally, pursuant to the appropriate multi-employer area agreement.

II. ELIGIBILITY FOR EMPLOYEE BENEFITS

Except as indicated otherwise below for prevailing wage rate groups, employee benefits will be made available to employees in status appointments. Included in this group will be those in appointments designed to qualify employees for status in the class, e.g., learner, trainee, apprentice, and, where appropriate, provisional. Employees in other types of nonstatus appointments will not be extended employee benefits. Eligibility for benefits in relation to work, leave, layoff, or absence status shall be determined by each institution or agency. Rules for the uniform administration of each form of employee benefit shall be established by the governing board of each institution or agency or by an official to whom delegation has been made as needed to meet program requirements of the institution or agency.

III. HOLIDAYS

A. Employees other than Prevailing Wage Rate Groups

Eligible employees not in prevailing wage rate groups will be excused with full pay, except for necessary operations, on New Year's Day, Memorial Day (as determined by the Law of the State of Illinois), Independence Day, Labor Day (first Monday in September), Thanksgiving Day, Christmas Day and on five other holidays designated by the governing board of the institution or agency. These five other holidays may differ between institutions and agencies but shall be of commemorative or other significance as nonwork days (e.g., legal holidays in the State of Illinois) and shall result in a reasonable distribution of holidays throughout the year. Days suggested for consideration are Lincoln Day (first Monday in February), Washington Day (third Monday in February), Good Friday, Columbus Day (second Monday in October), Veterans' Day, day after Thanksgiving, full day adjacent to Christmas, full day adjacent to New Year's.

B. Prevailing Wage Rate Groups

Eligible employees in prevailing wage rate groups will be excused from work on the holidays of the institution or agency irrespective of whether the holiday is observed under the appropriate multi-employer area agreement but will be compensated as follows:

1. If the holiday is recognized for other employers under the appropriate multi-employer area agreement the employee will be compensated in accordance with practice under that agreement.
2. If the holiday is not recognized under the appropriate multi-employer area agreement the employee will be excused without pay.
3. Notwithstanding 1 and 2 above, each prevailing rate employee shall be extended the option of charging any unpaid holiday under 1 or 2 above to earned Vacation or Personal Leave accrued to the employee's credit on the date of the holiday.

C. Holiday Work

In the event that work is required of an employee on any holiday recognized by the employing institution or agency:

1. Employees in prevailing wage rate groups will be compensated in accordance with prevailing practice on those holidays designated in the appropriate multi-employer area agreement.
2. Other nonexempt employees, as defined by the Fair Labor Standards Act (including prevailing rate employees for holidays not designated in the appropriate multi-employer area agreement), in addition to regular compensation, will receive additional payment at the rate of time and one-half, or, if mutually agreed to, by time off at the rate of time and one-half.

D. Holiday on Nonwork Day

For employees who normally work a Monday-through-Friday schedule, holidays which fall on a calendar Saturday will be observed on the preceding day, and holidays which fall on a calendar Sunday will be observed on the following day. Employees who normally work other than a Monday-through-Friday schedule, and who are not scheduled to work on a calendar holiday, will receive, as necessary operations permit, either (1) a scheduled work day off within two weeks of the recognized holiday, or (2) an additional day's pay at the regular rate.

IV. PAID LEAVE

A. Initial Probationary Period

That employees' use of earned vacation (either days taken or paid days) during probationary period be permitted. If separation occurs during the probationary period, no penalty is imposed. (Approved by the Merit Board at its Ninety-First meeting, November 10, 1982.)

B. Vacation and Personal Leave

- Each employee who is nonexempt under the Fair Labor Standards Act, and each employee who is exempt as an executive or administrative employee but who (1) is required to work a fixed shift and (2) receives overtime compensation if required to perform overtime shall earn Vacation and Personal Leave at the rate which is shown opposite the employee's service years in Schedule A.

SCHEDULE A

<i>Years of Service Completed</i>		<i>Rate Earned Per Hour of Pay-Status Service (Exclusive of Overtime)</i>	<i>Approximate Leave Days Earned in One Year</i>
<i>At Least</i>	<i>Not More Than</i>		
0	3	.0462	12
3	6	.0577	15
6	9	.0692	18
9	14	.0808	21
14		.0962	25

- Each employee who is (1) an executive, administrative, or professional employee as defined under the Fair Labor Standards Act, (2) not provided with a fixed or rigid daily and weekly schedule, and (3) required to discharge duties, the discharge of which usually requires a certain amount of flexibility in such schedule, shall earn Vacation and Personal Leave at the rate which is shown opposite the employee's service years in Schedule B.

SCHEDULE B

<i>Years of Service Completed</i>		<i>Rate Earned Per Hour of Pay-Status Service (Exclusive of Overtime)</i>	<i>Approximate Leave Days Earned in One Year</i>
<i>At Least</i>	<i>Not More Than</i>		
0	3	.0962	25
3	6	.1000	26
6	9	.1038	27
9		.1077	28

3. An employee may accumulate at the employee's then current earning rate an amount of leave equal to that earned in two service years but upon reaching this accumulation will cease to earn leave except as the accumulation is reduced.
4. Institutions with present Vacation and Personal Leave plans which differ from the above shall move to these schedules after due notice to employees and shall place each present employee on the service year step of the above schedules that will most nearly preserve the employee's present earning rate of Vacation and Personal Leave.
5. Each institution shall issue appropriate rules and administrative procedures to assure that within the total amount of Vacation and Personal Leave accumulated, employer operations permitting, periods of up to one or two days at a time will be granted an employee for personal reasons upon request of the employee and without the need for advance planning. Longer periods of vacation should be planned and scheduled by the institution after taking into account employee preferences.
6. Where there has been a break in service, the service year shall be computed as though all previous State service which qualified for earning of Vacation and Personal Leave benefits is continuous with present service, i.e., service during each separate period of employment, whether institution or other State service, shall be added together to arrive at total service. This provision is effective October 1, 1972. It applies to the future earning rate of eligible employees on the institution's rolls on this effective date as well as to those who enter or reenter institution service after that date. (Amendment approved and added by the Merit Board at its Fifty-Sixth meeting, October 30, 1972.)

C. Sick Leave

1. An eligible employee shall earn credit for Sick Leave with full pay at the rate of one work day for each month (23 days of service (.0462 per hour for each hour of pay-status service). The amount of leave accumulated at the time when illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
2. There shall be no limit in the amount of Sick Leave which may be accumulated.
3. An eligible employee may use accumulated Sick Leave only when an employee is ill or injured or obtaining medical or dental consultation or treatment. Each institution shall reserve the right to require acceptable evidence of disability before allowing the use of Sick Leave.
4. Use of Sick Leave shall be limited to illness for employee, spouse and/or children. Exceptions and applications of this policy beyond spouse and children, e.g., members of household, may be granted.
5. A former employee who separates in good standing and returns to employment within two years, shall have former accrued Sick Leave restored. (Paragraphs 4 and 5 approved and added by the Merit Board at its Eighty-Fourth meeting, June 11, 1980.)

D. Funeral Leave

Approval, with pay, will be granted to an eligible employee for a leave of up to three work days for the death of a member of the employee's immediate family, household, in-laws, and/or grandparents of immediate family; and of one day to attend the funeral of a relative outside the employee's immediate family or household.

Immediate family is defined as: father, mother, sister, brother, spouse, and children. In-laws are defined as: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. (Amended and approved at the Seventy-Third meeting of the Merit Board, September 27, 1977.)

E. Jury Duty

An eligible employee shall be granted a leave of absence without loss of pay when called for Jury Duty service.

F. Military Training

Leave of absence with pay shall be granted in accordance with the Military Leave of Absence Act (5 ILCS 325/1) to an eligible employee for military training who is a member of any reserve component of the United States Armed Forces, including the Illinois National Guard. The length of the leave with pay for training will not exceed

standards established by federal or state regulations for training activities required to maintain standing in the above military units. During leaves for military training, the employee shall be eligible for compensation and benefit programs in accordance with applicable state and federal regulations. (Approved by the Merit Board at its One-Hundred and Fifty-Ninth meeting, November 16, 2005.)

G. Mobilized to Active Duty

Leave of absence with pay shall be granted in accordance with the Military Leave of Absence Act (5 ILCS 325/1) and section 36g of the State Universities Civil Service Act (110 ILCS 70/36g) to an eligible employee who is a member of any reserve component of the United States Armed Forces, including the Illinois National Guard or Illinois State Militia who is mobilized to active duty. During leaves for active duty, the employee shall be eligible for compensation and benefit programs in accordance with applicable state and federal regulations. (Approved by the Merit Board at its One-Hundred and Fifty-Ninth meeting, November 16, 2005.)

H. Excused Absence

Rules providing for excused absence with pay shall be issued by the governing board of each institution or agency or by an official to whom delegation has been made as the institution or agency determines to be in its best interest. Reasonable limitations on such excused absences shall be included.

V. **EDUCATIONAL BENEFITS**

Tuition and fee waiver shall be granted by each institution to an eligible employee of that institution or of any other institution or agency named in Section 36e of the civil service statute who enrolls in courses up to the following maxima in any semester or quarter.

- Full-time employee..... 6 hours or 2 courses
- 3/4-time employee..... 4 hours
- 1/2-time employee..... 3 hours

These maxima are employee benefit limitations and do not apply to enrollment in approved work-related training programs, the purpose of which is to improve University services. The fees which will be waived include registration fees and admission fees, and, in the case of an institution's own employees, no charge will be made for service type fees such as those imposed to secure revenue for bond retirement, etc. These latter (i.e., service type) fees will not be waived for an employee of another institution. Employees may enroll for class work during regular working hours for only one course and only as approved by their supervisors and then if the course is only offered during working hours. When such permission is granted the employee will make up time (1) working outside of the employee's regularly scheduled hours as approved by the employee's supervisor or (2) deducting the time spent in class from the employee's accumulated Vacation and Personal Leave. A student as defined in Rule 250.70(f)(3) is not eligible for a status appointment and may not be granted tuition or fee waivers as an employee benefit.

VI. TRANSFER OF BENEFIT CREDITS

A current status employee within the System who is selected for employment by another institution within the System and enters on such employment without break in service will be (1) credited by the hiring institution with that amount of accumulated Sick Leave which the employee had credit on the last day of service with their previous System employer and (2) granted eligibility by the hiring institution to earn future Vacation and Personal Leave benefits based upon the employee's total continuous service to a previous System employer as computed by that employer.

The effective date of this Policy shall be July 1, 1970.

SUMMARY OF ADMINISTRATIVE RULES GOVERNING THE DISCHARGE PROCESS

Note: A demotion shall be subject to the same hearing and review procedures as are provided an employee in the case of a discharge.

All Civil Service Rules referred to herein are cited as the Illinois Administrative Code found at 80 Ill. Adm. Code § 250.110(f)

STEP 1	Section 250.110(f)(1)(A) and (C) of the Illinois Administrative Code
<p>The employer shall notify the employee in writing of Intent to Discharge in sufficient detail to advise the employee of the nature of the conduct on which the proposed charges are based. The employer shall specifically state the proposed charges in a list format (1, 2, 3, etc.). The employee may be placed on excused absence with pay during the pre-discharge proceedings to provide the employer with an opportunity to investigate serious charges or if the employer believes the employee's presence on the job might cause a disruption in the employer's operations. Refer to Intent to File Written Charges for Discharge sample letter available on our web site at www.sucss.state.il.us.</p>	

STEP 2	Section 250.110(f)(1)(A)(i) and (ii) of the Illinois Administrative Code	
<p>Within three (3) work days of service of the notification of Intent to Discharge, the employee may select one of the following options. If the employee fails to respond to the notification of Intent to Discharge, the employer may go directly to Step 5.</p>		
Option 1	Option 2	Option 3
Respond in writing to the employer on the matters contained in the proposed charges.	Request the employer to hold a reconciliation conference.	Request a reconciliation conference and respond in writing to the employer on the matters contained in the proposed charges.

STEP 3	Section 250.110(f)(1)(A)(i) and (ii) of the Illinois Administrative Code
<p>Within a reasonable time from the employees' request to hold a reconciliation conference, the employer shall hold such conference with the employee and the employee's representative to discuss the matters in the proposed charges in an attempt to achieve a reconciliation or an understanding. At the conclusion of the reconciliation conference, the employee may request and receive an opportunity to respond further in writing within three (3) work days.</p>	

STEP 4		Section 250.110(f)(1)(B) of the Illinois Administrative Code
Within seven (7) work days after considering the employee's written response and/or conclusion of the reconciliation conference the employer has the following options:		
Option 1	Option 2	
File Written Charges for Discharge.	The employer notifies the employee that no further action will be taken or that some other disciplinary action will be taken.	

STEP 5		Section 250.110(f)(2)(A) of the Illinois Administrative Code
<p>The employer shall initiate discharge of the employee by serving a Written Charges for Discharge form on the employee by either personal service, certified mail, or by overnight delivery that requires a signature upon receipt. The Written Charges for Discharge form shall set forth the causes for discharge in sufficient detail to inform the employee of the nature of the conduct on which the charges are based, including dates, names of persons, places and facts necessary to properly alleged cause for discharge. The employer shall specifically state the charges in a list format (1, 2, 3, etc.), followed by the relevant factual documentation in support of the charges. The Written Charges for Discharge should essentially contain the same charges listed in the Intent to Discharge letter referenced in Step 1, unless any of the charges are withdrawn. Refer to the Written Charges for Discharge form available on our web site.</p> <p>The Written Charges for Discharge form shall be filed with the State Universities Civil Service System (University System) Office, along with a certification by the employer verifying that all procedures set forth in section 250.110(f)(1) of the Illinois Administrative Code have been followed and there has been full compliance with any options elected by the employee in Step 2. Refer to Certification form available on our web site at www.sucss.state.il.us.</p>		
NOTE: The Proof of Service on Employee section at the bottom of the Written Charges for Discharge form must be completed in full by the employer when filed with the University System Office.		

STEP 6		Section 250.110(f)(2)(D) of the Illinois Administrative Code
<p>The employer may suspend the employee without pay during all or any part of the period pending discharge if the employer believes the employee's presence on the job might constitute a substantial risk of injury to life or property, or might cause a disruptive effect on the employer's operations. A Suspension Notice Pending Discharge form may be served with the Written Charges for Discharge form or any time thereafter. Refer to Suspension Notice Pending Discharge form available on our web site at www.sucss.state.il.us.</p>		
NOTE: The Proof of Service on Employee section at the bottom of the Suspension Notice Pending Discharge form must be completed in full by the employer when filed with the University System Office.		

STEP 7		Section 250.110(f)(3)(A) and (B) of the Illinois Administrative Code
After the employee has been served with the Written Charges for Discharge form, the employee has the following options:		
Option 1	Option 2	
Take no action. At the end of the 15-calendar day period, the University System Office notifies the employer that a request for a Hearing was not made and that the discharge became effective at the end of the 15th day without further action by the Merit Board.	Request a Hearing. The request must be made within fifteen (15) calendar days from the date of Proof of Service on Employee as provided on the Written Charges for Discharge form. The employee may request a Hearing by a signed written letter mailed or hand delivered to the University System Office, by facsimile, or by email. If the request is made by facsimile or email, a signed original together with a confirmation receipt must be filed with Secretary for the Merit Board as soon as possible.	
NOTE: The 15-calendar days begin from the date of personal service or mailing as provided on the Proof of Service on Employee section of the Written Charges for Discharge form.		

STEP 8	Section 250.110(f)(4)(A) of the Illinois Administrative Code
When a request for a Hearing has been received, the University System Office shall send an acknowledgment of the requested Hearing to the employee, the employee's representative or the employee's legal counsel, and the Employer. The University System Office shall then appoint a Hearing Officer and schedule a Hearing. The Hearing shall be held within 45-calendar days from the date of Proof of Service on Employee as provided on the Written Charges for Discharge form. The University System Office shall notify the parties of record by sending a Notice of Convening of Hearing, which shall include the date, time and place of Hearing will be held. A copy of the Informational Guidelines for the Discharge/Demotion Process shall accompany the Notice of Convening of Hearing. Refer to Informational Guidelines for the Discharge/Demotion Process available on our web site at www.sucss.state.il.us .	

STEP 9	Section 250.110(f)(4)(A) of the Illinois Administrative Code
The Hearing shall be conducted in accordance with section 250.110(f) of the Illinois Administrative Code. The employer and the employee are given a reasonable opportunity to present their cases through witness testimony and documentary evidence. A court reporter is employed to administer the oath or affirmation to all witnesses testifying and to certify a copy of the transcript of the Hearing and all exhibits to the Secretary for the Merit Board.	

STEP 10**Section 250.110(f)(4)(A) of the Illinois Administrative Code**

As soon as possible following the conclusion of the Hearing, the University System Office shall receive the Transcript of the Proceedings and exhibits which shall then be mailed to the Hearing Officer to prepare a Findings of Fact.

STEP 11**Section 250.110(f)(4)(B) of the Illinois Administrative Code**

Within fifteen (15) calendar days from receipt of the Transcript and exhibits, the Hearing Officer shall file the Findings of Fact in duplicate with the Secretary for the Merit Board, unless the time has been extended by the Executive Director of the University System Office. Refer to Findings of Fact sample and template available on our web site at www.sucss.state.il.us.

STEP 12**Sections 250.110(f)(4)(C) and (D) of the Illinois Administrative Code**

The Hearing Record shall be certified by the Executive Director and mailed to the parties of record.

STEP 13**Section 250.110(f)(4)(D) of the Illinois Administrative Code**

The parties of record have fourteen (14) calendar days from the date of postmark on the Notice of Certification of Hearing Record to file any objections to the Certified Hearing Record. Any objections must be filed with the Secretary for the Merit Board. Objections may be in the form of briefs, abstracts, excerpts from the Hearing Record, arguments, motions, recommendations, requests for further Hearing, or permission to supplement the record with further evidence. Copies must be provided to all parties of record with proof of service on all parties.

STEP 14**Section 250.110(f)(4)(E) of the Illinois Administrative Code**

At the expiration of the 14-day period in which objections can be filed, the Hearing Record, as supplemented, shall be delivered to the Merit Board Members for consideration. Personal appearances before the Merit Board on any matter relating to a particular discharge proceeding shall be considered at the Merit Board meeting at which oral argument is requested. A party requesting oral argument before the Merit Board in cases of discharge must file an appropriate motion with the Secretary for the Merit Board with notice to all parties within 14 calendar days from the date of the postmark of the certified mail notice or the mailing date of the overnight delivery of the certified hearing record, with proof of service on all parties.

Note: At any point during the previous steps an employee may submit a resignation or an employer may withdraw the Written Charges for Discharge at which time all proceedings are ended and no further action is required by the Merit Board.

STEP 15**Section 250.110(f)(16) and (17) of the Illinois Administrative Code**

After review of the record, at the next scheduled regular meeting, the Merit Board shall enter Findings of Fact and order Discharge or Reinstatement without loss of compensation or Reinstatement with a 60-day suspension or make such other orders as it deems appropriate. The Secretary for the Merit Board shall mail the Notice of Decision and Order of the Merit Board, along with a copy of the Decision and Order, to all parties of record.

STEP 16**Section 360 of the State Universities Civil Service Act (110 ILCS 70/360) and section 250.110(f)(18) of the Illinois Administrative Code**

All final decisions of the Merit Board shall be subject to appeal by the parties to the proceedings under the Administrative Review Law (735 ILCS 5/3-101 *et seq.*). A complaint for administrative review must be filed and summons issued within 35 days from the date that a copy of the Notice of Decision and order of the Merit Board has been served upon the party affected thereby. A decision shall be deemed served either when personally delivered or when deposited in the United States mail in a sealed envelope or package, with postage paid, addressed to the party affected thereby at his or her last known residence or place of business.

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

NOTICE OF PROPOSED AMENDMENT

- 7) The name of a candidate on a register, who at the time of induction into military service is an employee of an employer under the University System, shall be placed in suspension until the termination of military service, at which time his/her name shall be reactivated on the appropriate register in the order of his/her score on the original examination, providing the register of the class has not been voided during the period of his/her military leave.
 - 8) In making a selection from among those candidates with the top the three scores names certified from standing highest on the register, and in accordance with the provisions of subsection (d)(3), the employer shall not discriminate because of race, color, religious or political affiliation, or because of age or sex, when the reasonable demands of the position do not require such a distinction.
 - 9) The Executive Director may authorize specialized position certification for eligible register candidates or incumbents who possess special and identified qualifications that are previously have been established as job-related requirements for a specific position, as well as being fully qualified for the class. Upon certification Certification from a register, candidates with shall be made from the top three scores scoring candidates who possess the established specialized requirements shall be referred for interview.
- e) Acceptance of Candidates. The employer shall record the appointment of the candidate selected, and shall return the names passed over to the appropriate eligible register for future certification.
 - f) Registers by Places of Employment
 - 1) Applicants applying for examinations will be asked to specify places of employment at which they will accept employment, except as provided for in subsection (f)(4), and a statement of that place of employment preference shall constitute a refusal by the candidate of employment at other places of employment. The statement of limited availability shall not constitute a refusal to accept an offer of employment as defined in subsection (g)(5), or employment in the place or places of employment in which the candidate declares himself/herself available for employment. A candidate may amend his/her statements of availability at any time while