Professional Employment Redesign Information for Current Employees

2018

Illinois Human Resources
Agenda

- Overview
- New Exemption Criteria
- Reclassification
- Introduction to Civil Service
- Civil Service Opportunities
Overview
Illinois Workforce

Faculty & Staff Employees

- 36% Academic Professional
- 37% Civil Service
- 27% Faculty

Source: Division of Management Information – Campus Profile (2017-2018)
Overview

- State Universities Civil Service System (SUCSS)
  - All public Illinois universities are part of SUCSS
  - Merit Board oversees SUCSS and is composed of Board of Trustees members from the universities
  - All University of Illinois positions are governed by the State Universities Civil Service Act (110 ILCS 70/36b et seq)
  - Required by law to be classified as Civil Service (CS) unless exempted by criteria set forth in the procedures manual
History of Exemptions

- State Universities Civil Service Merit Board delegated exemption authority to State Universities in 1998
  - Origin of standard titles (Specialist, Coordinator, etc.)
  - Before 1998, Academic Professional (AP) positions exempted by SUCSS

- Audit citations about exemptions

<table>
<thead>
<tr>
<th>Audit</th>
<th>PAA Positions Reviewed in Audit</th>
<th>PAA Positions Cited</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>230</td>
<td>102*</td>
</tr>
<tr>
<td>2013</td>
<td>320</td>
<td>289</td>
</tr>
<tr>
<td>2011</td>
<td>200</td>
<td>122</td>
</tr>
<tr>
<td>2009</td>
<td>150</td>
<td>101</td>
</tr>
</tbody>
</table>

- Office of the Executive Inspector General (OEIG) investigation

*Cited, but omitted from final report pending exemption process revisions*
Merit Board and SUCSS finalized changes to their Exemption Procedures Manual in response to the OEIG:

- **Effective October 1, 2018**
- **Revised criteria for exemption**
- **Triennial review of currently exempted Academic Professional (AP) positions**
- **SUCSS authority to require reclassifications**
SUCSS defines “reclassification” two ways:

– An employee assigned from one CS classification to a higher level within the promotional line

– An employee assigned from an exempted AP position to a CS classification
New Exemption Criteria
Exemption Terminology

• 36e(3) – Principal Administrative Appointments
  – “Standard titles” like Specialist, Coordinator, Assistant Director are how we’ve been exempting APs 1998 to now
  – “Senior management/senior administrative functions” is a new term for positions still exempted as administrators
  – “Named exemptions” are specific groups in the new procedure manual (e.g., advancement and Executive Directors)

• 36e(4) – Research and teaching positions
## What Exemptions Are Preserved?

<table>
<thead>
<tr>
<th>Role</th>
<th>Exempted Positions</th>
<th>Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor and Provost (including Vice, Assistant and Associate)</td>
<td>All faculty, as defined by the institution • Tenure and non-tenure system</td>
<td>Academic Advising</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Deans, with primary administrative responsibility for faculty • Assistant and Associate</td>
<td>Student academic recruitment positions</td>
</tr>
<tr>
<td>Executive Policy Advisors for • Chancellor (&amp; modified) • Provost (&amp; modified) • Executive Director</td>
<td>Research • Positions primarily engaged in research activities</td>
<td>Residence Hall Directors</td>
</tr>
<tr>
<td>Directors • Associate and Assistant Directors may be more challenging to exempt</td>
<td>Teaching-related positions, including: • Tutoring • Mentoring • Instruction for both credit or non-credit offerings (adult education, continuing education, ESL)</td>
<td>Professional licensed/certified to practice (and practicing) within respective field (such as physician, attorney, engineer, architect, mental health counselors)</td>
</tr>
<tr>
<td></td>
<td>Non-traditional instruction: athletic coaching (teaching the sport)</td>
<td>Fundraising, advancement or development positions (primary duties)</td>
</tr>
</tbody>
</table>
Exemption Criteria

• Larger difference between 36e(3) and 36e(4) than in the past
  – 36e(4) explicitly includes groups which were ambiguous in the past (e.g., student recruitment)
  – Hybrid administrative/teaching or administrative/research positions classified by the majority of duties
  – Senior management is a very high threshold

• Renewed emphasis that CS positions have significant independence and authority

• Academic Hourly positions are subject to the same exemption criteria as permanent positions
Reclassification
Reclassification

- **Reclassification does not eliminate jobs**
- Instances when a current, filled AP position **could** be reclassified to CS:
  - Job description review (e.g., appointment change)
  - Biennial SUCSS audit
  - Triennial review by functional area
Triennial Review Process

• New exemption procedure manual requires review of all current positions

• Review by functional area
  – Beginning early 2019
  – Consider all similar positions together
  – Based on updated job description
  – First groups are HR and Business/Finance
Employment Rights

• Academic Professionals – Notice rights based on appointment
• Civil Service – Seniority based on classification
• An employee serves their notice period as an AP prior to being reclassified as CS
• Upon reclassification to CS, an employee has seniority based on their most recent AP appointment
Reclassification

- Move to biweekly pay schedule
- Annual salary will not be reduced
- Civil service positions can have working titles. Generally, you can keep your current title.
Other Key Differences

- Workweek – 40 vs. 37.5 hours per week
- Vacation and Sick Leave
  - Accrual
  - Usage
  - Reporting leave usage biweekly
- Employee tuition waivers – Active CS employees can use the waiver at other SUCSS institutions
Takeaways

• Your position will be reviewed based on the new exemption criteria

• If your position is determined to be CS, and you have notice rights as an AP, you will be reclassified at the end of your notice period

• The nature of your job does not change based on how the position is classified
Common Myths

- All CS employees are eligible for overtime
- CS employees lack schedule flexibility
- CS employees “punch a clock”
- All CS employees are union-represented
- CS employees cannot supervise APs
- Supervisors cannot ask CS employees to do something not listed on the job description
Civil service classifications are created and maintained by SUCSS:

- Class specifications
  - Typical duties
  - Minimum qualifications (option for specialty factors)
  - Promotional lines

- Exam for each classification
  - Credential assessment
  - Electronic
  - Paper
“Register” – List of candidates passing exam (70 or above)

“Referral” – The list of candidates entitled to interview

“Rule of three” – After scoring, candidates with the top three scores on the register are those entitled to interview

“Banded scores” – Custom classification exams with only four possible scores to maximize referrals
Classifications listed at IHR Civil Service Salary Plan
http://humanresources.illinois.edu/employees/current-employees/civil-service/Permanent/salaryplan.html

- Overtime eligibility
- Salary ranges
- Union status
Custom Classifications

Custom classifications have:
• Positions at multiple levels
• Specialized minimum qualifications

Which classifications are custom?

• Accounting Associate
• Business/Admin. Associate
• Grants & Contracts Associate
• HR Associate
• IT Manager/Admin. Coordinator
• IT Support Associate
• IT Technical Associate
• More requested from SUCSS
Civil Service Opportunities
• For CS custom and overtime-exempt classifications, mirrors AP applicant profile
• Focus on resume (list month and year)
• For AP & CS custom and overtime-exempt classifications, apply to each specific position
• Upload documents as required per the position
What is Changing?

Redesigned classification and hiring processes:

• Unified job descriptions – *Percentage of effort required*

• Job board and listserv
  – Change from employee-group focus to functional focus
  – Sign up to receive all job postings
    https://lists.illinois.edu/lists/subscribe/illinoisjobs
<table>
<thead>
<tr>
<th>Category</th>
<th>E-Groups</th>
<th>FLSA Overtime Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>A*, P*</td>
<td>No</td>
</tr>
<tr>
<td>Administrative</td>
<td>AP &amp; CS</td>
<td>No</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>CS</td>
<td>Yes</td>
</tr>
<tr>
<td>Crafts &amp; Trades</td>
<td>CS</td>
<td>Yes</td>
</tr>
<tr>
<td>Education &amp; Student Services</td>
<td>AP &amp; CS</td>
<td>Mixed</td>
</tr>
<tr>
<td>Research</td>
<td>AP &amp; CS</td>
<td>Mixed</td>
</tr>
<tr>
<td>Service Operations</td>
<td>CS</td>
<td>Yes</td>
</tr>
<tr>
<td>Technical</td>
<td>AP &amp; CS</td>
<td>Mixed</td>
</tr>
<tr>
<td>Off-campus</td>
<td>AP &amp; CS</td>
<td>Mixed</td>
</tr>
</tbody>
</table>

* “A” e-classes are faculty in Banner. “P” e-classes are postdoctoral positions.
Takeaways

• All positions are civil service unless exempted
• There will be fewer AP positions posted
• There will be significantly more professional civil service positions posted
• Career growth opportunities remain available as civil service
Conclusion
New exemption criteria applies to all job descriptions effective September 22, 2018

Positions will not be impacted until IHR receives an updated job description for review based on one of the following:

– Appointment Change Request
– SUCSS Audit Selects your position for review
– Triennial review of all AP positions beginning in 2019
Reclassification Summary

• There are no automatic or “mass” reclassifications

• If it is determined that your job is CS:
  – As an AP, you will exercise your Notice of Appointment rights prior to reclassification
  – Your status as a professional does not change
  – Your salary will not be reduced
  – You will have seniority based on your current AP appointment
Future Opportunities

- Career growth opportunities are available in both AP and CS
- There will still be a significant AP workforce
- Redesigned job board emphasizing job category
- Streamlined application process to improve applicant experience
Resources

Professional Employment Redesign (PER) website at http://go.Illinois.edu/ihr-per

New Exemption Procedure Manual effective 10-1-2018
https://www.succs.illinois.gov/documents/pm/exemption/newmanual.pdf

Class specifications

Salary Plan http://humanresources.illinois.edu/employees/current-employees/civil-service/Permanent/salaryplan.html

Jobs listserv https://lists.illinois.edu/lists/subscribe/illinoisjobs
Need more information? Visit the Professional Employment Redesign (PER) website at http://go.Illinois.edu/ihr-per

Questions? Email us at ihr@illinois.edu
Thank You

ILLINOIS HUMAN RESOURCES