



Illinois Human  
Resources

# Professional Employment Redesign Information for Current Employees

## 2018

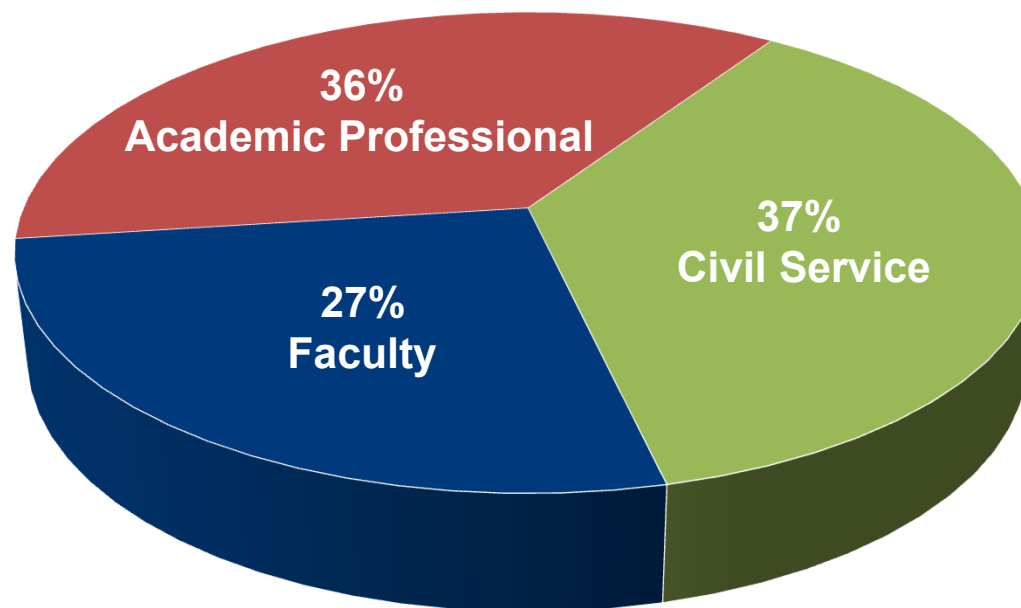
# Agenda

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

# Overview

# Illinois Workforce

## Faculty & Staff Employees



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

Audit	PAA Positions Reviewed in Audit	PAA Positions Cited
2015	230	102*
2013	320	289
2011	200	122
2009	150	101

- Office of the Executive Inspector General (OEIG) investigation

\*Cited, but omitted from final report pending exemption process revisions

# Exemption Procedures Manual Change

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

# What Is Reclassification?

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?

Chancellor and Provost (including Vice, Assistant and Associate)	All faculty, as defined by the institution <ul style="list-style-type: none"> <li>• Tenure and non-tenure system</li> </ul>	Academic Advising
Executive Director	Deans, with primary administrative responsibility for <i>faculty</i> <ul style="list-style-type: none"> <li>• Assistant and Associate</li> </ul>	Student academic recruitment positions
Executive Policy Advisors for <ul style="list-style-type: none"> <li>• Chancellor (&amp; modified)</li> <li>• Provost (&amp; modified)</li> <li>• Executive Director</li> </ul>	Research <ul style="list-style-type: none"> <li>• Positions primarily engaged in research activities</li> </ul>	Residence Hall Directors
Directors <ul style="list-style-type: none"> <li>• Associate and Assistant Directors may be more challenging to exempt</li> </ul>	Teaching-related positions, including: <ul style="list-style-type: none"> <li>• Tutoring</li> <li>• Mentoring</li> <li>• Instruction for both credit or non-credit offerings (adult education, continuing education, ESL)</li> </ul>	Professional licensed/certified to practice (and practicing) within respective field (such as physician, attorney, engineer, architect, mental health counselors)
	Non-traditional instruction: athletic coaching (teaching the sport)	Fundraising, advancement or development positions (primary duties)

# 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

# Introduction to Civil Service

## 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 Structure

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

# Civil Service Terminology

“Register” – List of candidates passing exam (70 or above)

“Referral” – The list of candidates entitled to interview

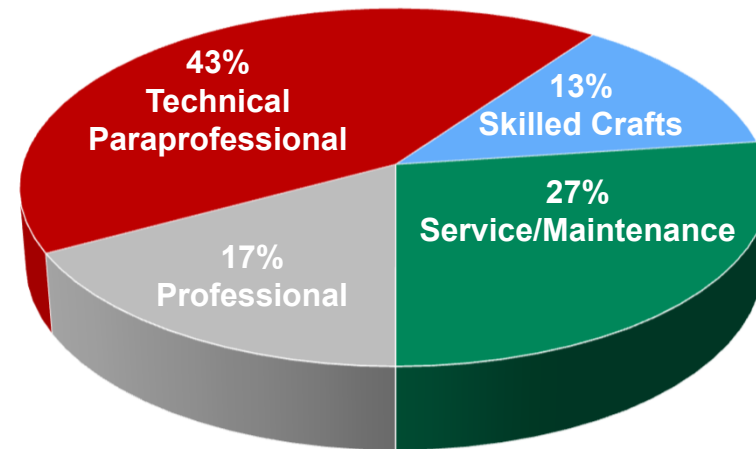
“Rule of three” – After scoring, candidates with the top three **scores** on the register are those entitled to interview

“Banded scores” – Custom classification exams with only four possible scores to maximize referrals

# Classification Types

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

# Application Process

- 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>

# Job Board Categories

<b><u>Category</u></b>	<b><u>E-Groups</u></b>	<b><u>FLSA Overtime Eligible</u></b>
Faculty	A*, P*	No
Administrative	AP & CS	No
Administrative Support	CS	Yes
Crafts & Trades	CS	Yes
Education & Student Services	AP & CS	Mixed
Research	AP & CS	Mixed
Service Operations	CS	Yes
Technical	AP & CS	Mixed
Off-campus	AP & CS	Mixed

\* "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

# Exemption Summary

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.sucss.illinois.gov/documents/pm/exemption/newmanual.pdf>

**Class specifications**

<http://sucss.illinois.gov/specs/Default.aspx?osm=c19>

**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](mailto:ihr@illinois.edu)

Thank You

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