Overview & Context

• Civil Service System
  – All public Illinois universities are part of the State Universities Civil Service System (SUCSS)
  – All University of Illinois positions are governed by the State Universities Civil Service Act.
    • Required by law to be classified as Civil Service (CS) unless exempted.

• Exemption
  – Civil Service-exempt vs FLSA overtime-exempt
History of Exemptions

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

- Audit citations about exemptions

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

- OEIG audit of SUCSS audit process

*Cited, but omitted from final report pending exemption process revisions
Exemption Procedure Manual Change

• SUCSS and the Merit Board have finalized changes to their Exemption Procedures Manual
  – Criteria for exemption
  – Three-year review of currently exempted Academic Professional (AP) positions
  – SUCSS authority to require conversions
    • Appeals to the Merit Board
  – Merit Board approved February 1, effective date October 1, 2018
### What Exemptions Are Preserved?

<table>
<thead>
<tr>
<th>Role and Position</th>
<th>Exemptions</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Chancellor and Provost (including Vice, Assistant and Associate) | All faculty, as defined by the institution  
- Tenure and non-tenure system | Academic Advising |
| Executive Director | Deans, with primary administrative responsibility for *faculty*  
- Assistant and Associate | Student academic recruitment positions |
| Executive Policy Advisors for  
- Chancellor (& modified)  
- Provost (& modified)  
- Executive Director | Research  
- Positions primarily engaged in research activities | Residence Hall Directors |
| Directors  
- Associate and Assistant Directors may be more challenging to exempt | Teaching-related positions, including:  
- Tutoring  
- Mentoring  
- Instruction for both credit or non-credit offerings (adult education, continuing education, ESL) | 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) |
Introduction to Civil Service

• Classifications
  – Traditional vs custom (e.g., HR Assoc., Business/Admin. Assoc.)
    • CS positions at many levels; many are overtime-exempt
  – Class specifications
    • Typical duties
    • Minimum qualifications (option for specialty factors)
    • Promotional lines
  – Exam for each classification
    • Credential assessment
    • Multiple-choice

• Registers

• Referrals – Rule of three
What is Changing?

Redesigned hiring process

- Unified job descriptions
  - Permanent – *Percentage of effort required*
    - Academic – Decommission usage of the HireTouch PAPE form
    - Civil Service – Process change of entering details of the CS job description in HireTouch, rather than attaching a Word document
  - Hourly – *Percentage of effort required*
    - HireTouch routing for both Academic Hourly and Extra Help

- Job board and listserv

- Units do Civil Service new hire onboarding, like other employee groups
What is Changing?

• Professional
  – More custom classifications expected
  – More Civil Service vacancies & specialty factors
  – Postings created by unit, reviewed by IHR
  – Civil Service application
    • Streamlining process to maximize applicant pools

• All civil service postings at jobs.illinois.edu, including
  – Administrative Support (a.k.a. Clerical)
  – Service
  – Crafts/Trades
  – Extension
Next Steps - Immediate

• Implement new hiring process effective October 1, 2018
• SUCSS on-site audit in 2019
  – May include lookback period to resolve audit citations
• Communicate the change to campus
  – Professional Employment Redesign (PER) website with FAQ at: http://go.Illinois.edu/ihr-per
Future Steps

• Job description review
  – Three-year review cycle of all AP positions
    • Units will be required to provide a new job description, including percentages, for each current AP position.
  – Parallel/additional to existing three-year review of all CS positions
Professional jobs are equally professional regardless of employee group, AP or CS
There is hiring flexibility in CS
CS jobs can be overtime-exempt and require degrees
There will still be a significant AP workforce
There are no automatic or “mass” conversions
Need more information? Visit the Professional Employment Redesign (PER) website at http://go.Illinois.edu/ihr-per

Questions? Email us at ihr@illinois.edu

Current Exemption Procedure Manual
https://www.succs.illinois.gov/ProcMan/manuals.aspx?osm=c40

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