



**Illinois Human
Resources**

**SUCSS Exemption Update
Professional Employment
Redesign
HR System Group**

May 21, 2018

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

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

- 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?

Chancellor and Provost (including Vice, Assistant and Associate)	All faculty, as defined by the institution <ul style="list-style-type: none"> • Tenure and non-tenure system 	Academic Advising
Executive Director	Deans, with primary administrative responsibility for <i>faculty</i> <ul style="list-style-type: none"> • Assistant and Associate 	Student academic recruitment positions
Executive Policy Advisors for <ul style="list-style-type: none"> • Chancellor (& modified) • Provost (& modified) • Executive Director 	Research <ul style="list-style-type: none"> • Positions primarily engaged in research activities 	Residence Hall Directors
Directors <ul style="list-style-type: none"> • Associate and Assistant Directors may be more challenging to exempt 	Teaching-related positions, including: <ul style="list-style-type: none"> • 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

Takeaways

- 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

Questions?



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.sucss.illinois.gov/ProcMan/manuals.aspx?osm=c40>

New Exemption Procedure Manual effective 10-1-2018

<https://www.sucss.illinois.gov/documents/pm/exemption/newmanual.pdf>