

Navigating the Different HR Policies for Academic Professional vs. Civil Service Employees

Objectives

After this session you should be able to:

- Understand the differences between academic professional, visiting academic professional, negotiated civil service, and open range civil service employees
- Understand the differences in handling performance issues
- Recognize leave of absence options beyond FMLA
- Report leave time appropriately

Employee Groups

Academic Professional

Civil Service
(Prevailing Rate)

Civil Service
(Negotiated)

Visiting Academic
Professional

Civil Service
(Established Rate)

Civil Service (Open
Range)

Academic Professionals

- 7,149 full-time equivalent Academic Professional employees
- Positions exempted from the Civil Service System
- Receive a contract for a specified appointment period (typically one Academic year)

- Generally exempt (salaried) employees whose positions meet specialized administrative, professional or technical needs.
- Perform high-level duties and have specialized responsibilities in academic, research or administrative areas

- Minimum of a Bachelor's degree required
- Some positions may require an advanced degree (Masters, PhD, etc.)
- Experience uniquely relevant to the job

Academic Professional

- Appointed on an academic year cycle (8/16 – 8/15)
- Hired through an open and competitive search
- Exempt from FLSA overtime rules (if meets the salary requirement)
- Full-time (100%) have notification rights
 - < 4 Years of non-visiting AP = 6 months
 - 4+ Years of non-visiting AP = 12 months
 - Grants funded positions different notice rights

Visiting Academic Professional

- May be hired through an open and competitive search or a search waiver
- No notification rights
- May be appointed on a non-academic year cycle
- Follow same policies as academic professional employees



Academic Professional

- Work Schedules
 - Full-time = Minimum of 8 hours per day
 - May be required to work more than 8 hours/day or 40 hours/week based on responsibilities and workload
 - Part-time = may vary based on unit needs

Academic Professionals

University Policies

- University Statutes
- General Rules Concerning University Organization and Procedure
- Board of Trustee Policies

Academic Staff Handbooks

- Intended for use by academic staff, including Faculty, on the three campuses
- The Provosts on each campus are consulted regarding policies and procedures for academic staff.
- Policies in the Academic Staff Handbooks are not intended to replace policies set forth by the General Rules Concerning University Organization and Procedure or University Statutes
- UIS – available via the web at <http://www.uis.edu/academicstaffhandbook/>



Academic Professional

- Absences/Leave Time
 - Report full- and half-day absences (4/8 hours)
 - Part-time based on daily work schedule, not FTE
 - May use combination of sick and vacation leave
 - FMLA absences report in 15-minute increments

State Universities Civil Service System

- What?
 - Created in 1952 to be a separate entity of the State of Illinois and is under control of the merit board
 - Purpose is to establish a sound program of personnel administration for specified agencies and institutions
 - States that all certificates, appointments, and promotions to positions at these specifies agencies will be made solely on the basis of merit and fitness. To be ascertained by examination
 - Establishes civil service classifications, tests, and hiring guidelines
 - Civil Service Statute and Rules:
<http://www.sucss.illinois.gov/sar.aspx?osm=c43>

State Universities Civil Service System

- Who does it affect?
 - Essentially, all University employees
 - States all University employees shall be governed by SUCSS except:
 - Members of the Merit Board and the Board of Trustees, and the commissioners of the institutions and agencies
 - Presidents and Vice Presidents of each educational institution
 - Teaching, research, and extension faculties of each institution
 - Students employed under rules prescribed by the Merit Board, without examination or certification
 - **Other principal administrative employees of each institution as determined by the Merit Board**

Civil Service

- 10,471 full-time equivalent Civil Service employees
- Governed by SUCSS
- Positions typically continuous

- Occupy positions that have been categorized into classifications
- Have defined promotional lines
- Some positions fall under labor contracts

- Must be a resident of the State of Illinois to qualify
- Must have electronic application on file
- Qualify for and pass a CS examination
- Some positions require a credentials assessment

Civil Service

- **Open Range**
 - Not covered by a union
 - Exempt or Non-Exempt
- **Negotiated**
 - Covered by a union
 - Exempt or Non-Exempt
- **Prevailing Rate**
 - Crafts and Trades (e.g. Electrician, Plumber, Carpenter, or Painter)
 - Governed by a Master Agreement negotiated for a given area
- **Established Rate**
 - Not covered by a union
 - Not part of the Open Range plan

Civil Service

Probationary Period

- Continuous appointment with no end date.
- Probationary period based on classification (i.e. 6 & 12 months)
- Specific review dates within probationary period.

Notification Rights

- Minimum 30 Day Notification
- Employees continue to provide service and receive their contractual salary during the notice period.
- Seniority/ Bumping rights based on length of service in classification.



Civil Service Exempt

- Absences/Leave Time
 - Report full- and half-day absences (3.75/7.5 hours)
 - Part-time based on daily work schedule, not FTE
 - May use combination of sick and vacation leave
 - FMLA absences report in 15-minute increments



Civil Service Non-Exempt

- Absences/Leave Time
 - Report in 6 minute ($1/10^{\text{th}}$ of an hour) increments
 - May use combination of sick and vacation leave
 - FMLA absences report in 6-minute increments

Civil Service

Civil Service Policies and Labor Contracts

- Apply to all Civil Service employees of the University of Illinois
- Purpose is to provide uniform guidelines for the management of civil Service employees in support of University objectives
- It is University policy to incorporate the provisions contained in Policy and Rules into each labor agreement to which the University is a party.
- Incorporates references to the Civil Service Statutes and Rules as necessary

Resources for Civil Service Employees

- https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=3375



How do I handle performance issues with the different employee groups?

- Top Management Issues
 - Top Behavioral Performance issues
 - Bullying
 - Compensation “Equity”
 - State Universities Civil Service System Conversions
 - Organization Issues

Top Behavioral Performance Issues

- Commitment to the Job
 - Lateness, absenteeism, leaving without permission, misuse of leave time
 - Work schedule
- Quality of Work
 - Timeliness of work
 - Errors in work
 - Poor customer service
 - Inappropriate or poor work methods
- Inappropriate behavior
 - Insubordination
 - Failure to follow instructions
 - “passing the buck”
 - Interpersonal conflict

Processes for Performance Issues

- Contact the UIS HR office (ER/HR for UA employees)!
- Disciplinary Action
- Different guidelines for AP vs. CS
- AP – Letter of expectation followed by weekly/bi-weekly status updates for 45/60/90 days; may result in NNR
- CS – UIS Disciplinary Process

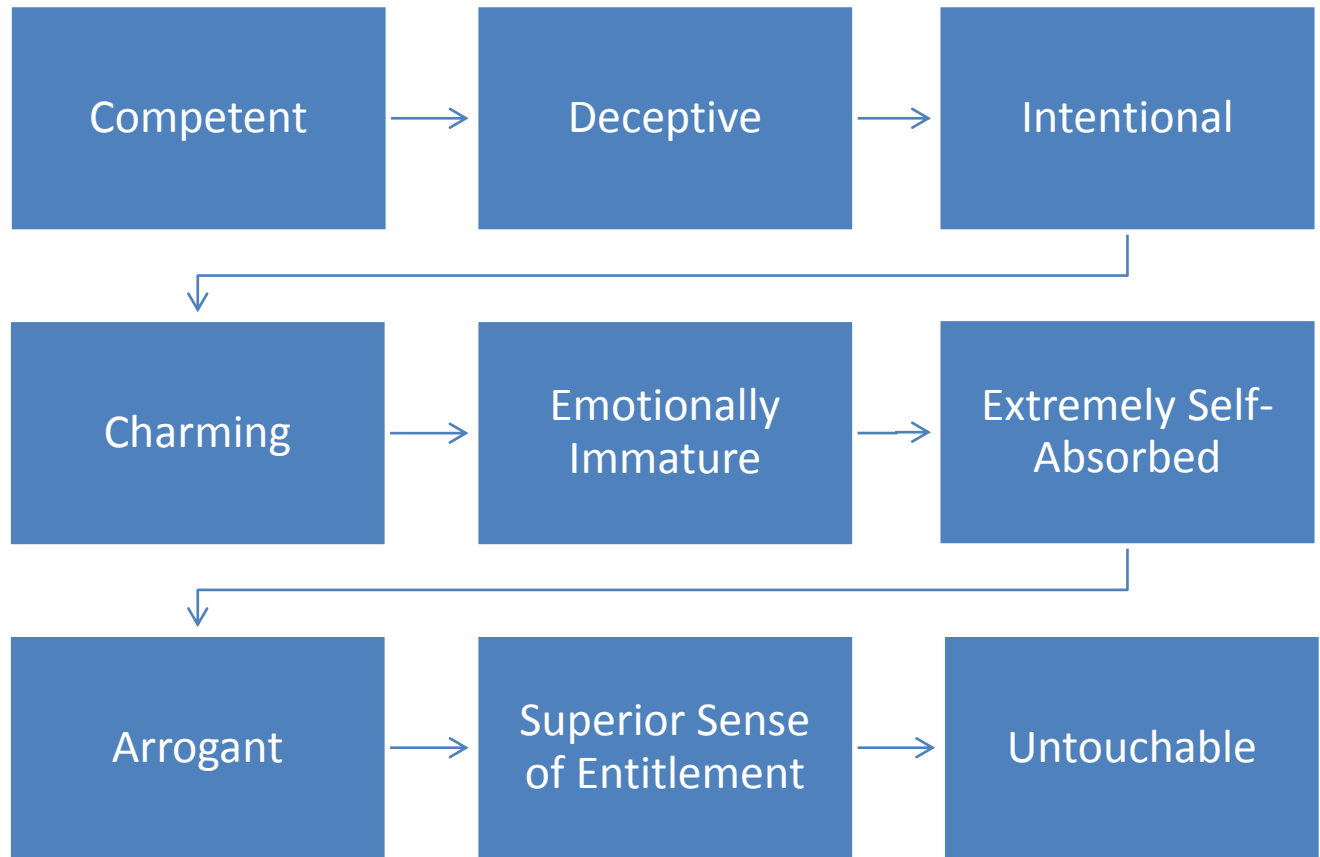
10 Signs of Bullying

- Work Means Misery
- Constant Criticism
- Lots of Yelling
- Remembering the Employee's Mistakes
- Gossip and Lies
- Not Invited to Lunch or Meetings
- Sabotage
- Impossible Schedule
- Stolen Work
- Dr. Jekyll and Mr. Hyde Personality



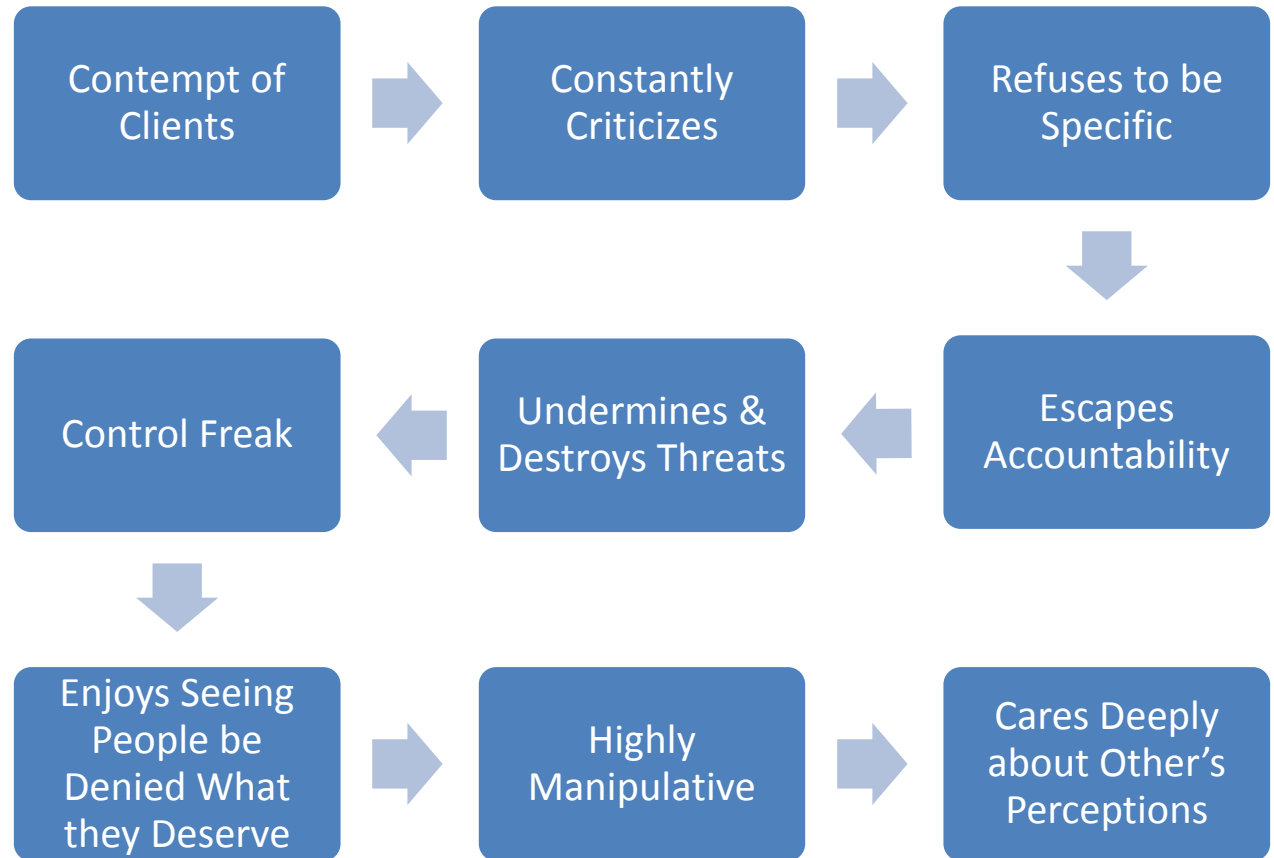
Source: Karen Michael, PLC, November 12, 2013 www.KarenMichaelConsulting.com

Examples & Signs of a “Serial Bully”




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Investigating & Taming the Bully

- 
- Don't get caught up in whether the employee is violating the "law"
 - Realize that while employees are performing, it's out of fear
 - You will have to convince leadership that the person is a bully – Leadership won't believe you
 - The bully is not fixable and has to go

Source: Karen Michael, PLC, November 12, 2013 www.KarenMichaelConsulting.com

Compensation “Equity”

Pay Disparity May Breed Discontent



Compensation “Equity”

- Pay Right at the Start
- Pay increases
- How do you define equal
 - Geography
 - Type of work
 - Amount of work
 - Span of scope
 - Experience
 - Education and certification



Organizational Issues

- Retirements
- Budgets
- Consolidations
- Benefits (PPACA)
- Work Assignments



Family and Medical Leave

- Must have worked 1250 hours and have 12-months of service at time of event
- Qualifying Events
 - Birth, Adoption, Foster Care Placement
 - Serious Health Condition of Employee
 - Serious Health Condition of Spouse, Child or Parent
 - Serious Health Condition of Covered Servicemember
 - Exigency Leave
- 12-weeks of Unpaid Leave (may use accrued vacation or sick leave, holidays, floating holidays, or comp time)
- Multiple Events Per 12-month Period



Leave Options Beyond FMLA

- Shared Benefits
- SURS Disability
- Optional Long Term Disability
- Special Leave of Absence

Shared Benefits

- Must have donated at least one day (vacation or sick) to be eligible to withdraw from the pool
- Donation Requirements -
https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=1358#donation
- Withdrawal Requirements -
https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=1358#withdrawal

SURS Disability Leave

- Participant in SURS for at least two years (unless due to an accident)
- Must exhaust all sick leave
- Disability benefits due to an accident are available starting the first day of participation in SURS.
- Disability benefits due to an illness are available after two years of service in SURS.
- Benefits begin after 60 continuous calendar days of disability or after salary or sick leave benefits end, if after the 60 days.

SURS Disability Leave Cont.

- Paid 50% of the base salary on the date disability begins, or 50% of the average earnings for the 24 months prior to the date disability begins, whichever is greater.
- SURS disability benefit is taxable.
- Benefits are payable until the total benefits received equal 50% of the earnings while in the system.
- Employee re-evaluated based on SURS schedule
- Unit must hold position

Long Term Disability Leave Voluntary University Plan

- Prudential Company
- Must be participant in SURS
- Must have a 50% or greater appointment or if a temporary appointment, be at least 50% for 9 months
- Prudential Company determines the effective date of coverage.
- A preexisting condition limitation is applicable for the first two years of coverage.

Special Leave of Absence

- Unpaid
- Short Duration (typically month or less)
- Leave of Absence Form
 - Unit must approve, then campus HR office approval

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Questions and Answers

