

**From:** Susinka, William [mailto:bil@uic.edu]  
**Sent:** Thursday, August 19, 2010 11:30 AM  
**To:** uicdeans@uic.edu; Allen-Meares, Paula; Joe GN Garcia MD  
**Cc:** Loya, John; Management Team with Assistants; Parks, Maureen  
**Subject:** Follow Up to Maureen Parks Meeting with Deans Council  
**Sensitivity:** Confidential

Dear Deans Council Members,

I am forwarding the communication below at the request of Maureen Parks, following up to her meeting with you last week.

Best,

Bil

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Dear Provost Tanner and Deans,

I want to thank you for an opportunity to meet with you last week regarding Civil Service policies and practices. I appreciated the good discussion about very important issues that impact UIC and the overall university system. I encourage your questions so that we may keep the lines of communication open and ensure that there is understanding where there might not be agreement. I will be happy to come update and address your group at any time on any of these issues. I am also available to personally talk to you at any time as we navigate through these issues.

While the legislation that created Civil Service for the State Universities was created in the early part of the 1950's, the public universities in Illinois remain subject to the provisions set forth therein. It is our collective responsibility to ensure that the University of Illinois complies with the law. Your cooperation in this regard is not only needed but critical to ensuring the best possible outcomes for the University. Chancellor Paula Allen-Meares and Provost Tanner support these endeavors and expresses how extremely important it is for each of us to provide immediate support and cooperation especially during the Civil Service audit process currently underway.

#### **2010 SUCSS Audit**

As you may recall, the State Universities Civil Service System (SUCSS) conducts biennial audits of the state universities. UIC's 2010 audit will occur in 2 phases. Phase 1 was concluded in May 2010 and focused Civil Service Employment practices. Phase two will focus on Academic Professional/Hourly Exemptions and will take place during October 4 – 8<sup>th</sup>. UIC has begun addressing findings from the first phase and continue to seek your involvement in ensuring that these issues are addressed promptly. Specifically, your assistance is needed in ensuring that position descriptions have been updated. We are at a critical juncture in gathering this information and we may appear relentless in requesting information to support our audit requirements, however, in order to meet the audit timeline, we must provide information to the System office on a timely basis.

In both phases of the audit, a request for "update dates" for job description/pape was submitted. Each Unit is asked to report the last update date of the each Civil Service and Academic Professional position description/pape. This requires a review of each position description/pape to ensure that the duties, qualifications, etc. are current and most accurately reflect the work performed. The review is only considered current if it occurred within the last three years.

The HR Advisory Council and HR Practitioner Groups were notified of this requirement in July 2010. To date, very few of the updates have been reported to HR. It is critical that this is completed ASAP. I request your support as we come to each college/unit/department to request this information.

### **Conversions to Civil Service**

UIC must continue with the job analysis process to analyze and evaluate all AP jobs. The primary outcome of this endeavor will be the definition and documentation (via job descriptions) of each Academic Professional job. We must do this to comply with the terms of the agreement with the auditor.

This review also helps to determine the proper designation of each job as Civil Service or Academic Professional. During the previous audit period, several jobs were deemed to be inappropriately classified and the conversion of those positions to Civil Service was necessary. We are continuing to make these determinations and can expect to convert more positions to Civil Service (from AP) prior to the next round of appointments.

We recognize that conversion is not the ideal outcome but sometimes necessary. Your cooperation in helping to communicate the rationale behind these actions is critical. The stigma associated with Civil Service can be mitigated by showing the actual impact of becoming a Civil Service employee. For example, in many cases, as shown in the attached table, employees fair better from a PTO (paid time off) standpoint under the Civil Service plan. HR is here to support you and do everything possible to help employees understand the specific impact to them should conversion be necessary.

### **Position Exemption Requirements**

By way of reminder, all new requests for Academic Professional positions must be approved by HR (via the PAPE process). This review is not arbitrary but considers whether or not the requested job already exists within the Civil Service class plan, which contains more than 1000 classifications (<http://www.sucss.state.il.us/classspecs/admin.asp?kw=accountant&criteria=SearchAll>). If so, the position cannot become Academic Professional. Once the job is approved for exemption by HR it may be filled. However, if there is an existing exempted position that is vacant, there is no need for review by HR, **unless** the current exemption exceeds three years. At that point, a new request (and therefore new review of the position) is made.

Over the next couple of weeks, I am sure I will have more to communicate to you and again offer to come to your Dean's Council and answer any questions you have. Please also feel free to call upon UIC HR staff. Anniese Lemond and Mirta Mendez (and several others) are working closely with me and are happy to help at any time.

Thank you,

Maureen Parks

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