

From: Deans, Directors, Department Heads [DDD@LISTSERV.UIC.EDU] on behalf of DDDH Send [robyn@UIC.EDU]

Sent: Tuesday, August 31, 2010 9:21 AM

To: [DDD@LISTSERV.UIC.EDU](mailto:DDD@LISTSERV.UIC.EDU)

### **Your Role in the UIC 2010 Civil Service Audit Process**

As a follow up to the earlier message from Maureen Parks, Assistant Vice President for Human Resources, I stress the importance of your cooperation and support in ensuring that the provisions of the Civil Service legislation are met and that the best possible outcomes for the University are achieved.

#### **Audit Timeframe:**

The audit conducted for UIC by the State Universities Civil Service System (SUCSS) will occur in two phases.

- **Phase One** was concluded in May 2010 and focused Civil Service Employment practices. Though the onsite audit has taken place, we continue seek your involvement as we begin resolving the issues identified.
- **Phase Two** will focus on Academic Professional/Hourly exemptions and will take place during October 4 – 8<sup>th</sup>. During this time, the exemption and employment practices for Academic Professionals will be reviewed. Your or a member of your team may be asked to meet with the Auditor to discuss your individual roles at UIC.

#### **Immediate Action Item:**

- **Position description Updates:**  
The SUCSS Auditors have requested a listing of all Civil Service and Academic Professional employees on staff during the audit period of December 2007 through December 2009. The listing must include the ***“last update date”*** of the position description or PAPE for each position.

The HR Staffs in your units have already received the Excel listing that we intend to provide to SUCSS. It should have been completed and returned to HR by Friday, August 13<sup>th</sup>. However, very few have been completed. Your immediate attention and assistance is needed to ensure that your unit completes the **last update date of the each Civil Service and Academic Professional position description/PAPE on the list and returns to HR ASAP.**

This will require a review of each position description/PAPE to ensure that the duties, qualifications, etc. are current and most accurately reflect the work performed. The position description/PAPE is considered current ONLY if updated within the last three years. We do not intend to submit position description updated dates that are not current.

If the auditor specifically requests to meet with an employee during the onsite visit in October, the position description/PAPE will need to have the employee's signature.

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.

Thank you,  
Chancellor Allen-Meares

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