

# Conversion of Academic Professional (AP) Employees to Civil Service Status Employees



# Conversion of Academic Professional (AP) to Civil Service Status

- Communication Plan
  - Group Meeting (Today)
    - To cover issues common to most employees.
  - Individual Data Delivery (Following Today's Meeting)
    - To give you time to review your individual situation and identify questions and concerns.
  - Individual Meetings (Optional; To Be Scheduled)
    - To address your private and individual concerns and questions. Other attendees are at your invitation.

# GROUP MEETING AGENDA

- Why convert status?
- Who is affected?
- How does this impact my job?
- When will conversion occur?
  - For many of you, conversion will not occur until your notice rights or appointment period as an Academic Professional have expired.
- What will be the impact on me?
- Do I have any choices to make?
- Next steps.

# WHY CONVERT FROM AP TO CIVIL SERVICE?

- The State University Civil Service System performed a regular audit to assess compliance with their regulations, which state that all jobs are to be classified as Civil Service except for specific exemptions.
- The audit found that UIC had misclassified some jobs.
- To resolve audit findings, UIC must convert the jobs identified in the audit and perform a systematic study of others in the organization.
- Your jobs are being converted as part of the result of the systematic review and analysis. The Medical Center was reviewed first, but all units and departments at UIC will be reviewed in the coming months.

# WHO IS AFFECTED?

- All employees in positions which were identified as misclassified as Academic Professional.
- Why was my position misclassified in the first place?
  - Range of reasons across the organization.

# HOW DOES THIS IMPACT MY JOB?

- It will have no impact on your assignments, responsibilities, relationships, tasks, or duties.
- It may have an impact on your weekly schedule (37.5 hour vs. 40 hour schedule).
- It may have an impact on the Fair Labor Standards Act (FLSA) status of your job; if your position is nonexempt following conversion, you will be eligible for overtime pay.
- It will have an impact on your notice rights.
- It will result in your gaining seniority rights within the Civil Service system. Specifics vary among individuals, but you may have the right to “bump” other employees in certain situations, while employees with greater seniority in a classification may have the right to “bump” you.
- It will have no impact on SURS or health benefits.

# HOW DOES THIS IMPACT MY JOB (CONTINUED)?

- Your job may be represented by a union.
  - This is a determination controlled by the Illinois Educational Labor Relations Board and reflected in a labor agreement, which is a legally-enforceable contract.
  - If you are in a represented job which is covered by an existing contract, you are not required to join a union, but you will be required to contribute a “Fair Share” payment for the work done by a union to represent your job if you do not join and pay dues.
  - SEIU “Professional” unit contract is now under negotiation. Other SEIU contracts are in the final year of the contracts, which will require negotiations to begin.

# WHEN WILL CONVERSION OCCUR?

- If you have notice rights, you may choose to work as an AP until your notice rights expire following issuance of a terminal appointment notice and then convert to Civil Service status, OR you may choose to waive your notice rights and convert in the near future.
- If you are a Visiting AP, you will be converted at the end of your appointment period , OR you may choose to waive your contract rights and convert in the near future.
- If you are an AP with a “less than 100%” appointment, you will be converted to an equivalent percentage Civil Service position at the end of your appointment period , OR you may choose to waive your contract rights and convert in the near future.



# WHAT WILL BE THE IMPACT ON ME?

- The individual data which will be provided at the end of this meeting will help to determine this answer for each of you.
- Your pay and health benefits will not be reduced.
- You may be eligible for overtime pay.
- You eventually will not have notice rights, but you will have specific rights regarding employment processes, including:
  - Promotion;
  - Reduction in force;
  - Discipline; and
  - Termination.
- Your pay schedule and leave accrual formulas will change (next slide).
- You will receive Civil Service seniority credit in the job classification/title for the time you have been in the same position/job (second slide).

# WHAT WILL BE THE IMPACT ON ME (CONTINUED)?

- Your pay schedule will change from monthly to biweekly (every other Wednesday) when the conversion becomes effective. The amount of your annual salary will not be reduced.
- The leave accrual for APs is:
  - Sick Leave: 25 days per year (12 accruable);
  - Vacation: 24 days per year (48 maximum accruable).
- The leave accrual formula for Civil Service employees is:
  - Sick leave: at the rate of 0.0462 hours for each hour worked;
  - Vacation: maximum accrual = 2 years' total; must be accrued prior to use.
    - Nonexempt: between 12 and 25 days, depending on years of service;
    - Exempt: between 25 and 28 days.
- The impact of the difference is:
  - Sick: 25 (12 accruable)/~12.5 earned per year.
  - Civil Service employees must accrue leave before it can be used; no "up front" usage.
  - Impact of vacation change is highly dependant on years of service and FLSA status.
  - **Your leave "banks" will be converted intact so that you lose no days of leave. If your new position is FLSA nonexempt, your future accrual may be impacted by your bank.**

# HOW LONG HAVE I BEEN IN THE SAME CLASSIFICATION?

- Example 1: Hired as an AP Project Coordinator twenty years ago, and will be converted to a clerical title in the near future: employee will have twenty years of seniority in the Civil Service classification.
- Example 2: Hired into a Civil Service clerical position twenty years ago, promoted to an AP Project Coordinator title four years ago, promoted again into an AP Accountant title two years ago, and will be converted to a CS Accountant title in the near future: employee will have two years of seniority in that classification.

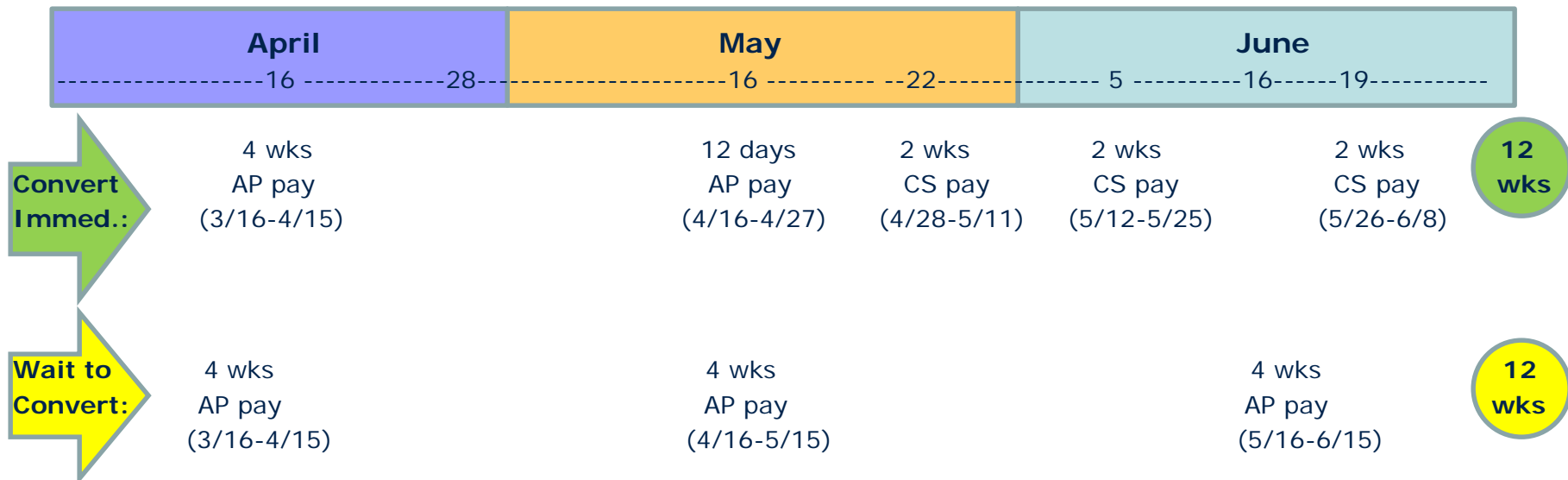
Your individual data package will include the Title of the classification to which your position will be converted.  
We can discuss any specific questions in our individual meetings.

# IMPACT OF BIWEEKLY PAY PERIODS

## Conversion Timeline for Voluntary Waivers of Notice or Contract Rights

April 27 - - - AP

April 28 - - - Civil Service



# DO I HAVE ANY CHOICES TO MAKE?

- After you review your individual data package, please consider the following, in addition to issues you identify:
  - Do I want an individual meeting to discuss any concerns or uncertain issues?
    - (If you are converting to nonexempt status, this meeting will be mandatory.)
  - Whom do I wish to invite to that meeting?
  - Do I want to waive my notice rights, or work through my notice period as an AP (or appointment period as a Visiting or part-time AP)?
  - If my new Civil Service classification is represented by a union, do I want to join the union or make “Fair Share” payments?

# APPEALS

- If you disagree with your civil service classification or becoming civil service, you can appeal.
  - Step One: Request reconsideration by the UIC Human Resources Compensation Unit. Send an email with your concern and any justification/documentation to [puskarit@uic.edu](mailto:puskarit@uic.edu)
  - Step Two: Request a review by the Assistant Vice President of Human Resources for UIC.
  - Step Three: If needed beyond the campus level, request a Position Audit Appeal to the Executive Director of the State Universities Civil Service System for review and a decision.
  - Additional detail regarding the classification appeals process is outlined in the State Universities Civil Service System Procedures Manual, Section 2.4.
- Employees who are civil service can also request a desk audit for compensation to review their work responsibilities

# APPEALS

- If you have concerns with the seniority that is calculated during the conversion process, you can appeal.
  - The State Universities Civil Service System Exemption Procedures Manual Section 8.2(b) (4) provides the formula for determining seniority.
  - To ensure compliance, a method for calculating seniority was developed in keeping with Section 8.2(b) (4) of the Exemption Procedures Manual.
  - The method used considers the historical record keeping practices at UIC. Simply stated, this practice is defined by our ability to document the exact job duties and responsibilities of a position.
  - In some situations records do not exist to sufficiently document duties and/or responsibilities.
  - To file an appeal, please complete Request to Review Seniority Date Form and provide and background documentation you may have (i.e., job description, offer letter, etc.)
  - Submit form to Jack McEnery, Director of HR Shared Services at [jmcenery@uic.edu](mailto:jmcenery@uic.edu)
  - If you need to go beyond campus level review, you can request review by the Executive Director of the Civil Service System Office.

# OTHER THINGS TO CONSIDER

- Contact Us If You Are Currently Using a Tuition Waiver
- Opportunity To Use Tuition Waiver at Other State Universities (Limited to 11 Credit Hours for Full-Time & 5 Credit Hours for Part-Time)
- Consider Enrolling in the Shared Benefit Program
- Change Deduction if You Participate in the State Deferred Compensation Plan or the University 403(b) Plan and Have Elected a Flat Dollar Contribution
- You Must Re-Enroll in the Transportation Benefit (CTA/RTA) after Your Conversion



# NEXT STEPS

- Review your individual data packages.
- Let your supervisor know if you want an individual meeting to address open issues and concerns.
- Once scheduled, make arrangements for your meeting guests (if any) to attend the individual meeting.
- If you have notice rights, decide if you want to waive them or work through your notice period as an AP.
- Let me know which issues or questions I have not addressed, or addressed adequately, so that I can do a better communications job in the next meeting.

# CONVERSION OF ACADEMIC PROFESSIONAL TO CIVIL SERVICE

## QUESTIONS?

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