

# UIC POLICIES AND PROCEDURES

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REVISIED
09/01/2013

MANUAL	SECTION	
Human Resources	Introductory Material	
SUBJECT	EFFECTIVE	REVISED
Introduction	04/01/1997	09/01/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

## PURPOSE

The UIC Human Resources Policy and Procedure Manual is intended to promote the effective management of human resources on the Chicago campus and to ensure compliance with higher directives such as those contained in federal or state legislation and university policy.

## APPROVAL AND ISSUANCE OF POLICIES AND AMENDMENTS

The Chancellor, as the chief executive officer at each campus, is responsible for the administration of campus human resources operations and ensuring compliance with University-wide policies, rules, and regulations and with those State University Civil Service System responsibilities delegated by the University to the campuses. Each Chancellor may delegate responsibility to other staff members except where specifically prohibited by the State University Civil Service System Statute and Rules or by the policies contained in University of Illinois Policy and Rules. The Chancellor at the Chicago campus has charged the Assistant Vice President for Human Resources to develop, revise, issue, and enforce policies relating to human resource operations on the Chicago Campus. The Assistant Vice President for Human Resources is also responsible for interpreting personnel policy applications and intent.

All policies and procedures are subject to review and modification according to the needs of the Campus or of the University without prior notice to staff.

The UIC Human Resources Policy and Procedures Manual is available on the UIC Human Resources website. The UIC Human Resources Department will periodically update the Manual.

## STATE OF ILLINOIS POLICY

The three major documents containing State of Illinois policy or laws that govern Human Resource practices at the University are:

- State Universities Civil Service System Statutes and Rules;
- Illinois Department of Central Management Services State of Illinois Group Insurance Representative and Preparer Manual; and
- State Universities Retirement System Procedures Manual.

The UIC Human Resources Policy and Procedures Manual does not supersede any federal, state or university publications. Rather, the reader is referred to the appropriate document(s) for additional clarification on questions concerning policy.

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## UNIVERSITY POLICY

The four major policy documents and other sources containing University policies that govern Human Resource practices at UIC are:

- The University of Illinois Statutes;
- The General Rules Concerning University Organization and Procedure;
- University of Illinois Policy and Rules for Civil Service Staff; and
- The University of Illinois Business and Financial Policies and Procedures.

Other sources, such as labor union bargaining agreements, provide guidance that governs UIC in its human resource practices.