

## **POLICY STATEMENT**

Per [UIC HR Policy 1202](#), Position Elimination, Civil Service regular status and contract positions on the UIC Campus may be eliminated due to a reduction in the amount of work required, discontinuance of a particular kind of work, lack of available funds, lack of available space for the execution of work planned, and/or interruptions caused by inclement weather, or a catastrophic event.

Elimination of any position requires the approval of the Vice Chancellor, Dean, UIH Leadership designee to whom the eliminating Unit reports. When position elimination will not result in bumping, the Assistant Vice President for Human Resources may approve the position elimination.

Please see the Position Elimination policy for specific definition of terms and detailed description of the terms and conditions of UIC position elimination.

## **PROCEDURES**

These procedures are intended to provide detailed information and instructions for management staff in UIC Units that decide to engage in the Civil Service position elimination process.

### **I. Request Processing Cycle**

Position elimination requests will be processed and completed within a ninety (90) day cycle unless there is large volume or other extenuating circumstances. [See attached](#) general timeline for more detailed information regarding processing steps and anticipated timeframes.

Unless University business needs dictate otherwise, Units will have an opportunity to submit position elimination requests during the first ten (10) business days of each quarter. In order for processing to be completed within a ninety (90) day cycle, submissions may be limited to no more than 60 position eliminations requests at one time.

### **II. Supervisory Training (Required)**

It is important that all UIC supervisory staff are knowledgeable of performance management guidelines so that all UIC employees are enabled to consistently maintain adequate work performance, no matter where they may be assigned to work. The position elimination process requires that all direct supervisors and the next level of management of those in positions to be eliminated must have received supervisory training within the past two years of the position elimination request. An online supervisory training entitled *Productive Performance: Guidance in Compliance with Policy 1202* has been specifically developed for this purpose and is intended for all staff who supervise Civil Service employees in eliminated positions. The training is housed on the UIC Human Resources and UIH websites. It is

estimated that the training can be completed in 30-60 minutes. Supervisors will have to sign in to the training. Once the training session has been successfully completed, the website is able to capture information so that training completion can be verified. To access the supervisory training associated with position elimination, please click here: <https://uofi.uic.edu/fb/sec/370740>.

### **III. Submitting the Position Elimination Request**

In order to request position elimination, the initiating Unit must complete and submit the following documents:

- [Civil Service Position Elimination Request Form](#)
- [Civil Service Position Elimination Performance Disclosure Form\(s\)](#)
- [Position Elimination Budget Worksheet](#)
- Before and after organizational chart (if the reason for position elimination is reorganization)
- Before and after itemized Unit budget / explanation (if the reason for position elimination is due to funding loss or budget reduction)

#### **A. Civil Service Position Elimination Request Form**

In accordance with the policy, the Unit initiating the position elimination process must complete a signed and dated Position Elimination Request form for each position to be eliminated. If the Unit is eliminating multiple positions, the Unit should submit one form with a list / spreadsheet of all employees in the eliminated positions. All information about each employee must be included.

The form must be signed by the Vice Chancellor or Dean or UIH Leadership.

*To submit the Civil Service Position Elimination Request form*, please complete all spaces then SAVE AS name of form / unit name / position elimination cycle (e.g. Position Elimination Request / Department of XXX / month, year). Print and sign this form then submit a scanned copy of this signed completed form, along with the Position Elimination Performance Disclosure Forms for each impacted employee, updated organizational charts, and budgetary / operational explanation via email to [PERT@uic.edu](mailto:PERT@uic.edu). In the email subject line, please add unit name and position elimination cycle date (e.g. Department of XXX / month, year).

UIH submissions will be centralized and coordinated by the AVP of UIH Human Resources.

#### **B. Civil Service Position Elimination Performance Disclosure Form**

The initiating Unit must complete and submit a signed and dated Performance Disclosure form pertaining to each employee in an eliminated position.

*To submit the Civil Service Position Elimination Performance Disclosure form*, please complete all spaces then SAVE AS name of form - impacted employee name / Unit name / position elimination cycle (e.g. Performance Disclosure – Jane Doe / Department of XXX / month, year). Please include a scanned copy

of this signed completed form for each impacted employee along with the Position Elimination Request form, updated organizational charts, and budgetary / operational explanation via email to [PERT@uic.edu](mailto:PERT@uic.edu). In the email subject line, please add Unit name and position elimination cycle (e.g. Department of XXX / month, year).

UIH submissions will be centralized and coordinated by the AVP of UIH Human Resources.

Once the position elimination form(s) and documents have been received, the initiating Unit will receive an email confirming receipt of the request packet. Inquiries pertaining to the request process should be directed to the Bump Processing Coordinator via [PERT@uic.edu](mailto:PERT@uic.edu). [Click here](#) for position elimination FAQ sheets.

To ensure that all pertinent forms and documents are included in the Units submission packet, it is strongly recommended that a checklist is used for quality assurance purposes. [Click here](#) for copy of the position elimination submission packet checklist.

#### **IV. Request Review Criteria**

When position elimination will result in bumping, the position elimination must be approved by the Assistant Vice President for Human Resources on the recommendation of the Position Elimination Review Team, hereafter referred to as the PERT. The PERT will consist of the Assistant Vice President for Human Resources or his/her designee along with designated representatives from UIC and UIH Human Resources Employment, Recruitment, Compensation, Organizational Effectiveness, and Labor and Employee Relations; the Office of Access and Equity (OAE), the Office of Budget and Program Analysis; and other members of UIC and UIH leadership as needed. For a list of current PERT members, [click here](#).

In accordance with the Position Elimination policy stipulations, the PERT will review each position elimination request in accordance with the following criteria:

- Reason for elimination
- Presence or history of any of the following:
  - Less than adequate work performance
  - Disciplinary action
  - EEO / AA complaints
  - Union grievances
  - Workers Compensation or FMLA leaves of absence
  - Supervisory training compliance

## **V. Request Review Process**

The initiating Unit (or UIC Human Resources) will be notified via email of the PERT's review and initial determination regarding the position elimination request(s). The email will be sent back to the email box from which the position elimination request was received.

If the PERT determines that the position elimination request is not in keeping with policy stipulations, the request for eliminating the position(s) will not be processed. The request will be returned to the initiating Unit with a reason for non-processing and required corrective action.

Corrected submissions must be sent via email to the PERT mailbox with the word CORRECTED / name of initiating Unit / date of elimination cycle in the subject line (e.g. CORRECTED / Department XXX / AUGUST 2014). All initial and corrected submissions received after the end date of the designated PERT review period will not be processed but will be returned to the initiating Unit for possible resubmission during a later position elimination cycle.

Submissions cannot be processed after the designated closing date.

## **VI. Employee Seniority Rights - Bumping Trees and Bump Mapping**

In accordance with System Office rules, Civil Service employees accrue service time within their position classifications. In the event of position elimination, affected employees may use their seniority rights to displace (aka bump) and therefore assume the positions of others with less seniority in that same classification, other classifications in that promotional line, or other classifications outside that promotional line that the employee has held in the past. This displacement (the exercise of bumping rights or bumping) occurs until the employee who is the least senior in the affected classifications with no other seniority rights ultimately separates from UIC employment on layoff status.

A team of UIC Human Resources staff review the seniority rights of all employees in positions initially identified for elimination and create bumping maps or trees for each employee that occupies an eliminated position. The bumping maps identify the seniority rights of the employee in the position to be eliminated and the corresponding seniority rights of all others who will be directly impacted by the position elimination. The bump mapping process will occur in two stages - once after the PERT initially identifies a list of employees who occupy positions approved for elimination and again once the initiating Units have had an opportunity to review that list and the impact of eliminating those positions, which typically results in reconciliation and vacancy placement efforts.

## **VII. Position Elimination Impact Analysis Reports**

The list of positions initially approved for elimination by the PERT will be forwarded to the bumping coordinators within UIC Human Resources. The seniority of employees in the eliminated positions will be calculated and displayed in an impact analysis report. The report will contain information regarding how each eliminated position / employee will impact others (aka bumping trees) along with the associated salary differentials of all involved. The impact analysis report and bumping trees will be sent back to the Vice Chancellors and Deans of all initiating Units for further review, discussion and reconciliation. For an example of an impact analysis report, [click here](#).

## VIII. Unit Reconciliation and Vacancy Identification

The Vice Chancellor or Dean or UIH Leadership of the eliminating Unit, through their respective designee, must attempt to place employees whose positions are to be eliminated into other Units under their jurisdiction prior to any positions being submitted to the PERT for elimination.

### **SPECIAL NOTE:**

**All employees in the same affected classifications who are on temporary appointments (agency or Extra Help), upgraded assignments, and serving in a provisional or probationary status must be dismissed prior to issuing 30-day position elimination or bumping notices to impacted status employees.**

**Unless there are subsequent unexpected or emergent business needs, any vacancies in affected classifications within the initiating Unit that are cancelled or opened after a position elimination request has been submitted cannot be filled for one year after the initial position elimination request.**

**Recruitment and hiring for vacancies in affected classifications will be temporarily placed on hold until position elimination activity is resolved.**

**Requests for position reallocation and reclassification into classifications appearing on the position elimination list will be temporarily placed on hold until position elimination activity is resolved.**

## IX. Employee Communications

Once a final list of positions to be eliminated has been established, employees who are being bumped and employees who are leaving UIC on layoff will be given 30-day layoff / bumping notices.

UIH notices will be completed by UIH Human Resources and issued to the impacted employees by their respective Departments. Campus notices will be generated by UIC Human Resources and forwarded to the Campus Unit for issuance to the impacted employee. All notices should be distributed as part of a packet of information that will be provided by Human Resources.

Each impacted employee will be offered an opportunity to meet with designated staff in UIC Human Resources within two business days after the 30-day notices are issued. In that meeting, the employee and UIC Human Resources will review all documents contained in the information packet they received when the 30-day notice was issued.

The information packet will contain some if not all of the following documents:

- 30-day bumping or layoff notice
  - If bumping, will receive information pertaining to specific classification, job description (if available), new department or Unit, new supervisor, and start date in position they will be bumping into.

- If leaving UIC on layoff, will receive information pertaining to re-employment rights, benefits continuation and termination.
- Bumping rights waiver form (to be reviewed by UIC Human Resources and signed if the employee decides to waive their bumping rights and leave UIC on layoff).
- List of frequently asked questions that pertain to position elimination processes and Civil Service rules / procedures pertaining to bumping and layoff.

## **X. Funding Transfers**

It is UIC practice that employees in eliminated positions who are bumped into other positions will maintain their current salaries unless there are extenuating circumstances wherein their current salaries place them above the maximum of the established compensation level of the classification to which they are bumping into. In that event, the employee's salary will be reduced to the maximum amount of that classification pay range. In all other circumstances, employees will maintain their current salaries.

The following Funding Transfer provisions apply to UIC Campus departments and administrative Units. They may not apply to the University of Illinois Hospital and Health Sciences System (UIHHS) which includes the University of Illinois Hospital and Clinics and Mile Square Health Center. UIHHS units should check with their respective Finance Office for specific budgetary instructions regarding how to fund salary differentials and terminal payouts.

- In a scenario where bumping occurs, the eliminating Unit will transfer the difference between the eliminated employee's current salary plus the cost of a Union Step adjustment, if required, and the salary of the individual they are bumping.
- Funding transfers apply to all "bumping" personnel transfers between Units at the University of Illinois at Chicago, as well as personnel transfers to and from University Administration positions located on the UIC Campus, contract appointments, and Hospital positions. It is also applicable to employees transferring into vacant positions. All funding transfers must be permanent (recurring) funding preferably from the same fund group. In situations where that may not be possible, the eliminating Unit should contact the Office for Business and Financial Services / Budget Operations and Financial Analysis (BOFA) to determine what opportunities may exist for swapping fund sources.
- If bumping occurs and a Unit places an employee into a currently vacant position or creates a vacancy for that individual, the Unit will be transferred the salary difference between the classification minimum and the current salary of the transferred employee.
- Should there be a change in employee status, such as retirement, termination, resignation, demotion or transfer out of a Unit within the same fiscal year (e.g. movement from one VC area to another VC area); the Unit must notify the PERT who will notify the Office for Business and Financial Services / Budget Operations and Financial Analysis (BOFA). BOFA will coordinate the permanent transfer back of prorated funds to the initiating Unit, net of any one time salary costs for the current year. After one fiscal year, there is no obligation to return transferred funds.

- The Unit that initiates position elimination must fund the payment of all accrued terminal benefits earned prior to the layoff, for the affected employee.
- If a transferred employee terminates within a five year period of the “bump,” any terminal payout of eligible compensatory sick and vacation leave will be shared with the transferring Unit on a pro-rated basis. The transfer of funds should be coordinated with the BPA so the action will be recorded.
- For any positions supported by multiple funding sources, the Unit must have already designated a home Unit for the employee at the time of hire, as the bumping process is dependent on this information and cannot be changed at the time of the impending position elimination.

### **Employment Transactions**

At the conclusion of the position elimination cycle, all employee movement and termination transactions will be processed in the appropriate employee information systems by UIC Human Resources.