

# UIC POLICIES AND PROCEDURES

		NUMBER
		1202
MANUAL	SECTION	PAGE
Human Resources	Separations	1 of 8
SUBJECT	EFFECTIVE	REVISED
Civil Service Position Elimination	12/31/1994	8/16/2014
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

## PURPOSE

The purpose of this policy is to define and describe the process and procedures for elimination of Civil Service positions.

## SOURCES AND BACKGROUND

General Rules Concerning University Organization and Procedure  
University of Illinois Policy and Rules  
State Universities Civil Service System Statutes and Rules  
Union Collective Bargaining Agreements

## APPLICABILITY

UIC Departments (Campus, University of Illinois Hospital and Health Sciences System (hereafter referred to as UI Health), offsite contract positions, and University Administration positions located in Chicago) and employees affected by the elimination of Civil Service positions.

## DEFINITIONS

**System Office:** The State Universities Civil Service System (System Office), founded in 1952, develops, maintains, and administers a comprehensive and efficient program of human resource administration for the higher education community, specifically related to the employment and employment relationship with auxiliary and support staff positions.

**Civil Service:** An employee who occupies a position that is included in the list of position classifications that is governed by the State Universities Civil Service System.

**Position Elimination:** The temporary or permanent elimination of positions for business reasons.

**Affected Employee:** An employee who will be affected on some level due to position elimination.

**Seniority/Seniority Rights:** Seniority refers to the length of service of an employee in a specific classification or in classes within the same promotional line after successful completion of the probationary period. Seniority rights refer to the length of service of an employee in a classification, and how seniority can affect another employee in that same classification with a shorter or longer length of service.

**Least Senior:** An employee in a Civil Service classification with the shortest length of service in that particular classification.

# UIC POLICIES AND PROCEDURES

		NUMBER
		1202
MANUAL	SECTION	PAGE
Human Resources	Separations	2 of 8
SUBJECT	EFFECTIVE	REVISED
Civil Service Position Elimination	12/31/1994	8/16/2014
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

**Bumping/Bump:** Displacement of one employee by another employee due to seniority rights.

**Separate Place of Employment:** In an institution such as UIC with multi-Campus operations, where a central administrative unit has been established as a separate place of employment, promotional registers and original entry registers for that place of employment shall be a combination of all promotional registers and original entry registers, respectively, of all places of employment within that institution.

**Unit:** An organizational unit as defined by a six-digit org code.

**Classification:** The System Office is required to maintain written specifications, as approved by the Merit Board, for each position in the classification plan. Each classification specification includes the class title, the function of the position, characteristic duties and responsibilities, minimum acceptable qualifications (including any special licenses or certificates required by state or federal laws), and additional desirable qualifications.

**Position:** A group of duties and responsibilities assigned or delegated by competent authority, requiring the full-time service of one person, or the part-time service of one or more persons.

**Reclassification:** A change from one job position/title to another, typically resulting in an increase in pay. Reclassification usually occurs as a result of one of the following: a supervisor wants to modify an existing vacant position to better meet the needs of the Unit; an employee in a current position has become proficient in all job elements and meets the requirements of an existing higher level position; or an employee in a current position has become proficient in all job elements and meets the requirements of a higher level position, but none currently exists within the University's classification plan.

**Reallocation:** Assignment of an existing position to a class within a different promotional line, or to a class which is not a part of any promotional line.

**Contract Positions:** Status positions which involve work carried out by the Units but away from their premises or immediate environments.

**Vacancy:** An existing funded position, which is currently not filled but has been approved to be filled.

## POLICY

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.

# UIC POLICIES AND PROCEDURES

		NUMBER
		1202
MANUAL	SECTION	PAGE
Human Resources	Separations	3 of 8
SUBJECT	EFFECTIVE	REVISED
Civil Service Position Elimination	12/31/1994	8/16/2014
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

Elimination of any position requires the approval of the Vice Chancellor, Dean or 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.

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 (PERT). The PERT will consist of the Assistant Vice President for Human Resources or his/her HR designee along with designated representatives from UIC Human Resources Employment, Compensation, Organizational Effectiveness, and Labor and Employee Relations; the Office of Access and Equity (OAE), the Office of Budget and Resource Planning; and other members of UIC leadership as needed.

## VACANCY PLACEMENT

- The Vice Chancellor or Dean of the eliminating Unit, through their respective designee, must attempt to place employees whose positions are eliminated into other Units under their jurisdiction prior to any positions being submitted to UIC Human Resources.
- The Vice Chancellor or Dean of the eliminating Unit, through their respective designee, may also continue to fund an eliminated position until a vacancy occurs or is created. The vacancy could be under a different area of the Campus.
- 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 must be temporarily placed on hold either until the affected employees are placed in vacancies, or it is determined that placement in those classifications is not feasible.
- Requests for position reallocation and reclassification pertaining to eliminated or affected classifications must be temporarily placed on hold until position elimination activity is resolved.
- An affected employee may request to be considered for a vacancy located in a separate place of employment. Specifically, an affected UIC Campus employee may request to be considered for a vacancy within the academic healthcare area or on another University of Illinois Campus. If the employee is placed in any such vacancy, their classification seniority rights will not carry over to the new place of employment but will restart as of the date of the new placement.

# UIC POLICIES AND PROCEDURES

		NUMBER
		1202
MANUAL	SECTION	PAGE
Human Resources	Separations	4 of 8
SUBJECT	EFFECTIVE	REVISED
Civil Service Position Elimination	12/31/1994	8/16/2014
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

## POSITION ELIMINATION DETERMINATION - APPROVAL CRITERIA

Unless vacancy placement occurs, position elimination will most likely result in an employee leaving UIC employment in a layoff status. In accordance with Civil Service rules, layoff order is determined first by employee status and then by service and seniority. Employees in the initiating Unit shall be laid off by classification in the following status order:

- a. Employees on temporary appointments including Temporary Agency and Extra Help. (*Terminate*)
- b. Employees on temporary upgrading assignments. (*Terminate*)
- c. Provisional employees. (*Terminate*)
- d. Employees serving probationary period.
- e. Status employees.

Accordingly, 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.

Due to demonstrated budget or other financial or operational considerations, individual or multiple positions may be eliminated, with the approval of the Vice Chancellor or Dean of the respective college or unit. If no vacancies are available for placement, the eliminating unit must complete and submit a [Position Elimination Request form](#).

Position elimination requests will be reviewed by the Assistant Vice President for Human Resources and the PERT. The position elimination request and all supporting documentation should be submitted to the PERT via UIC Human Resources, addressed to the Assistant Vice President for Human Resources or his/her designee.

Unless there is a large volume or extenuating circumstances, position elimination requests will be processed and completed within a ninety (90) day cycle.

The PERT will review all position elimination requests to determine and evaluate the existence of any or all of the following conditions before a position elimination request can be approved:

### A. ELIMINATION OF AN ENTIRE DEPARTMENT, UNIT OR OPERATION/FUNCTION

If there will be an elimination of an entire Department, Unit, location, or functional area that involves multiple position eliminations of similar positions or positions with similar duties and responsibilities or related functions, documentation of the following conditions must be

# UIC POLICIES AND PROCEDURES

		NUMBER
		1202
MANUAL	SECTION	PAGE
Human Resources	Separations	5 of 8
SUBJECT		EFFECTIVE
Civil Service Position Elimination		12/31/1994
		REVISED
		8/16/2014
ISSUED BY		APPROVED BY
Assistant Vice President for Human Resources		Chancellor

considered:

- Budgetary or operational justification for position elimination. The Position Elimination Request form must provide documentation of the budgetary or operational need to eliminate the position(s), in accordance with the following criteria specified by the System Office:
  - 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.
  - Interruptions caused by unfavorable weather, an emergency or catastrophic situation.
- Elimination of the need for the duties or responsibilities within that Unit. As supplemental documentation to the Position Elimination Request form, the initiating Unit must provide before and after organizational charts and corresponding unit description confirming that the duties and responsibilities to be eliminated, are being reassigned or are no longer needed.
- If eliminating some but not all positions in the same classification, employee seniority rights must be taken into account. Specifically, only those with the least seniority in the affected classifications in that unit should be considered for position elimination.

## B. ELIMINATION OF INDIVIDUAL POSITIONS

If individual positions are eliminated wherein the elimination does not serve to eliminate an entire Unit, operation/function or group of functions, the presence or absence of any of the following conditions will be taken into consideration:

- Work performance/discipline history. To position the receiving Unit and the affected employee for optimum success in their new roles, it is important to ensure that the employee is currently performing at acceptable levels. Affected employees should have a documented record of acceptable work performance over the previous year and currently determined to be adequately performing all job duties and responsibilities. The eliminating Unit must complete and submit a [Position Elimination Performance Disclosure form](#) on each affected employee – this form should accompany the Position Elimination Request form.
- EEO/AA complaints and/or Union grievances. The position elimination process must avoid the appearance of any form of retaliation. The PERT will verify with the Office of Access and Equity (OAE) and with Labor and Employee Relations if the affected employee has been involved in a complaint or grievance process within the year preceding the elimination request. The content and status of any such complaints or grievances will be taken into consideration when determining position elimination

# UIC POLICIES AND PROCEDURES

		NUMBER
		1202
MANUAL	SECTION	PAGE
Human Resources	Separations	6 of 8
SUBJECT	EFFECTIVE	REVISED
Civil Service Position Elimination	12/31/1994	8/16/2014
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

eligibility.

- Supervisory training. To ensure that the position elimination process is not used as a method of addressing performance concerns, supervisory staff must be trained in addressing performance issues and administration of University disciplinary policy, procedures, and processes. Once a position elimination request is submitted, the requesting Unit must provide documentation that the supervisory staff who directly supervise the affected employees have completed the designated performance management/employee discipline training within two years prior to the position elimination request. This required training is available online 24/7 on the UIC Human Resources website at <https://uofi.uic.edu/fb/sec/370740>. The PERT will verify with Organizational Effectiveness (OE) that designated supervisory staff have completed online training.
- Family Medical Leave of Absence (FMLA) or Workers Compensation (WC) status. The PERT will verify if the affected employee is currently on an FMLA or WC leave of absence. Depending on the leave of absence circumstances, employees on leave may not be eligible for position elimination until they return to work.

## BUMPING

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 ultimately separates from UIC employment on layoff status.

- The affected employee must be offered the choice to either exercise their bumping rights or leave employment on layoff status. If the affected employee chooses not to exercise their bumping rights, they must sign a bumping rights waiver.
- If an individual refuses an offer of employment within their same classification, or they choose not to exercise their bumping rights, they are in effect choosing to separate from UIC employment on layoff status.
- An affected employee with bumping rights whose position is being eliminated may request to be placed in a vacant position in a lower or different classification if they are not interested in bumping. In such cases, UIC Human Resources will evaluate their qualifications to determine other vacant positions for which they qualify and attempt to move forward with placement. If placement occurs, the affected employee must sign a bumping rights waiver before they assume the new position. If the new position is not in their promotional line, the affected employee must serve the designated probationary period. Their seniority rights in the new

# UIC POLICIES AND PROCEDURES

		NUMBER
		1202
MANUAL	SECTION	PAGE
Human Resources	Separations	7 of 8
SUBJECT	EFFECTIVE	REVISED
Civil Service Position Elimination	12/31/1994	8/16/2014
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

classification will begin to accrue as of the time the new classification is assumed.

- In accordance with System Office rules, all Civil Service employees affected by position elimination must be given a minimum of thirty (30) calendar days' notice of their impending bump or layoff.
- The UI Health/Clinics became a separate place of employment, as approved by the Civil Service Merit Board on October 2, 2000. Employees hired/working at the UI Health/Clinics on or before May 22, 2000, may have bumping rights onto the UIC Campus.
- UIC Campus employees cannot bump into the UI Health/Clinics.

## NOTIFICATION OF POSITION ELIMINATION

- The Assistant Vice President for Human Resources or designee on behalf of the PERT will issue a written notice of position elimination approval to the requesting Unit along with the position elimination notice(s) that are to be given to the affected employee(s).
- The PERT will also notify the affected employees' union (if applicable) of the position elimination once it has been approved.
- The eliminating Unit will distribute the position elimination notifications to the affected employee(s).
- In accordance with System Office rules, affected employees are required to be given at least thirty (30) calendar days' notice of an impending position elimination or bumping.
- The employee whose position is being eliminated or is being bumped must be given the option to either exercise their bumping rights or to leave the organization on layoff status. If the affected employee has bumping rights but chooses not to exercise them, they must sign a bumping rights waiver.
- UIC Human Resources will contact the affected employee(s) to review seniority rights and provide all pertinent information related to their position elimination or to bump to another position or classification.

## FUNDING OF SALARY DIFFERENTIALS OF BUMPING EMPLOYEES

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 (UIH) which includes the University of Illinois Hospital and Clinics and Mile Square Health Center. UIH 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 an Union Step adjustment, if required, and the salary of the individual they are bumping.

# UIC POLICIES AND PROCEDURES

		NUMBER
		1202
MANUAL	SECTION	PAGE
Human Resources	Separations	8 of 8
SUBJECT		REVISIED
Civil Service Position Elimination		8/16/2014
ISSUED BY		EFFECTIVE
Assistant Vice President for Human Resources		12/31/1994
APPROVED BY		
Chancellor		

- A. 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 UI Health 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 bumping unit should contact the Office of Budget Operations and Financial Analysis (BOPA) to determine what opportunities may exist for swapping fund sources.
- B. 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.
- C. 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 UIC Human Resources, who will notify the Office of Business and Financial Services / Budget Operations and Financial Analysis (BOFA). BOFA will coordinate the permanent transfer back of 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.
- D. The Unit that initiates a position elimination must fund the payment of all accrued terminal benefits earned prior to the layoff, for the affected employee.
- E. 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 Office of Budget Operations and Financial Analysis (BOFA) so the action will be recorded.
- F. 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.