

UIC HR Policies and Procedures

NUMBER

206-01

MANUAL Human Resources	SECTION Employment	PAGE 1 of 3
SUBJECT Hourly Faculty/Clinical/Research Employees	EFFECTIVE 03/01/2012	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define the policy regarding the classification and use of employees working on an intermittent basis and paid on an hourly basis for Faculty, Clinical, and Research duties at the University of Illinois Chicago.

APPLICABILITY

- UIC employees performing duties in the areas of Faculty, Clinical, and Research work, and paid on an hourly basis who are not in a position with a percentage appointment may be placed in the e-class of Hourly Faculty, Clinical, and Research. Clinical and Research duties typically fall into the realm of Academic Professional positions for which a Civil Service classification does not exist.
- UIC faculty employees paid on an hourly basis, who are not in a position with a percentage appointment, may be placed in the Hourly e-class of HA, subject to review and approval by the Office of Faculty Affairs HR (Refer to FPP-100-112 for further information).
- Exclusions: All other employees, working on a temporary and/or intermittent basis and are hourly paid, must be classified as Extra Help and follow the regulations for that category of employees (Policy 201-04 – Hiring Temporary and Extra Help Employees/Use of Outside Agencies). All administrative duties and appointments are excluded from eligibility in this policy and must be employed under the provisions of Policy 201-04. All Student employees (Undergraduate and Graduate) are excluded from this policy and its provisions.

POLICY

- I. Eligible Categories: Employees who perform job duties, and are compensated on an hourly basis (no set percentage appointment or FTE), and possess a minimum of a bachelor degree (a post bachelor's degree may be required), in one of the three areas described below are subject to this policy:
 - A. Faculty – Refer to FPP-100-112 for information.
 - B. Research – Engaged in either qualitative or quantitative research activities, normally under the direct oversight of an academic department. May include medical, health, field historical, linguistic, archaeology, and other research. Work which is primarily administrative is excluded from the definition of Research. Source of funding does not determine whether duties are Research in nature.
 - C. Clinical – Engaged in practical application of knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study. May be engaged in activities of or pertaining to direct observation, applications to, or treatment of patients and/or human subjects. Work which is primarily administrative is excluded from the definition of Clinical.

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II. Hours Worked, Paid, and Overtime:

- A. The hours worked are to be set by the employing unit.
- B. Such employees are to be paid for their hours worked on a bi-weekly basis.
- C. Certain classifications may be eligible for hours worked in excess of 40 hours per week. Research and Clinical positions will be identified as non-exempt. Faculty positions will be exempt.

III. Identification in University HR Systems

- A. The appropriate e-class is HA
- B. The position and job are to be established according to these guidelines:
 1. The appropriate p-class is:
 - a. Faculty – (contact facultyaffairs@uic.edu)
 - b. Clinical – SAKAA
 - c. Research - SAQAA
 2. Job Title:
 - a. Faculty – (contact facultyaffairs@uic.edu)
 - b. Clinical – ‘SPEC **HLMED**’
 - c. Research – ‘SPEC **RSDIS**’

IV. Approval and Employment Process

- A. An approved job description is required for each position to be filled. The job description is to be processed through HireTouch utilizing the “Hourly-Faculty/Clinical/Research” process. Faculty job descriptions will be reviewed by Faculty Affairs in the flow, and Clinical and Research job descriptions will be reviewed by Compensation.
- B. The approved job description is required for the HR Front End transaction for the New Hire, Add a Job, Job Change, and to extend a job end date. Attach the Job Description (Name File: Job Description and Document Type: Job Description) and submit it as part of the HR Front End transaction. The UIC HR Service Center will apply all transactions related to Hourly – Faculty/Clinical/Research. Put an end date on the job of up to one (1) year after the date of hire or job begin date (whichever is more recent).
- C. Applicants and candidates for all Hourly-Faculty/Clinical/Research positions must complete all pre-employment requirements as candidates for all other positions within the Unit and/or College.
- D. It is not required to conduct a Search to fill these hourly positions.

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PROCEDURES

RESPONSIBILITY

ACTION

1. Hiring Unit
If an approved job description does not exist for an AP contact Compensation (jobanalysis@uic.edu) or for Faculty contact Faculty Affairs (facultyaffairs@uic.edu) to develop/obtain approved job description. Job Description must show approval from Compensation or Faculty Affairs.
2. Hiring Unit
Follow workflow in HireTouch for Hourly-Faculty/Clinical/Research. If a candidate exists, have them complete an Employment Application in HireTouch.
3. Candidate/Employee
Candidates found through job posting completes application in HireTouch. Must complete all pre-employment requirements such as background checks, health screen, etc. as required by employing unit.
4. Hiring Unit
Use existing positions or if necessary create position utilizing position data as stated in policy. Then, initiate HR Front End transaction and route to College. The approved job description must be included with the transaction. Place end date on job up to one(1) year after date of hire or job begin date (whichever is more recent).
5. College
Reviews and routes to UIC HR Service Center.
6. UIC HR Service Center
Reviews transaction and related actions (e.g. completion of NESSIE New Hire and I9) and applies transaction. Returns transaction if there are errors.
7. Employee
Submits hours worked through Web Time Entry.