

UIC HR Policies and Procedures

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ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

In accordance with State Universities Civil Service Act and subsection 250.80(b) (1) of the Illinois Administrative Code, Civil Service employees may be hired into 'contract appointments.' The purpose of this policy is to outline the terms, conditions, and administrative processes required when employing personnel into Civil Service contract appointments.

UIC employs personnel into Civil Service contract appointments through two separate capacities in accordance with the following:

- 1) When the primary work location is geographically located offsite from the primary campus location, or;
- 2) When the primary work location is onsite and the program funding source has been officially approved under the Sponsored Programs Demonstration Project. In this specific regard, it is important to note that the Sponsored Programs Demonstration Project will end as of June 30, 2017.

SOURCES AND BACKGROUND

University of Illinois Statutes
State Universities Civil Service System Act
Illinois Administrative Code 250 (State University Civil Service System Rules)
Sponsored Programs Demonstration Project (SPDP)

APPLICABILITY

This policy applies to all UIC departments and units that employ personnel into Civil Service contract appointments. Please note that this policy may also apply to Visiting Academic Professionals who may be converting to Civil Service contract appointments.

DEFINITIONS

Contract Appointment – 1) A status Civil Service position whose primary work location is carried out by a department or unit in a location other than the primary campus site, or; 2) a status Civil Service position at the primary campus site assigned to a primary funding source approved under the SPDP.

Sponsored Program Funds – In accordance with the SPDP, sponsored program funds include federal, trust, foundation, corporate or state grants and gift awards. Specific to UIC's accounting structure, sponsored program funds are characterized as current restricted funds, designated by a 4, 5, or 6 funding code (excludes service plans). Service plans, MSP and revolving accounts are not approved under the SPDP.

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and are ineligible for the use of Civil Service contract appointments.

Program Period – The beginning and ending dates associated with a specific grant funding code.

Primary Funding Source – The fund code will be considered the primary funding source under this policy. The fund code is assigned at the time the Civil Service contract appointment is created or at the time of employment into a Civil Service contract appointment. This fund code must remain the same for the designated contract appointment for the entirety of the Program and cannot change. If the Program requires frequent fund code changes, then it is not approved under the SPDP. Cancellation or changes to fund codes for Civil Service contract appointments under the SPDP are considered ended and corresponding seniority implications are then activated. If a position is funded by more than one approved funding source under the SPDP, the primary funding source will be the one with the largest percentage of funds supporting the position. The percentages of multiple funding sources can change, as long as the original primary funding source maintains the largest percentage of funding.

Designated Place of Employment – UIC and University of Illinois Hospital and Health Sciences System (UIHHSS) are each considered separate designated places of employment. As such, hiring, position assignment and Civil Service seniority rights are established in accordance with the designated place of employment. In accordance with this policy, additional off-site locations and/or approved primary funding sources may be treated as other separate places of employment in terms of hiring, position assignment and Civil Service seniority.

New Employee/New Hire – An employee is considered a new hire only at the original point of entry into employment at any UIC designated place of employment. Please note that any current regular status Civil Service employee who voluntarily chooses to move into a Civil Service contract appointment is administratively considered subject to different terms and conditions of employment, most specifically with seniority rights applicable only to that new place of employment.

Position Elimination – The temporary or permanent elimination of positions for business reasons. Civil Service contract appointments are considered eliminated if the primary work location changes and/or the primary fund source changes. At such time, all policies and guidelines regarding seniority and bumping rights will be activated.

Seniority/Bumping Rights – Refers to the length of service of an employee in a designated place of employment and specific position classification or promotional line after successful completion of the probationary period. Seniority rights for Civil Service contract appointments are limited to the same classification/promotional line at the assigned primary work location or designated primary funding source. Please note that seniority rights of a current status Civil Service employee voluntarily moving into a Civil Service contract appointment will be forfeited, and will only begin accruing at the new assigned primary work location or under the new primary fund source.

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Bumping/Bump – Refers to the displacement/movement of one employee by another based on the accumulation of service time in that classification or promotional line. For employees in Civil Service contract appointments, the ability to exercise bumping rights is strictly limited to positions/employees in the same classification within the designated primary work location or within the designated primary funding source.

Bridge Funding - A method of temporarily funding positions for a limited time when the primary funding source has ended and a renewal or extension of the primary funding source are anticipated. Bridge funding is utilized only until a new project period is established. Regarding Civil Service contract appointments under this policy, bridge funding can be applied up to six additional months after the designated primary funding source ends. During the six month bridge period, employees may continue to work and accrue seniority in the classification under the contract appointment, regardless of any change in the primary funding source. If the six-month bridge funding period expires without a continued, renewed or new primary funding source, the affected contract appointment must be eliminated due to lack of continuation of a primary funding source.

POLICY

A. GENERAL TERMS AND CONDITIONS OF CONTRACT APPOINTMENT EMPLOYMENT

Any and all official Civil Service classification titles can be used for contract appointments.

Contract appointments are considered status Civil Service Appointments and are positions assigned work and performed at a location away from the primary premises or primary work location of the employer or under the SPDP, positions that are supported by approved specified funding sources.

The System Office must approve all requests for the establishment of any Civil Service contract appointment. The campus shall submit a formal request for consideration and approval of each position to be a contract appointment, **Form 3.3a, Request to Establish Contract Appointment**. Once a position has been approved as a contract appointment, the employer is allowed to employ others in duplicate positions without prior approval.

Contract appointment positions must be newly created positions. Once a regular status Civil Service position is vacated, it can be eliminated and replaced with a Civil Service contract appointment.

Incumbents in Civil Service contract appointments are not eligible for transfer to other positions (except other Civil Service contract appointments in the same class at the same primary work location or under the same designated primary funding source).

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Rates of pay for employees under contract appointments shall be the same as established for employees in the same regular Civil Service status positions.

Employees under contract appointments serve a probationary period and are subject to the Civil Service Rules and proceedings related to separation as Civil Service status employees.

The Campus shall maintain a written record of examination or credentials review which shall show an evaluation of the applicant's qualifications based on a review of the application form and results of an interview between the applicant and an appropriate member of the hiring unit.

All incumbents with Civil Service contract appointments shall receive notices of employment, with position control numbers assigned. Such notices must be clearly marked: **CONTRACT APPOINTMENT** and must explain the terms and conditions of the contract appointment employment relationship. Employees hired in a Civil Service contract appointment are required to sign and date the **CONTRACT APPOINTMENT** notice at the point the offer is made and accepted.

1. Employment Protocol for Hiring into a Contract Appointment

- The hiring department/unit must submit a position authorization for a Civil Service contract appointment.
- Unlike regular status Civil Service positions, there is no need for the hiring unit to engage in the required regular Civil Service status hiring procedures as outlined by the System Office wherein competitive examinations or placement on registers is required.
- The hiring unit must interview and select candidates and present such candidates to UIC Human Resources for onboarding.
- UIC Human Resources will review the credentials and experience of all selected candidates to ensure that they meet the minimum qualifications for the Civil Service classification to be assigned each contract appointment, as outlined in the corresponding Civil Service classification specifications.
- UIC Human Resources will review the salary offer to ensure that it meets with market and internal equity standards.
- UIC Human Resources will present the candidate with the formal contract appointment offer letter and move forward with onboarding procedures to ensure appropriate work identification, background checks and other employment-related clearances are completed.

2. Termination of the Contract Appointment

Termination of a Civil Service contract appointment must be governed in accordance with all University policies and Civil Service statutes and rules regarding employee discipline, dismissal during probation, separation and discharge. Employees under Civil Service contract appointments serve a probationary period and are subject to the same guidelines related to separation as regular status Civil Service

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employees. Following are some general guidelines related to the termination of Civil Service contract appointments:

- If the designated primary work location or the designated primary fund source changes to another fund, the current contract appointment is considered ended and corresponding seniority implications are activated.
- Bridge funding may be used for up to six months in any instance when the primary funding source temporarily ends. For a Civil Service contract appointment designated by primary work location, the position will end once the bridge funding expires or new funds are applied that serve to change the primary work location. For a Civil Service contract appointment assigned to a designated primary funding source, the affected position must be eliminated when the bridge funding expires or when there is a change in the designated primary funding source.
- A Civil Service contract employee cannot exercise their seniority or bumping rights from one designated primary work location or designated primary funding source to another.
- The accumulation of seniority and corresponding bumping rights start anew if the employee is hired into a new Civil Service contract appointment assigned to a different primary work location or different primary funding source. In such cases, the employee is not considered a new hire but would be considered a new employee to that newly designated primary work location or primary funding source.

B. TERMS AND CONDITIONS OF CONTRACT APPOINTMENT EMPLOYMENT - PRIMARY WORK LOCATION

A Civil Service contract appointment assigned to a primary work location is usually a grant-funded position and may be time-limited in nature; the employee is hired into the position with the understanding that the position may end as a result of lack of funding or change in program structure that serves to eliminate or change the primary work location.

An employee hired into a Civil Service contract appointment by primary location accumulates seniority only under the designated primary work location of the position.

Civil Service contract appointments assigned to a primary work location are not limited by any funding source requirements or restrictions, only by primary work location designation. Such positions may be funded in any manner, with limitations only regarding bridge funding policies outline above.

C. TERMS AND CONDITIONS OF CONTRACT APPOINTMENT EMPLOYMENT – PRIMARY FUNDING SOURCE (as prescribed by the Sponsored Programs Demonstration Project)

The goal of the Sponsored Programs Demonstration Project (SPDP) program is twofold: to allow UIC to hire qualified candidates in an expeditious manner to avoid prolonged nonproductive expenditure of grant funds

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once the institution is notified of acceptance and to eliminate the effect of bumping throughout the designated place of employment should position elimination occur due to funding changes in these restricted accounts.

In a proposed expansion of Civil Service statute and rules subsection 250.80(b) (1) of the Illinois Administrative Code, Civil Service employees who are hired under the SPDP may be hired into contract appointments. Contract appointments under the SPDP are positions wherein the work to be assigned or performed is designated in accordance with the assignment of a primary funding source.

1. PROGRAM PARTICIPATION

Participation in the SPDP is limited to University of Illinois at Chicago only, including UIHHSS. Employees hired in accordance with the SPDP will be recognized as employees of UIC, with the rights and benefits afforded to such employees. Each participant will be recognized as a Civil Service status employee. The following specific provisions will be applied to employees hired into any Civil Service contract appointment under the SPDP:

- Regulatory guidelines and procedures are to be temporarily adjusted to provide an expanded interpretation of subsection 250.80(b)(1) of the Illinois Administrative Code to include the use of status Civil Service contract appointments in designated programs on qualified funds at UIC and the UIHHSS.
- Program participation eligibility and designation will be primarily based on the verification of program funding source and specifically limited to programs on sponsored funds. UIC Human Resources will provide verification and audit of funding sources.
- All provisions specified under Section 250.80(b) of the Illinois Administrative Code, except for the expanded interpretation as noted above and applied under subsection 250.80(b)(1), will be strictly adhered to throughout the SPDP.
- Section 3.3 - contract appointments of the State Universities Civil Service System Employment Procedures Manual shall be applicable throughout the SPDP.
- The SPDP shall only apply to new contract appointments in designated programs on sponsored funds.
- Seniority rights for SPDP contract appointments are to be established in accordance with the assigned primary funding source.
- The System Office, with advice from UIC Human Resources, shall determine that a position is a contract appointment under this Demonstration Project. This shall include a confirmation of the funding source restrictions and program delivery requirements. The System Office shall be regularly notified of all contract appointments to positions approved under the SPDP.
- Separate records and reemployment registers for contract appointments shall be maintained by UIC Human Resources.

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- Project analysis components will be jointly established by UIC, UIHHSS, and the System Office to determine program effectiveness.
- The SPDP will continue for a period of three (3) years and in accordance with Section 250.140(e) of the Illinois Administrative Code. The SPDP will end as of June 30, 2017.

2. SPONSORED PROGRAM FUNDING REGULATIONS

Contract appointments under the SPDP must be funded with at least 51% of the position funded through the designated sponsored program funds.

- In the event of multiple funding sources, one of those sources must be larger in percentage of funding than the others – the funding source that has the largest allocation or percentage of funding is considered the primary funding source.
- During bridge funding periods, sponsored program funding may go below the 51% restriction. The bridge funding time period may only extend up to six (6) months in duration.

3. INITIATION OF INTERNAL PILOT PROGRAM AND REQUIREMENTS

In accordance with the provisions of the SPDP, UIC must first establish an internal pilot program wherein specific departments and sponsored projects and funds are selected and approved. The pilot will be administered for a period of six months and will be evaluated in accordance with specified qualitative and quantitative measurements. During the course of the pilot program, appropriate structural and administrative changes to the Program may be recommended and implemented. At the conclusion of the pilot program, any UIC department or unit may begin to hire Civil Service employees in contract appointments as approved by designated sponsored program funding source.