

# UIC HR POLICIES AND PROCEDURES

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MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 2
SUBJECT Classification Appeal for Support Staff Positions	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To define the process and establish responsibility and authority of UIC for the review and appeal of classification assignments of support staff positions.

## SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules  
University of Illinois Policy and Rules for Civil Service Staff  
Collective Bargaining Agreements

## APPLICABILITY

Supervisors and their support staff employees

## POLICY

A request for reclassification or reallocation from an employing department or an employee will be reviewed by UIC HR – Compensation Human. The employee may appeal the decision to the State Universities Civil Service System within 30 calendar days following receipt of the decision. Generally, requests that concern an individual's position classification may not be appealed to arbitration. Nevertheless, certain collective bargaining agreements may have different provisions than as stated above.

## PROCEDURES

### RESPONSIBILITY

Department and/or Employee

Departmental/College Designee

### ACTION

Submits written request for a review of a position for allocation, reallocation, or reclassification to the Departmental/College Designee. Prepare(s) updated job description identifying current duties and responsibilities.

Forwards the request to UIC HR Compensation.

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UIC HR Compensation

Assures that the position description has been updated and accurately reflects the duties assigned to the position. Reviews the job description, approves or disapproves the classification request in writing.

Employee

Appeals the classification decision to the State Universities Civil Service System within 30 calendar days following receipt of the decision, if it is disapproved and the employee wishes to pursue the reclassification further.

State Universities Civil Service System

Reviews the request and renders a final written decision.