

UIC HR POLICIES AND PROCEDURES

NUMBER
403-02

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SUBJECT Temporary Upgrades for Support Staff	EFFECTIVE 04/01/1997	REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To establish the terms and conditions under which status support staff are assigned to temporary positions of higher salary ranges than their permanent positions, to establish standards for the compensation of support staff assigned to temporary upgrade positions, and to ensure conformance with State Universities Civil Service System and University policy, as well as provisions of the Collective Bargaining Agreements.

SOURCES AND BACKGROUND

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

APPLICABILITY

Status support staff employees and employing departments

POLICY

A status employee temporarily assigned to a position in a classification with a higher pay rate or range may receive pay commensurate with the assignment provided that these guidelines are met:

- the employee must have assumed all or a significant amount of the duties of the higher classification that, if the employee were to be assigned to the position on a permanent basis, the employee's position would be reclassified to the higher classification;
- the employee must be on the active civil service register for the higher classification. If no register exists, the employee must possess the minimum qualifications for the higher classification;
- if the assignment is on a specific shift, the register requirement applies only to those status employees on the appropriate shift; and
- failure by a status employee to accept a temporary assignment will not affect his/her position on the register.

The employee must receive at least the minimum rate of pay for the temporary classification. Typically, this is between 104% and 110% of the employee's permanent rate of pay. Temporary upgrading may not exceed thirty consecutive work days. Any benefits or holidays occurring during the assignment are to be paid at the employee's permanent rate of pay. The employee's seniority continues to accrue for

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the classification in which the employee has a status appointment.

PROCEDURES

RESPONSIBILITY

1. Hiring Official
2. UIC Human Resources Compensation

ACTION

Sends a brief description of duties and responsibilities via email to the Human Resources Compensation mailbox for approval.

Analyzes the description and determines if a temporary assignment meets classification criteria and if the employee meets Civil Service Register requirements. If approved, enters an "Add A Job" in the HR Front End for the upgraded position with a "begin date" and an "end date". The end date will reflect 30 work days from the begin date.