

## **Report on EAC meeting held on 4/17/2019 and 4/18/2019 held at The State Universities Civil Service System Office, Urbana, IL**

The April 2019 meeting of the State Universities Civil Service System Employee Advisory Committee was originally scheduled to take place at Illinois State University. Since the Merit Board ended up rescheduling their February 2019 meeting to the afternoon of 4/17/19, the location of the EAC Meeting changed to Urbana in order for Executive Director Brownfield and his staff to be able to attend and speak at both meetings.

Following the call to order by Committee Chair, Jill Odom, and Roll Call by Committee Secretary, Mary Serio, installation of a new member was conducted: Andrea Hoskinson University of Illinois Chicago-Division of Specialized Care for Children.

### **Designated Employer Representative (DER) of Host Campus**

Elyne Cole, Senior Associate Chancellor for Human Resources at University of Illinois Urbana Champaign spoke to the group about UIUC's efforts to convert PAA positions to civil service as well as a campaign of employee appreciation being conducted at UIUC, "I am an Illinois Professional." You can learn more about UIUC's employee appreciation campaign, including seeing a video that includes EAC Chair Jill Odom, at <https://humanresources.illinois.edu/illinois-professional-campaign/Videos/index.html>.

The minutes of the January 2019 EAC meeting were reviewed and approved.

### **Report of the EAC Chair**

Chair Odom encouraged EAC members to reach out to their Merit Board members to attempt to build a strong professional relationship with them, especially if your University has a new Merit Board representative.

### **Report of the Executive Committee**

The EAC Executive Committee conducted a second reading of proposed/recommended changes to the SUCSAC Constitution and Bylaws.

Minutes of the 12/3/18 and 1/10/19 Executive Committee Meeting minutes were presented for review and approval. Minutes were approved.

### **Report of the Legislative Committee**

None

### **Report of the Elections Committee**

Minutes of the 12/3/18 and 1/10/19 Election Committee Meeting minutes were presented for review and approval. Minutes were approved.

### **Western Illinois University Update**

WIU's EAC representative, Peter Skrypkun, provided an update on WIU. WIU continues to have large enrollment declines. As a result, on 3/2/2019, 132 employees were laid off (29 faculty members, 89 civil service workers, 12 academic service personnel and 2 administrative employees). Morale at WIU is very low.

## Employment Registers

Cindy Nietzel, Assistant Director of Legal & Compliance Services for the system office, gave a presentation on how employment registers work.

- A. EMPLOYMENT REGISTERS: There is, essentially, one employment register for each civil service classification that consists of three sections:
  1. Re-Employment Register
    - a. by employer, by classification
    - b. contains names of status employees within classification who have been laid off through a reduction of force
    - c. employees are listed by seniority earned in the applicable classification (not listed by score)
    - d. an employee on this register must be appointed to a vacancy in the classification without competition
  2. Promotional Register
    - a. By employer, by classification
    - b. Employees on these registers must be in status appointments in the designated promotional line as defined by the System Office
    - c. Employees may be listed on this register by: (1) Service in the Classification (restoral) or (2) Examination Score
    - d. An employee on this register is automatically higher than any Original Entry score
    - e. veterans points are not allotted to test scores on promotional exams)
  3. Original Entry Register
    - a. by employer, by classification
    - b. when applicable, veterans preference points are allotted (3, 5 or 10 points)
    - c. applicants are listed on this register by: (1) Service in the Classification (Restoral), (2) Transfer from Another Employer (3) Examination Score
- B. Common Employment Register Features:
  - Open and Continuous Testing
  - Applicants may be on an unlimited number of registers
  - The same exam instruments are used both Promotional and Original Entry examinations
  - Applicants are referred if in the top three *scores*
- C. Removal from Employment Registers:
  1. Mandatory Removal (Illinois Administrative Code 250.60(g)(1-9)
    - a. When certified from the register in a status position in a specific class and acceptance of a status appointment in that class
    - b. Death of candidate
    - c. Receipt by an employer of a written request from the candidate to remove his/her name from a register
    - d. Refusal, without reasonable cause, to accept three offers of a status appointment by the candidate
    - e. Resignation of the candidate from a status position
  2. Permission Removal (Illinois Administrative Code 250.60(h)
    - a. Failure of candidate to report for employment without good cause within the time prescribed by the Employer, after accepting a status or temporary appointment

- b. Failure of a candidate, upon request, to furnish written evidence of availability for employment; or to reply to an Employer within 7 calendar days immediately following a position offer
- c. Notice by postal authorities of the inability to locate a candidate at his/her last known address or other notification that the candidate is no longer at the last known address
- d. Failure, without reasonable cause, to reply to an Employer or appear for an interview within a reasonable amount of time, when the Employer has mailed either a notice of candidacy in a status or temporary position or a letter of interest to applicant's last known address
- e. Failure of a candidate to be selected for employment after four referrals for a status appointment in the class
- f. When candidate's names have remained on OE registers for two consecutive years following the date of most recent examination or following date of restoral based on service or seniority
- g. Employer should develop policies to address permissive removal of candidates from registers to ensure rules are applied consistently
- h. Policies are not required to be exactly the same for every classification/occupational area

### **Report of the SUCSS Executive Director**

- Mr. Brownfield provided the EAC with updates to the Classification Procedures Manual. Updates clarified use of the term "system office" to clarify when this term was referring to the State Universities Civil Service Office versus a University's system office. Updates also included clarification of "Change in Title" language in the circumstances when the system office merges employment classifications (like the merging of the Clerk series with the Office Support series).
- Further discussion ensued related to grant-funded employees. In general, the EAC committee sees the potential need for a procedure dealing with grant-funded employees to ensure the rights of employees hired to work in grant-funded positions but struggle with why these employees should/would be treated any different than any other status employee. This matter is being referred to the Executive Committee for further analysis/discussion and will come back to the EAC Committee in the future.
- Mr. Brownfield provided clarification on seniority of individuals being converted to civil service classification who were originally, incorrectly hired into PAA positions.
- Mr. Brownfield introduced new staff that included the new SUCSS legal counsel, Gail Schiesser.
- Governance Risk & Compliance Audits are resuming and a schedule of campus audits was distributed (see attached for schedule).<sup>1</sup>
- Mr. Brownfield and Ms. Schiesser provided legal updates (along with Attorney Dave DeThorne via conference call).

### **EAC 2019 Meeting Schedule**

July 18 & 19 – NIU

October 16 & 17 – UIC / October 18 (Council of Councils)

Respectfully submitted,

*Shari Garnett*

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<sup>1</sup>Since this meeting, Assistant Director of Legal and Compliance Services, Cindy Nietzel, has left the system office for another position so the audit schedule may change.