



System Office

New SUCSS Procedures

October 2018

# State Universities Civil Service System (SUCSS)

- All public universities in Illinois are part of SUCSS
- Merit Board oversees SUCSS and is composed of Board of Trustee members from these universities
- All University of Illinois positions are governed by the State Universities Civil Service Act
- Required by law to classify positions as Civil Service unless meet exemption criteria

# SUCSS New Procedures

- Revised definition and criteria for exempting Academic Professional positions
- Effective October 1, 2018
- System HR began using revised definition/criteria when determining appropriate employee group and classification in May 2018
- Changes are in response to the OEIG

# Positions typically used in SO Automatically Exempted

Title	Description
Associate Vice President	Performs senior administrative functions and reports to a Vice President.
Assistant Vice President	Performs independent administrative functions and reports to Associate Vice President. Representative independent functions include but are not limited to Academic Affairs, Affirmative Action, Administrative Affairs, Business Affairs, Health Affairs, Information Systems Services, Institutional Advancement, Research, or Student Affairs.
Executive Director	Provide administrative leadership and oversight to a major function or program with multiple reporting components within or in collaboration with the system office or university. May be responsible for system-wide functions and may be responsible in addition for directing activities of affiliated organizations, partnerships, state or federal programs in collaboration with a university or the system office.
Positions professionally licensed/certified to practice within their respective fields	Primary duties constitute the practice of that field who also possess a requisite degree within the field of study such as a MD, JD and MSW. Examples of these positions include, attorneys, engineers and architects.
Executive Policy Advisors	Executive policy advisors for positions with the titles of president; vice president; chancellor; provost; vice provost or vice chancellor; associate and assistant chancellor; associate and assistant vice presidents; associate and assistant provost; associate and assistant vice provost; associate and assistant vice chancellor; and executive director.

# Other Principal Administrative Appointments (Academic Professionals)

Primary duties constitute **senior management** or **senior administrative functions** for an entire university, campus, agency, administrative/business department/unit, or academic department/unit. If the position does not fit within the general scope, duties, or function of an **existing civil service classification**, the following criteria may be considered in determining whether the primary duties constitute senior management or senior administrative functions:

- A. Whether and to what extent the position has the **authority to represent and obligate** the university, campus, agency, or department/unit in **matters of significance**;
- B. Exemption as an executive or administrative employee according to FLSA duties test is necessary, but not alone sufficient to qualify for exemption.

# Exemption Process

- System HR (Associate VP) delegated authority by SUCSS to exempt positions as a Designated Employer Representative
- UI PAPE process has been revised with new titles, numbering, and definitions
- Complete, accurate and thorough job descriptions are crucial
  - Review and/or revise annually
  - Must be signed every three years

# SUCSS Audit Cycle

- Each university/campus audited on a biennial basis
- Next UI campus audit – UIUC – to be finalized
- Both AP and CS job descriptions reviewed in a random audit sample
- AP positions reviewed may go back multiple audits

# Audit Results

If the SUCSS and the university agree that a position was improperly exempted, the university will have the choice to convert the position/incumbent to the appropriate civil service classification:

1. Immediately upon agreement with the employee, or
2. When the current contract ends, which includes any institutional notice of non-reappointment period, or
3. By the end of the fiscal or academic year or similar timeframe, or
4. If the position becomes vacant.

NOTE: a position/incumbent must be converted within a maximum of 16 months from the SUCSS decision that the position should be designated as civil service.



# Audit Results

If SUCSS and the university do not agree that a position was improperly exempted, the university has the right to appeal the decision to the Merit Board.

- Must be filed with Merit Board for review of the SUCSS decision within 30 calendar days from the date of the decision.
- If a request for appeal is not filed within 30 calendar days of the SUCSS decision, the SUCSS decision shall be the final decision of the Merit Board.
- If the Merit Board rules in favor of the university, the employee's exemption status (Academic Professional) is retained.

# Conversion from AP to CS

- Notice rights will be honored
- Salary remains the same
- Vacation and Sick leave balances are transferred; new accruals begin under civil service leave accrual schedule
- Seniority hours are granted for amount of time in *current* AP position
- Bumping rights vs. notification rights
- Bi-weekly pay period vs. once a month
- Full-time employee paid on a 7.5 hour day (instead of 8)
- Some positions in a union (union dues)
- Many CS positions exempt from FLSA
  - ▶ No overtime pay
  - ▶ Must work minimum of 37.5 hours but may need to work more to complete the work
  - ▶ Report absences in half- and full-day increments
  - ▶ Report time spent on university business in Positive Time Reporting system

# Impact to Current AP Positions

- No action or conversions at this time
- Employee group and classifications for vacancies and promotions will be determined based on new definition and criteria
- SO positions reviewed with the campus audit in which they are located (i.e., Urbana, Chicago, Springfield)
- Some system office positions at Specialist and Coordinator levels will meet the definition and criteria to remain AP
- If a civil service classification exists and criteria are not met, System HR will identify most appropriate CS classification
- CS search process will be run similar to how it is now

# Impact to Current CS Positions

- No changes at this time unless position is audited for reclassification/promotion
- Could be impacted in a layoff situation

# System HR Contacts

Angela Foster | [anfoster@uillinois.edu](mailto:anfoster@uillinois.edu)

217.333.7671

Melissa McMullen | [msstein@uillinois.edu](mailto:msstein@uillinois.edu)

217.333.5233

Gracie Pena | [igraciep@uillinois.edu](mailto:igraciep@uillinois.edu)

312.413.2947

Jami Painter | [painterj@uillinois.edu](mailto:painterj@uillinois.edu)

217.244.8247

# Questions?

