



System Office Hiring Exception Form Approval Process

March 2018

All requests go through the HireTouch approval process facilitated by *System Human Resource Services*. Questions should be directed to a member of the recruiting team in System HR at 217-333-2600 or erhr@uillinois.edu.

1. Streamlined Approval Process

Hiring Exception Form requests* will no longer require separate approval from the CFO and the President, eliminating two steps in the process. Instead, final approval will be required from the relevant vice president overseeing the unit. In other words, the form will go through the following approval queue, based on the vice president's portfolio:

System HR \Rightarrow Unit/Dept Head \Rightarrow Org S/AVP (if applicable) \Rightarrow Relevant VP

Example Routing Queues:

Unit in VP/CFO Portfolio

System HR \Rightarrow Unit/Dept Head \Rightarrow S/AVP (Bass or Newman) \Rightarrow Avijit Ghosh, VP/CFO

Unit in EVPAA Portfolio

System HR \Rightarrow Unit/Dept Head \Rightarrow Sarah Zehr, on behalf of EVP/VP Wilson

Unit in VPEDI Portfolio

System HR \Rightarrow Unit/Dept Head \Rightarrow Kristy Kuzmuk, on behalf of VP Seidel

Unit reporting to President

System HR \Rightarrow Unit/Dept Head \Rightarrow Laura Clower, on behalf of President Killeen

*Note: Retiree Rehire requests will require approval as follows – Unit, CFO, VPAA, and President.

2. New Promotion/Retention Processes

Requests for promotions may be submitted without having a vacancy, so long as there is strong justification that there is an increase in the *scope of responsibilities*. Merely taking on additional volume of work is not grounds for a promotion. Current EEO and/or civil service policies for promotions and reclassifications still apply. Promotions for multiple employees who are assuming the work of a vacant FTE that will not be filled also can be requested. Please note that salary program guidelines set forth with the budget and reappointment process may impact an employee's eligibility for a subsequent salary program if he/she receives a substantial increase with the promotion.

Counteroffers to retain a highly performing employee may be requested if the following criteria are met:

- a) Offer from competing company/organization or university/system office unit must be in writing (letter or email) and include the salary being offered.

- b) If the counteroffer includes a promotion in title, current EEO and/or civil service policies for promotions and reclassifications must be met.
- c) Counteroffer cannot exceed the salary being offered by the competing company/organization/unit.
- d) Counteroffers for an individual employee may not be requested more than once in a 24-month period.

3. Non-System Office Funded Positions

Requests to fill positions that are fully funded by a non-system unit (e.g., university department) may be requested through the established approval process and are not subject to the 1 for 1 or net-salary savings requirements. If the position is partially funded by the system unit, the replacement salary cannot exceed the former incumbent's salary. Positions that are funded by another unit within the System Offices are subject to the 1 for 1 requirement in the unit that is funding the position.

4. Visiting Academic Professional Positions

Requests to renew/extend Visiting Academic Professional positions are not subject to the hiring provisions in item 2 above; however, they must still go through the established approval process as outlined in item 1.

5. Retiree Rehire Positions

New and extension Retiree/Rehire requests may be submitted and must serve a temporary need and have a project plan with a clear end date. These requests must provide adequate justification for the need and require approval by the VP/CFO, EVP/VPAA, and the President's Office.

6. Stipends

- A. Stipends that have been previously approved for a specific time period for a specific project or for temporary duties should expire when the project date ends per the original request to initiate the stipend. Requests to extend stipends past the original request date should include justification that this is a last resort to fill a temporary need. All existing stipends not part of an initial compensation package will end at the specified end date on the employee's job record and will not automatically renew without a request through the HireTouch process.
- B. Stipends that have been previously approved as part of an employee's initial compensation package are not subject to the guidelines above and do not require annual review and approval by the President's Office.