



POLICY AND RULES FOR CIVIL SERVICE EMPLOYEES

PREFACE

Application and Purpose

The policies, rules, and regulations contained in this Policy and Rules manual apply to all Civil Service employees of the University of Illinois System. Their purpose is to provide uniform guidelines for the management of the Civil Service staff in support of University of Illinois objectives. Questions of interpretation or application for which answers are not readily available at the university level should be directed to System Human Resource Services.

Civil Service staff members are subject to the statute and rules governing the State Universities Civil Service System which is under control of a Merit Board. The State Universities Civil Service System and the Merit Board have delegated some responsibilities for implementing System rules to the University of Illinois through the Designated Employer Representatives. Guidance with respect to applying University of Illinois rules is the responsibility of System Human Resource Services. This Policy and Rules document incorporates references to the statute and various rules as necessary.

It is University of Illinois policy to incorporate the provisions contained in Policy and Rules into each labor agreement to which the University of Illinois is a party. In the event of a conflict between a provision of the labor agreement and a provision of Policy and Rules, the Policy and Rules will control unless the labor agreement spells out the provision as a deviation or provides otherwise for resolution of conflicts.

The policies contained in this Policy and Rules manual are supplemented by additional policies established by the university and/or system office units, and communicated through employee handbooks, operational and informational guides, and other university and/or system office publications. Such other publications may not change, modify, or be inconsistent with University of Illinois policies, rules, and regulations defined within this document or the State Universities Civil Service Statute and Rules.

Organization and Maintenance of the Manual

The Policy and Rules manual is organized by sections that address individual policies listed in the Table of Contents. Each policy section contains rules and regulations applicable to the interpretation and implementation of the policy. Policies are numbered, and each rule related to a specific policy is assigned the policy number plus an increment of .01 (e.g., 1.01, 1.02, 1.03). University of Illinois regulations immediately follow the rule to which they pertain, and are assigned rule numbers plus an increment of .001 (e.g., 1.011, 1.012, 1.013, etc.).

System Human Resource Services is responsible for maintaining and updating these University of Illinois policies, rules, and regulations, which may be modified when appropriate as described



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below. When new or revised material is issued, information is communicated to the university and system office communities. Inquiries regarding policy and rule revisions may be addressed to System Human Resource Services.

A. University of Illinois Civil Service Policies

All University of Illinois Civil Service policies are approved by the President of the University of Illinois System. University of Illinois human resources policies express in general terms the intent and direction of the conduct of the University of Illinois' relations with its Civil Service employees.

Certain employment policies and conditions applicable to University of Illinois employment are established by legislative action or by an administrative agency acting pursuant to legislative authority. Such policies and conditions are generally included only by reference, such as statutes and regulations pertaining to the State Universities Retirement System, the State Universities Civil Service System, and the Illinois Educational Labor Relations Board. Clarifying language concerning administration of these policies may be contained within Policy and Rules.

The establishment of or change in a policy requires the approval of the President upon the recommendation of the Senior Associate Vice President and Chief Human Resources Officer. Exceptions to policy under extenuating circumstances may be granted by the President, or their designee.

B. University of Illinois Civil Service Rules

Rules related to each policy are approved by the Executive Vice President and Vice President for Academic Affairs of the University of Illinois System. They provide directives for the implementation of policies approved by the President.

The establishment of or change to a University of Illinois system-wide rule requires the approval of the Executive Vice President and Vice President for Academic Affairs upon the advice of the Senior Associate Vice President and Chief Human Resources Officer. Exceptions to a University of Illinois Rule require the approval of the Executive Vice President and Vice President for Academic Affairs or their designee.

C. University of Illinois Civil Service Regulations

University of Illinois regulations define in greater detail how certain human resources policies are to be implemented. They are developed in consultation with the university human resources offices to provide for equitable and consistent treatment of employees



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and to derive the benefits of efficiencies that result from University of Illinois applications.

The establishment of, change to, or exception to a University of Illinois regulation requires the approval of the Senior Associate Vice President and Chief Human Resources Officer for System Human Resource Services.