2014 Senior Leadership Retreat

Know Your Workforce
Welcome

Our workforce is vibrant, diverse and complex
Employee Groups Across Campus

“Permanent” Employee Groups

- Academic
  - Faculty
  - Specialized Faculty
  - Academic Professionals
- Civil Service

Temporary Employee Groups

- Visiting Academic Professionals
- Post-Doc Research Associates, Interns and Residents
- Academic Hourly
- Civil Service Extra Help
- Rehired Retirees

Student Employee Groups

- Graduate Assistants
- Graduate Hourly
- Undergraduate Hourly

Non-employee Groups

- Post and Pre-Doctoral Fellows
- Unpaid, 0% FTE appointments
What is the Campus Headcount?

Campus Headcount (T = 11,764)
AY 2013-2014

- Academic Professionals: 3877 (33%)
- Civil Service Staff: 4364 (37%)
- Tenure System Faculty: 1893 (16%)
- Specialized Faculty: 1062 (9%)
- Post Docs: 568 (5%)

Source: dmi.illinois.edu/cp/
Campus Headcount Continued (T = 19,869)
AY 2013-2014

Please note that total headcount for all employee groups = 31,633

- Undergraduate Student Hourly: 7855 (39%)
- Grad Assistants: 5472 (28%)
- Graduate Hourly: 905 (5%)
- Extra Help: 3274 (16%)
- Academic Hourly: 2363 (12%)

Source: dmi.illinois.edu/cp/
Governing Policies

Federal

- Family Medical Leave Act (FMLA)
- Fair Labor Standards Act (FLSA)
- Americans with Disabilities Act (ADA)

State

- Ethics Act
- Civil Service Statute and Rules
- SURS Annuitant Return to Work

University (Board of Trustees)

- University Statutes
- General Rules
Governed Policies

Campus

- Academic Employees
  - Provost’s Communications
  - Campus Administrative Manual (CAM)
  - Two Collective Bargaining Agreements
    - Two Collective Bargaining Agreements yet to be negotiated

- Civil Service Employees
  - Policy and Rules for Civil Service Staff
  - CAM
  - 17 Collective Bargaining Agreements
Comparison of Policies Across Employee Groups

Everything seems to look the same at times, but is it?
**Academic**

- Governed by the Search Manual under the Office of Diversity, Equity, and Access
- Decentralized process
- Applicants submit CV/resume to apply
- Search committee reviews and recommends finalists to hiring manager
- Hiring manager makes final decision

**Civil Service**

- Governed by the State Universities Civil Service Statute and Rules
- Centralized process
- Applicants meeting specified qualifications take exam to be placed on referral register
- Staff Human Resources employment staff recommends candidates based on referral register and civil service rules
- Hiring manager makes final decision
Academic

- 40 hour work week
- Not eligible for overtime pay

Civil Service

- 37.5 hour work week for MOST
- 40 hour work week for select classifications
- Not all classifications are eligible for overtime pay – including many 37.5 hour/week classifications
### Academic

- Visiting Academic Professionals (VAP)
- Graduate Employees Organization (GEO)
  - Teaching Assistants (TA)
  - Administrative Grad Assistants (GA)
- Recently Certified Units
  - University High School Teaching Associates
  - Specialized Faculty – NTT

### Civil Service

- AFSCME, Locals 698 & 3700
- Fraternal Order of Police, Locals 126 & Corporals and Sergeants
- Graphic Communications International Union, Local 219M
- International Association of Machinists and Aerospace Workers, Local 1000
- International Alliance of Theatrical Stage Employees & Moving Picture Machine Operators, Local 482
- International Brotherhood of Electrical Workers, Locals 51 & 601
- International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers Union, Local 26
- International Union of Operating Engineers, Locals 399 (Housing Inspector; Power Plant, Service Maintenance) & Local 841
- Laborers International Union of North America, Local 703
- SEIU Local 119 (Building Service) & (Food Service)
Current Labor Activity

Academic

• University High School Teaching Associates
  • Certified May 28, 2014 to be represented by the Uni Faculty Organization/Illinois Education Association (CFO/IEA)
  • University appealing certification
  • Negotiations have commenced
  • No salary changes until new bargaining agreement is reached/ratified

• Specialized Faculty –NTT
  • Certified July 8, 2014 to be represented by Campus Faculty Association/Illinois Federation of Teachers (CFA/IFT)
  • University appealing certification
  • Negotiations have NOT yet commenced
  • No salary changes until new bargaining agreement is reached/ratified

Civil Service

• AFSCME, Locals 698 & 3700
  • Currently in contract negotiations
  • Existing CBA expires August 15, 2014
  • Negotiations will continue
  • No salary changes until new bargaining agreement is reached/ratified
“Notice” Rights

Faculty

Indefinite tenure (Associate and Full Professors)

Assistant Professors not achieving tenure have a terminal appointment year

Specialized Faculty

None *

*Except for full-time, permanent (non-visiting) Post-doc Research Associates, Research and/or Teaching Associates paid fully from hard funds

Academic Professional

Full-time, permanent (non-visiting) AP’s have notice rights from 2 to 12 months, dependent on years of service and funding source

Civil Service

Non-probationary employees have seniority and employment rights
Faculty and Specialized Faculty

Not eligible if appointed on an Academic Year (9 month) service basis

When appointed on a Twelve Month service basis eligible for 24 days/year pro-rated for FTE

Days available August 16 for use in the appointment year.

Usage reporting required in May and August.

Academic Professional

Eligible for 24 days per year, pro-rated for FTE if appointed on a Twelve Month service basis

The “year” is typically August 16-August 15th.

Days available August 16 for use in the vacation year.

Usage reporting required in May and August.

Civil Service

Eligible and vacation time accrues with hours in pay status. Accrual rate varies based on length of service and eligibility for overtime.

Vacation time can be used only upon accrual (not in advance)

Usage reporting required biweekly as part of payroll process.
<table>
<thead>
<tr>
<th>Faculty &amp; Specialized Faculty</th>
<th>Academic Professional</th>
<th>Civil Service</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible if 50% FTE or greater for 9 months or more&lt;br&gt;12 cumulative days each year, without limit&lt;br&gt;13 non-cumulative days each year&lt;br&gt;Pro-rated for FTE and partial years&lt;br&gt;Sick year is August 16th-May 15th for Academic Year (9 month) service basis&lt;br&gt;Sick year is August 16th-August 15th for Twelve Month service basis&lt;br&gt;Days available for use as of August 16th</td>
<td>Eligible if 50% FTE or greater for 9 months or more&lt;br&gt;12 cumulative days each year, without limit&lt;br&gt;13 non-cumulative days each year&lt;br&gt;Pro-rated for FTE and partial years&lt;br&gt;Sick year is August 16-August 15th&lt;br&gt;Days available for use as of August 16th</td>
<td>Eligible and accrue based on hours in pay status&lt;br&gt;Accruals are cumulative, without limit&lt;br&gt;Time available for usage only upon accrual</td>
<td>Medical Residents, Post-doc Research Associates, Rehired retirees, FTE &lt; 50%, or service &lt; 9 months:&lt;br&gt;13 non-cumulative days each year&lt;br&gt;Pro-rated by FTE and partial year appointment</td>
</tr>
</tbody>
</table>
## Performance Management Issues

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Specialized Faculty</th>
<th>Academic Professional</th>
<th>Civil Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tenure System:</strong> Consult with the Provost’s Office and Academic Human Resources (AHR)</td>
<td><strong>Non-Tenure System:</strong> Consult with the Provost’s Office and AHR</td>
<td>Consult with AHR Labor and Employee Relations</td>
<td>Consult with Staff Human Resources (SHR) Labor and Employee Relations</td>
</tr>
<tr>
<td>Situation will be influenced by:</td>
<td>Situation will be influenced by:</td>
<td>Possible to issue notice of non-reappointment or decide to not reappoint if employee not entitled to formal notice</td>
<td>Situation may be influenced by bargaining agreement</td>
</tr>
<tr>
<td>• Unit by-laws</td>
<td>• Unit by-laws</td>
<td></td>
<td>Possible to follow discharge process</td>
</tr>
<tr>
<td>• University Statutes</td>
<td>• University Statutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismissal possible in VERY extreme situations</td>
<td>Dismissal possible in extreme situations</td>
<td>Dismissal possible in extreme situations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Civil Service**

Consult with Staff Human Resources (SHR) Labor and Employee Relations

Situation may be influenced by bargaining agreement

Possible to follow discharge process
### Faculty and Specialized Faculty

- **Annual Ethics Training**
- **Annual Report of Non-University Activities (Conflict of Interest & Commitment)**
- **Abused and Neglected Child Reporting Act (ANCRA) at time of hire**

  **Annual Statement of Economic Interest** – IF:
  - head of a department or other administrative unit; or
  - Contract authority of $5,000 or more; or
  - PI or Co-PI on a grant; or
  - Supervisory responsibility for 20 or more employees

### Academic Professional

- **Annual Ethics Training**
- **Positive Time Reporting**
- **Annual Report of Non-University Activities (Conflict of Interest & Commitment)**
- **Abused and Neglected Child Reporting Act (ANCRA) at time of hire**

  **Annual Statement of Economic Interest** – IF:
  - head of a department or other administrative unit; or
  - Contract authority of $5,000 or more; or
  - PI or Co-PI on a grant; or
  - Supervisory responsibility for 20 or more employees

### Civil Service

- **Annual Ethics Training**
- **Positive Time Reporting** (classifications not eligible for overtime)
- **Abused and Neglected Child Reporting Act (ANCRA) at time of hire**

  **Annual Statement of Economic Interest** – IF:
  - head of a department or other administrative unit; or
  - Contract authority of $5,000 or more; or
  - PI or Co-PI on a grant; or
  - Supervisory responsibility for 20 or more employees
# Reporting Requirements Timeline

<table>
<thead>
<tr>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Economic Interest Filing Period**  
  *April 1 – May 1*

- **Online Ethics Training Period**  
  *Exact Dates TBD*

- **Conflict of Interest Filing Period**  
  *Sept 15 – Oct 6*

- **Positive Time Reporting**  
  *All Year*
Challenges

- Background checks for all new hires
- Exemption of Academic Professionals from Civil Service/Audits
- Affordable Care Act insurance coverage
- Potential organizing efforts
Illinois Human Resources

Elyne Cole, Associate Provost for Human Resources
333-6677
e-cole1@illinois.edu

Academic Human Resources
Deb Stone, Director
Cindy DeBrock, Associate Director
Sandy Jones, Associate Director
Sharon Reynolds, Associate Director, Labor & Employee Relations
333-6747

Staff Human Resources
Alicia Lowery, Deputy Director
Robbie Witt, Deputy Director
Leslie Arvan, Director, Labor & Employee Relations
333-3101
Thank You for Participating!