Northern Illinois University employs approximately 2,200 non-teaching personnel in supervisory, clerical, technical, maintenance, and other capacities necessary to its operation. These employees are members of the State Universities Civil Service System, which was established by the Illinois General Assembly to provide a sound and consistent personnel program for non-teaching employees of state-owned and operated colleges and universities.

Employment Eligibility
The Immigration Reform and Control Act of 1986 strictly prohibits the hiring of individuals not legally eligible to work in the United States, and further requires all newly hired employees to produce evidence of employment eligibility.

Illinois State Law (Public Act 85-0827) states: “No state agency may employ anyone who is in default on the repayment of any educational loan for a period of six (6) months or more, and in an amount of $600 or more.”

Employment Application Process
Applications for employment are available from Human Resource Services, 1515 W. Lincoln Highway, DeKalb, IL or at www.hr.niu.edu. For current civil service job opportunities, please visit our website at www.hr.niu.edu or call the 24-hour Job Line at (815) 753-1051. Each job classification has its own educational, work experience, and examination requirements. Applicants must submit the completed application form by the stated deadline. A Human Resource Coordinator will contact applicants to discuss the employment and testing process. Applicants who meet the minimum requirements for one or more job classifications and who are Illinois residents may be approved to complete examinations (by appointment) for possible employment. Applicants who receive passing scores on one or more examinations will have their names placed on employment “registers” for each job classification according to test score. Trainee appointments may be established for candidates who exhibit excellent potential to succeed but lack one or more of the minimum qualifications for a specific job. Applicants seeking employment in certain job classifications must pass physical examinations and a criminal background investigation given at university expense.

Probationary Period
Most employees serve a six-month probationary period in their classification, which is considered a part of the examination. Some classifications require 12-month probationary periods. If, during probation, the employee does not meet the standards established by the department, employment will be terminated.

Promotional Opportunities
It is the policy of the university to promote current employees whenever possible. Therefore, employees are encouraged to make arrangements for promotional examinations when eligible.

Work Schedules
For most classifications, the basic work week is 37.5 hours. A limited number of classifications have a work schedule of 40 hours per week.

Wages and Salaries
The university attempts to pay wages and salaries similar to those paid by other employers for similar work in the DeKalb area. Employees are paid on a semi-monthly basis.

Vacation
Status employees who are eligible for overtime pay earn vacation as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Rate Earned Per Hour Excluding Overtime</th>
<th>Rate Earned Per Hour Including Overtime</th>
<th>Leave Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>.0061</td>
<td>.0062</td>
<td>0</td>
</tr>
<tr>
<td>3-6</td>
<td>.0074</td>
<td>.0075</td>
<td>1</td>
</tr>
<tr>
<td>6-9</td>
<td>.0089</td>
<td>.0091</td>
<td>2</td>
</tr>
<tr>
<td>9-14</td>
<td>.0097</td>
<td>.0100</td>
<td>2</td>
</tr>
</tbody>
</table>

Exempt employees (not eligible for overtime pay) earn vacation as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Rating Days Earned Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>25</td>
</tr>
<tr>
<td>3-6</td>
<td>26</td>
</tr>
<tr>
<td>6-9</td>
<td>27</td>
</tr>
<tr>
<td>9+</td>
<td>28</td>
</tr>
</tbody>
</table>

Sick Leave
Status employees who are eligible for overtime pay accumulate sick leave with full pay at a rate of .0062 hours per hour in straight-time pay status. This is the approximate equivalent of one day per month. Exempt employees (not eligible for overtime pay) accumulate sick leave on the basis of one day per month for each month worked.

The amount of sick leave that may be accumulated is unlimited. Effective January 1, 1998, sick leave earned does not have a cash value at termination. A supplemental Sick Leave Bank is available to employees who have earned a minimum balance of 11 days of sick leave.

Extended illness leave may be available for the employee’s documented medical problem. Extended leave is limited to 20 days per fiscal year. It cannot be utilized until the employee has used accumulated sick leave equal to that earned in the 12 months prior to the leave.

Family and Medical Leave Act
Status employees who have one calendar year of service and who have been employed at 50 percent time or greater may take up to a total of 12 weeks leave during a 12-month period in accordance with the Family and Medical Leave Act of 1993 (FMLA).

Educational Benefits
NIU Board of Trustees regulations provide tuition waivers for use at any state university to any employee in a status position in the State University Civil Service System. NIU retirees are also provided waivers for use at NIU. However, admission standards must be met. To be eligible, the first day of employment must be on or before the 30th calendar day of the academic term involved. Waivers have the following limits:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring Semesters</td>
<td>Retirees and full-time employees</td>
<td>8 credit hours</td>
</tr>
<tr>
<td></td>
<td>3/4-time or greater employees</td>
<td>6 credit hours</td>
</tr>
<tr>
<td></td>
<td>1/2-time or greater employees</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>Summer Session</td>
<td>3/4-time or greater employees</td>
<td>3 credit hours</td>
</tr>
<tr>
<td></td>
<td>1/2-time or greater employees</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

Additional credit hours may be taken at the employee’s own expense with signature approval from his or her respective department and within the limitations of university policy. Off-campus course delivery fees and material fees are not covered by the tuition waiver.

Children of NIU Civil Service employees are allowed a 50 percent tuition reduction at any of the Illinois public institutions. These include the University of Illinois at Chicago, University of Illinois at Springfield, University of Illinois at Urbana-Champaign, University of Illinois Cooperative Extension, Southern Illinois University at Carbondale, Southern Illinois University at Edwardsville, Southern Illinois University School of Medicine, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, and Illinois Student Assistance Commission. This 50 percent tuition waiver is available to eligible children of employees of these
universities who have seven or more years of cumulative public university employment. Children of NU employees hired prior to January 1, 1999, attending NIU will receive the 50 percent tuition waiver after their parent completes three or more full years of NU employment as of the beginning of the semester for which the waiver benefit would apply.

The surviving spouse and the legally dependent child or children of any Civil Service employee who dies while employed full-time (or on an educational leave with pay, sick leave, or disability leave) at NIU shall be entitled to a waiver of tuition and certain registration fees while enrolled for course work at NIU credited toward a baccalaureate degree.

Holidays
Employees with permanent appointments, excluding prevailing rate craft personnel, are excused with full pay for the following holidays: New Year's Day, Dr. Martin Luther King Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and four additional days determined year-to-year by the president of the university. Prevailing rate craft personnel are excused from work on the designated holidays but are compensated only for Dr. Martin Luther King Jr. Day and the four additional days designated by NIU's president.

Group Insurance
Full-time permanent employees are provided with health, life, vision care, and dental insurance coverage. There may be a premium for this coverage. Part-time status employees may purchase health and life insurance through the state by paying their proportionate share of the state's cost. Health maintenance organizations are available in some areas. Health and life insurance for eligible dependents may be purchased at group rates, and additional employee life insurance coverage is also available at group rates.

Retirement
Permanent and continuing employees are required to participate in the State of Illinois retirement program. The State Universities Retirement System (SURS) coordinates three plans, offering members a choice of either a defined benefit program (through SURS) or a defined contribution program (through TIAA-CREF). Employees contribute at a rate of 8 percent of their gross pay. Benefits of the retirement system include: (1) retirement annuities; (2) disability benefits at half pay; (3) death and survivor's benefits, which vary depending upon the employee's choice of plan. The employee's contributions are refundable, and depending upon the plan selection, employees may also receive varying rates of interest and the employee's matching funds when they terminate service. Status employees do not contribute to Social Security; however, extra help and temporary employees do.

A Medicare deduction for new NIU employees is required under Public Law 99-272, the Consolidated Omnibus Budget Reconciliation Act of 1985. Both the employee and the employer are liable for this deduction, and each pays 1.45 percent of taxable wages earned by the employee.

Tax-Deferred Compensation
The Board of Trustees of the university has approved companies who offer tax-deferred compensation to staff members. They offer fixed annuities, variable annuities, combination of fixed and variable annuities, and mutual funds to individuals wishing to defer a percentage of their taxable income to some future date.

Other Benefit Programs Available
- Flexible Spending Accounts: These accounts allow participants to use tax-exempt dollars to pay for either dependent care or medical care.
- Term life insurance coverage for employees and their families.
- Accident and Dismemberment coverage for employees and their spouses.
- Long-term disability plan for employees.
- Employees may access many types of personal development and wellness opportunities and programs. Within past years, programs have focused on eldercare and child care issues, a variety of no-cost health screenings, and assistance with smoking cessation and weight control.

Miscellaneous
You may be interested to know that:
- A discount is provided on books purchased at the NIU Bookstore.
- Employees receive full pay for jury duty and witness service.
- One personal/professional development day is allowed each year.
- Employees are eligible for membership in the NIU Employees' Federal Credit Union.
- Reduced prices are available to employees for NIU's Fine Arts Series, theater productions, athletic events, and Recreation Center.
- Admission to most campus concerts, art exhibits, and lectures is free.

For further information:
We appreciate your interest in employment at Northern Illinois University. Please contact Human Resource Services at (815) 753-6000 if you have any questions about the employment process.

The TDD telephone number is (815) 753-0670. A current listing of available positions may be obtained 24 hours a day by calling (815) 753-1051 and at www.hrzcmu.edu.

Information contained in this brochure is for informational purposes only. Policies may be changed at any time and without notice and are subject to the most recent revisions of official university regulations.

For information regarding reported crimes occurring on and around NIU campuses, click on www.aiu.edu/safety.shtml. For a printed copy of this information, contact the Department of Public Safety at (815) 753-1212, Office of Admissions and Records at (815) 753-0681 or Human Resource Services at (815) 753-6000. This disclosure is in compliance with the Jeanne Clery Disclosure of Campus Security Act (20 USC 1092 (f)).

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Northern Illinois University is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, sex, marital status, national origin, disability, status based on the Victims Economic Security and Safety Act (VESASA) or status as a disabled or Vietnam veteran. Further, the University and Bylaws of Northern Illinois University provides for equal treatment regardless of political views or affiliation, and sexual orientation produced by the Northern Illinois University Office of Publications and Document Services.

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