



**Comparison of Supportive  
Professional Staff Employees to  
Civil Service Status Employees**

# GENERAL PROVISIONS

- By statute, all positions, excluding graduate assistants, are covered by the State Universities Civil Service Statute and Rules (SUCSS.)
- Classification determination is based on the job description.
- Positions can only be exempted if the duties outlined in the job description **do not fit a civil service classification specification**. All positions are audited by SUCSS every two years to ensure compliance.



# EXEMPTIONS FROM CIVIL SERVICE

## Exemptions

- 1) The members and officers of the Merit Board and the board of trustees
- 2) The presidents and vice presidents
- 3) Other principal administrative employees of each institution and agency as determined by the Merit Board (e.g. physicians, attorneys, AVPs)
- 4) The teaching, research and extension faculties of each institution
- 5) Students



# SPS VS. CIVIL SERVICE

	SPS	CIVIL SERVICE (Hourly)	CIVIL SERVICE (Salaried)
Vacation	24 days per year	12 – 25 days / year (depending on longevity)	25 - 28 days / year (depending on longevity)
Sick days	1 day per month	1 day per month	1 day per month
Layoff Notice Requirements	N/A	30 days (with reinstatement rights)	
Termination Notice Requirements	3-12 months (depending on longevity)	In accordance with SUCCS Statute & Rules	
Employee Headcount	692	1,002	440



# SPS VS. CIVIL SERVICE

Category	Civil Service	SPS
Recruitment	Civil Service statute requires external job postings for all vacant positions	<ul style="list-style-type: none"> <li>• Internal search</li> <li>• External search</li> <li>• Waiver of search</li> </ul>
Review of Applicants	<ul style="list-style-type: none"> <li>• Minimum qualifications are based on civil service classification specification <a href="#">Document Link</a></li> <li>• Applicant qualifications are reviewed by HRS</li> <li>• Qualified applicants must pass a civil service exam (designed by SUCSS)</li> </ul>	<ul style="list-style-type: none"> <li>• Qualifications are based on position description</li> <li>• Applicants qualifications are reviewed by hiring manager and/or search committee</li> </ul>
Referral/Interview of Applicants	By statute, HRS refers qualified applicants with the top 3 test scores to the hiring department	Applicants are ranked by search committee for campus interview

# RECENT CHANGES IN CIVIL SERVICE PROCEDURES

- Due to a State of Illinois Office of Executive Inspector General (OEIG) investigation of another public university, the State Universities Civil Service System (SUCSS) released updated procedures.
- The new procedures require the universities to transition both the person and position within 16 months, if a review of an SPS job description determines that the position fits a civil service classification specification.



# CURRENT CIVIL SERVICE PROCEDURES

- The State Universities Civil Service System performs regular audits to assess compliance with civil service regulations.
- Based on the preexisting audit timetable, NIU is currently scheduled to be the first campus audited since the new procedures became effective on 10/01/17.



# CURRENT CIVIL SERVICE PROCEDURES

- The most recent audits found that some SPS positions may need to be converted because of Civil Service classification changes or to correct past misclassifications.
- To resolve these audit findings, 75 positions are being reviewed and may need to be converted.





# REVIEW OF POSITIONS

- All SPS positions where the duties outlined in the current position description are primarily aligned with a civil service classification require review.
- Why might an SPS position currently be identified as “misclassified”?
  - Changes in or the development of new Civil Service class specifications, or
  - Changes in the duties assigned to the position, or
  - Ambiguity



# IMPACT OF CONVERSION

- It will result in an employee being assigned seniority within the Civil Service system.
- It will have no impact on SURS, health benefits or pay.



# SUMMARY OF STEPS TAKEN

- HRS has attended SPS and Operating Staff Council meetings to respond to questions and engage in conversations on the new procedures
- Worked in collaboration with SPS Council and others to develop a communication strategy that notified all SPS employees about the procedure changes
- Staff whose positions were flagged by the auditors, and their supervisors, were notified individually
- Position descriptions are being updated, then reviewed by HRS staff. Outcomes are discussed with the supervisor before a final classification decision is made; communications with affected employees are continual



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