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

<table>
<thead>
<tr>
<th></th>
<th>SPS</th>
<th>CIVIL SERVICE (Hourly)</th>
<th>CIVIL SERVICE (Salaried)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>24 days per year</td>
<td>12 – 25 days / year (depending on longevity)</td>
<td>25 - 28 days / year (depending on longevity)</td>
</tr>
<tr>
<td>Sick days</td>
<td>1 day per month</td>
<td>1 day per month</td>
<td>1 day per month</td>
</tr>
<tr>
<td>Layoff Notice Requirements</td>
<td>N/A</td>
<td>30 days (with reinstatement rights)</td>
<td></td>
</tr>
<tr>
<td>Termination Notice Requirements</td>
<td>3-12 months (depending on longevity)</td>
<td>In accordance with SUCCS Statute &amp; Rules</td>
<td></td>
</tr>
<tr>
<td>Employee Headcount</td>
<td>692</td>
<td>1,002</td>
<td>440</td>
</tr>
</tbody>
</table>
## SPS VS. CIVIL SERVICE

<table>
<thead>
<tr>
<th>Category</th>
<th>Civil Service</th>
<th>SPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment</td>
<td>Civil Service statute requires external job postings for all vacant positions</td>
<td>• Internal search&lt;br&gt;• External search&lt;br&gt;• Waiver of search</td>
</tr>
<tr>
<td>Review of Applicants</td>
<td>• Minimum qualifications are based on civil service classification specification <a href="#">Document Link</a>&lt;br&gt;• Applicant qualifications are reviewed by HRS&lt;br&gt;• Qualified applicants must pass a civil service exam (designed by SUCSS)</td>
<td>• Qualifications are based on position description&lt;br&gt;• Applicants qualifications are reviewed by hiring manager and/or search committee</td>
</tr>
<tr>
<td>Referral/Interview of Applicants</td>
<td>By statute, HRS refers qualified applicants with the top 3 test scores to the hiring department</td>
<td>Applicants are ranked by search committee for campus interview</td>
</tr>
</tbody>
</table>
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.
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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