



**Northern Illinois
University**

**State Universities Civil Service
System
(SUCSS) Overview**

Overview



The State Universities Civil Service System, as delegated and authorized through the State Universities Civil Service Act (Act) (110 ILCS 70/36b et. seq.), has jurisdiction over all designated places of employment at institutions (Employers) identified in the Act (110 ILCS 70/36b(2)) as follows:

- Illinois Community College Board
- Illinois Student Assistance Commission
- Illinois Board of Higher Education
- Governors State University
- Northeastern Illinois University
- State Universities Civil Service System
- State Universities Retirement System
- Southern Illinois University
- Chicago State University
- Eastern Illinois University
- Illinois State University
- Northern Illinois University
- University of Illinois
- Western Illinois University

Overview



SUCSS Responsibilities

- Develop and administer the Civil Service Act (State Law), Administrative Code (Rules), and System Procedures related to the employment of professional, technical, and support staff
- Develop, establish and maintain a fair and consistent program of personnel administration
- Provide direct guidance and support services to Employers in employment, classification plan management, salary administration, statutory compliance, disciplinary procedures, and other business operations related to the personnel management of positions

Note: SUCSS does not have technical jurisdiction over affirmative action/diversity plans at specific employment sites.

Overview



Decentralized oversight with the Designated Employer Representative (DER) at each employment location is empowered to conduct day-to-day HR operations.



Statewide collaboration and direct involvement of system constituencies through advisory committees:

Employee Advisory Committee
Administrative Advisory Committee
Human Resource Director Advisory Committee



Employment priority is the selection of **most highly qualified candidate**. Focus on equal access and opportunity for all applicants.



Minimal compensation oversight enabling employment institution to direct their own compensation plans.

Hiring Civil Service Huskies



- The Civil Service hiring process begins with employment registers
- Registers are maintained by classification
- Applicants/employees are placed on registers by their highest score and/or service time
- Applicants are referred if in the “Top Three Scores”
- **The types of registers are:**
 - Original Entry
 - Promotional
 - Re-Employment

Employment Registers



Original Entry Registers

- Registers are established by the Employer and maintained by classification
- When applicable, Veterans Preference points are allotted (3, 5, or 10 points)
- Applicants are listed on the Original Entry Register by:
 - Service in the Classification (Restoral)
 - Transfer from Another Employer
 - Examination Score

Employment Registers



Promotional Registers

- Registers are created by the Employer by Classification
- Employees on these registers must be in status appointments in the designated promotional line as defined by the System Office

Basic Example:	Account Technician I	OE
	Account Technician II	PR
	Account Technician III	PR

- Employees may be listed on Promotional Register by:
 - Service in the Classification (Restoral)
 - Examination Score
- Veterans Preference points are NOT allotted to test scores on a Promotional Examination

Note: Regardless of actual test score obtained, Employees on Promotional Registers are automatically higher than Original Entry scores.

Employment Registers



Re-Employment Registers

- Established by the Employer and by Classification
- Contain the names of status employees laid off through a reduction in force
- Employees listed by seniority earned in the applicable classification
- An employee on this register must be appointed to a vacancy in the classification without competition

Diversity Hiring Support



Strategies and Tools:

Utilize Affirmative Action Plan Data to inform hiring, recruitment, and retention

Conduct Underrepresentation Adverse impact analysis (to identify systems/processes are negatively impacting underrepresented groups)

Conduct Compensation Analysis to identify pay and equity gaps

Implement a Talent Acquisition and targeted and active recruitment practices

Write University, College and Division, department level Recruitment plans

Write inclusive job descriptions and position advertisements to attract qualified/diverse applicants

Comprehensive onboarding for new hires – include training, peer to peer, and mentoring

Implement Intern/Trainee Program (Civil Service)

Close pay and equity gaps

Diverse search committees

Statewide Affinity Groups and IBHE alignment (in progress)

Purchase Job Packs and social media talent acquisition tools (LinkedIn)

Specialty Factors



Specialty factors are additional job-related qualifications *in addition to, or more specific than*, those defined in the class specification. Without these necessary additional qualifications or requirements, incumbents or candidates for a vacant position could not be expected to satisfactorily perform in the position.



A specific knowledge, skill, ability, or characteristic assigned to a position



Considered basic to and essential for satisfactory performance of the duties and responsibilities of the position and a prerequisite to the appointment



Like Minimum Acceptable Qualifications (MAQ's) however specialty factors do NOT replace MAQ's; only adds to and/or enhances MAQ's

Creating Specialty Factors



Specialty factors are created as part of the job description development in consultation with your employment coordinator.

- Can have more than one; however, they need to be related to the duties of the position
- Subject to review during the biennial civil service audit process
- Evidence contained in personnel files of employees that possess the specialization
- Must be submitted to the system office for approval
- Position files should also contain supporting documentation and System Office approvals (where applicable) with respect to specialty factors

Seniority



Basics

- Amount of time worked in a class or classification series
- Accumulates upon completion of probationary period and dates back to the day of original employment in the class
- Earned in the classification by institution or place of employment
- Once earned in a classification, it is retained during any period of continuous employment
- Not the same as Service Time (length of time working for the employer)

Seniority



Seniority is earned:

- by classification and/or classification series
- in a higher classification in a promotional line, then is added to seniority in a lower class in the same promotional line
- in a lower classification but cannot be counted towards seniority in a higher classification

Basic Seniority Scenario



EXAMPLE 1

Employee A:

- 3 years as a Food Service Administrator III
- 1 year as a Food Service Administrator II
- 2 years as a Food Service Administrator I

Accumulated Seniority (Employee A)

- 3 years of seniority as a Food Service Admin. III
- 4 years of seniority as a Food Service Admin. II
- 6 years of seniority as a Food Service Admin. I

Seniority



Accumulation

Seniority is accumulated during a layoff caused by a break in the academic calendar or during any layoff less than 30 consecutive workdays

Seniority does not accumulate:

- During Suspension
- After layoff exceeding 30 consecutive workdays
- During Leave of Absence without pay (exceeding 30 days in a calendar year)

Seniority Accumulation Scenarios



EXAMPLE 1

Employee:

- 3 years as a Food Service Administrator III
- 2 years as a Food Service Administrator I

Accumulated Seniority

- 3 years of seniority as a Food Service Admin. III
- 3 years of seniority as a Food Service Admin. II
- 5 years of seniority as a Food Service Admin. I

Seniority Accumulation Scenarios



EXAMPLE 2

Employee:

- 1 year as an Accountant III
- 4 years as an Accountant II
- 2 years as an Accountant I

- 3 years as a Medical Insurance Specialist III
- 2 years as a Medical Insurance Specialist I

Accumulated Seniority

- 1 year of seniority as an Accountant III
- 5 years of seniority as an Accountant II
- 7 years of seniority as an Accountant I

- 3 years of seniority as a Medical Insurance Specialist III
- 3 years of seniority as a Medical Insurance Specialist II
- 5 years of seniority as a Medical Insurance Specialist I

Workforce Reduction



What is a layoff?

Stoppage of work, required by management and due to:

- Reduction in the amount of work
- Elimination of a particular kind of work
- Lack of available funds or space for the execution of work planned
- Interruptions caused by unfavorable weather and/or an emergency or catastrophic situation

Typically, specific positions and/or classifications are targeted for elimination or reduction.

Workforce Reduction



The order of layoff is first determined by employment status within a specific class.

1

Employees who have not completed probation must be separated from the university first:

- Temporary (student workers, extra help)*
- Provisional
- Probationary

2

Employees who have completed probation are then laid off based on service and seniority, starting with the least senior employee in a particular classification.

**Not required but strongly recommended*

Workforce Reduction



Probationary Period Dismissals

- Probationary Period Leave of Absence
- Employee is being dismissed due to:
 - Documented inability to complete essentials duties of position
 - Attendance issues
- Retains rights to a position in a classification where they have previously completed probation.
- Similar to Layoff process
 - Could bump the least senior employee in the previous classification
 - Could be subject to a 30-day notice prior to bumping

Seniority/'Bumping' Rights



Employees subject to layoff:

- ✓ May have the opportunity to exercise their seniority (bumping) rights and displace an employee in the classification or classification series with less seniority
- ✓ Must meet the qualifications for the position they are bumping into, including specialty factors
- ✓ Should meet with the department bumping into before accepting position
- × Cannot choose a specific employee or position when exercising their seniority rights.

Seniority/'Bumping' Rights



Supervisors

- ✓ Should set clear job expectations with the employee before they accept the position
- ✓ Must provide training for the employee being placed into their department
- × Cannot add specialty factors or revise job descriptions during layoffs
- × Cannot choose the employee who gets bumped
- × Cannot choose the employee who bumps into their department

Workforce Reduction



Seniority/'Bumping' Rights

- An employee in a position with an authorized specialty factor may not be bumped by another employee with greater seniority unless the employee with greater seniority possesses the same specialized certification
- A full-time employee who has completed probation may bump the part-time employee having the highest percent time appointment, provided the full-time employee has more accrued seniority
- Status employees who are ultimately laid off shall be placed on the Reemployment Register for that class
- Employees laid off during their probationary period shall be placed on (or restored to) the register from which they were certified to their position, by service time in that class

Workforce Reduction



Seniority/'Bumping' Rights Scenario Example 1

Alice

- 3 years Business Manager I



Bill

- 1 year Business Manager I
- 4 years Accountant II
- 4 years (total) Accountant I

Chris

- 5 years Accountant II
- 2 years (7 years total) Accountant I

Alice's position is eliminated.

Alice can exercise seniority rights and displace Bill (Business Manager I).

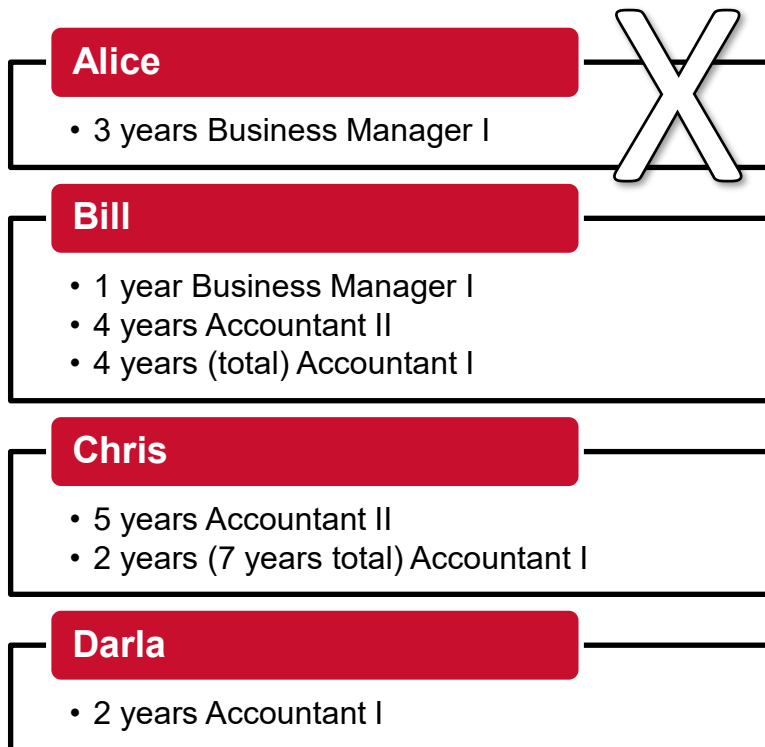
Bill does not have enough seniority to displace Chris.

Bill is laid off and is placed on the Reemployment Registers for Business Manager I and Accountant I and II.

Workforce Reduction



Seniority/'Bumping' Rights Scenarios Example 2



Alice's position is eliminated.

Alice can exercise seniority rights and displace Bill (Business Mgr I).

Bill does not have enough seniority to displace Chris (Accountant II); however he does have enough seniority to displace Darla (Accountant I)

Bill is bumped by Alice and is placed on the Reemployment Registers for Business Manager I and Accountant II. Bill bumps Darla.

Darla is laid off and placed on the Reemployment Register for Accountant I.

Workforce Reduction



Seniority/'Bumping' Rights Scenario Example 3

Pat

- 5 years Business Manager I

John

- 4 years Business Manager I
- 4 years Accountant II
- 4 years (total) Accountant I



Carol

- 5 years Accountant II
- 2 years (7 years total) Accountant I

Mary

- 3 years Accountant I

John's position is eliminated.

John cannot bump Pat (Business Mgr I).

John cannot bump Carol (Accountant II).

John can bump Mary (Accountant I).

John bumps Mary and is placed on the Reemployment Registers for the Accountant II and Business Manager I.

Mary is laid off will be placed on the Reemployment Register for the Accountant I.

Reemployment



Registers

- Laid off employees listed in order of seniority earned in the classification
- An employee must be appointed from a Reemployment Register; there is no 'competing' for a vacancy
- An employee may turn down three employment opportunities before being removed from the Reemployment Register
- No available employee shall be on the Reemployment Register with greater seniority than an employee working in the same class or in a lower class in which the employee has accrued seniority; unless the employee has chosen not to exercise bumping rights and provided a signed statement to that effect

Reemployment



Compensation

- Salary is unaffected when employee bumps into position in same classification
- All employees in the same classification must be paid within the authorized pay range for that classification
- During a recall from layoff status, the employee is not entitled to necessarily receive the same compensation rate as when they were laid off
- Other compensation programs may be applied as defined by the Employer

Sources



- State Universities Civil Service Act
- Illinois Administrative Code, Section 250
- State Universities Civil Service System Procedures Manuals
- State Universities Civil Service System Governance, Risk, and Compliance Audit Process and Procedures

Thank You!



Questions?

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