



State Universities Civil Service System

1717 Philo Road, Suite 24

Urbana, IL 61802

217/278-3150

## **Agenda for the Human Resource Directors Advisory Committee Meeting**

***Date: January 22, 2016***

***Time: 10:00 a.m.***

- 1. Welcome and Introductions**
- 2. Update on proposed rulemaking to section 250.60 of the Code (80 Ill. Adm. Code §250.60) (Top Three Scores)**  
*Update on the status of the proposed rule revision to section 250.60 of the Code regarding 'Top Three Scores'.*
- 3. Update on proposed rulemaking to sections 250.30 and 250.50 of the Code (Code (80 Ill. Adm. Code §250.30 and §250.50)**  
*Update on the status of the proposed rulemaking to sections 250.30 and 250.50 of the Code.*
- 4. Biennial Audit Program – Review of Recent Activities**  
*Update on the current biennial audit activities, including a review of recent final audit reports issued.*
- 5. Discussion and Review of Procedures for Various Topic Areas**
  - *Establishment and Maintenance of Registers*
  - *Specialized Positions*
  - *Out-of-State Residency Requirement (180 days)*
- 6. Discussion of custom classes**
- 7. Update on the Police Series Assessment Center Revisions**
  - a. Reinstatement of Corporal
    - *Entire examination process now conducted at campus location*
  - b. New Police Officer Exam
    - *Training of HR staff to conduct the new Police Officer Knowledge and Integrity Examinations and the Structured Oral Interview*
- 8. FLSA changes as related to Merit Board Policy Relating to Employee Benefits**
  - *University System Office will provide draft policy regarding vacation accrual. This topic is in response to the potential change in FLSA exempt designation for positions/employees.*
- 9. Discussion of Discharge/Demotion Process**
- 10. Applicant Information from E-Test**

**11. Specialty Factors Approval at Campus Level**

- Review of designated Specialty Factors that can be designated at the campus level. This will be in addition to the Specialty Factors already associated with the Custom Classifications.

**12. Salary Data System Update**

- Per the January 7, 2016, update on discussion and potential changes to the salary data system and submission policies.

**13. Work/Study Committees**

**14. Report of the Executive Director – Jeff Brownfield**

- a. Open Meeting Act requirement for the Administrative Advisory Committee and the Human Resource Directors Advisory Committee*
- b. FY 2016 and FY 2017 Budget Updates*
- c. Classification/Examination Update*
- d. Customer Satisfaction Management Plan*
- e. Goals, Objectives and Executive Director Performance Review*
- f. Staff Changes*

**15. Other Items as presented**

- Next Meeting – Friday, April 29, 2016