

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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June 26, 2009

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The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit conducted at Chicago State University. The audit period tested was July 1, 2006 through October 31, 2008. This report is intended to communicate the final material findings, recommendations and corresponding institutional responses formulated through a comprehensive human resource compliance and operational audit.

On behalf of the audit staff, we thank Chicago State University and their human resource staff for a very productive audit experience. If there are any questions or a personal briefing on any item is desired, please call Lucinda M. Neitzel (217) 278-3150 ext. 242.

[REDACTED]
Lewis T. (Tom) Morelock
Executive Director

Chicago State University Final Audit Report



State Universities Civil Service System Compliance Audit

June 26, 2009

Audit Period

July 1, 2006 to October 31, 2008

Prepared by:



Lucinda M. Neitzel
Audit and Advisory Services Manager

Chicago State University
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Introduction

PURPOSE

The State Universities Civil Service System was created in 1952 as a separate entity of the State of Illinois and is under the control of the University Civil Service Merit Board as set forth in Section 36b(3) of the State Universities Civil Service Act (Act) ([110 ILCS 70/36b\(3\)](#)). The purpose of the State Universities Civil Service System is to establish a sound program of personnel administration for its constituent employers (110 ILCS 70/36b(2)). To achieve this purpose, the Merit Board has been given a broad range of statutory powers and duties, which include the power to make rules to carry out the purpose of the State Universities Civil Service System and to appoint an Executive Director to administer the Act (110 ILCS 70/36d(11) and (12)).

As part of its statutory power, the Merit Board has promulgated rules that delegate to the Executive Director the authority and responsibility for conducting “ongoing audit programs of all Civil Service operations at all places of employment for the purpose of assuring compliance with the [Act (110 ILCS 70/36b et seq.)] and [Part 250 of the Illinois Administrative Code (Code) ([80 Ill. Adm. Code 250](#))] and for improving the programs of personnel administration of its constituent employers” ([80 Ill. Adm. Code §250.140\(c\)](#)).

This report communicates the final outcome of a comprehensive human resource operational audit, which included an on-site evaluation that was conducted on February 25-27, 2009. An exit conference conducted June 10, 2009 provided an opportunity for the Employer to discuss both the Material and Non-material findings contained in the initial Draft Audit Report. Upon completion of the exit conference and submission of the Institutional Corrective Action Plan, a Final Audit Report (Material Findings only) is sent to the Employer and a Supplemental Report (Non-material Findings) is sent to the campus/agency Human Resource Office for internal use.

OVERVIEW

The following Human Resource activities were reviewed and utilized in identifying the Material (Final Audit Report) and Non-material Findings (Supplemental):

- **Assignment of Positions to Classes**

The Auditor completes a review of selected job descriptions for timely updates, proper administration, and correct assignment of position classifications. Additional desk audits of selected positions are conducted onsite for appropriateness of position classifications. There is also an evaluation of the Employer’s desk audit process and conclusions during the time span audited.

- **Compensation Programs**
The Auditor completes an analysis of the Employer's use of pay rates and pay ranges approved by the Merit Board. An overall evaluation is then conducted of the Employer's compensation program and initiatives to meet requirements of pay equity within the Employer's market area.
- **Examination Program**
The Auditor conducts a review of pre-employment testing operations. This includes test administration, admission procedures of applicants to examinations, license and certification verifications, scheduling, and security.
- **Administration of Employment and Separation Procedures**
The Auditor reviews the Employer's business processes and procedures related to the employment cycle, including pre-employment activities, probationary and status employment, and employment separation programs. There is also an assessment of the Employer's utilization and monitoring of non-status appointments.
- **Administration and Employment Protocols of Principal Administrative Appointments (PAA)**
The Auditor completes a review of the employment protocols and assigned responsibilities for Principal Administrative Appointments. This review is conducted to assure compliance with the exemption authorization provided to each employer. The Employer's exemption forms and related position descriptions are reviewed and selected incumbent interviews are conducted for further validation of approved exemption. The audit process also includes a review of the Employer's administrative procedures related to these appointments and their approved exemption status.
- **General Review of the Employer's Human Resource Program**
The Auditor completes a general review of the Employer's human resource programs with respect to effectiveness, efficiency and levels of communication to constituencies. There is also an assessment of the recognition and interaction of human resource programs within the Employer's faculty, administrative and support staff employee groups. The impact of new technology on the recordkeeping and processing of information is also an element for review.
- **Other Follow-up Items from Previous Audit**
Other follow-up items from previous audits, as well as other matters deemed necessary and appropriate, may have been reviewed and submitted as additional audit subjects.

The following staff members from the System Office, Audit and Advisory Services Division, were directly responsible for conducting various aspects of the audit:

[Jeff Brownfield, Assistant Director](#)
[Lucinda Neitzel, Audit and Advisory Services Manager](#)
[Paula Mitchell, Human Resource Assistant](#)

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Executive Summary
YEAR ENDED – FY2009

The compliance testing performed during this examination was conducted in accordance with State Universities Civil Service Act ([110 ILCS 70/36b et seq.](#)), Part 250 of the Illinois Administrative Code (Code) ([80 Ill. Adm. Code 250](#)), [State Universities Civil Service Procedures Manuals](#), applicable University/agency policies/procedures, and auditing standards.

SUMMARY OF MATERIAL FINDINGS

<u>Number of</u>	<u>This Report</u>
Findings	3
Repeated findings from previous audit®	1®

SCHEDULE OF MATERIAL FINDINGS

<u>Item Number</u>	<u>Page</u>	<u>Description</u>
CSU FY09-01		FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT) Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications
CSU FY09-02		FINDINGS (ILLINOIS ADMINISTRATIVE CODE) Non-Compliance with Extra Help Employment and Position Limitations
CSU FY09-03		Temporary Upgrades Exceeding Thirty-Day Limitation

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Material Findings, Recommendations, and Institutional Corrective Action
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CSU FY09-01 Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications

Criteria/Standards (i.e., what should exist):

- 1) [State Universities Civil Service Act \(Act\), Section 36\(e\)](#)
- 2) [Illinois Administrative Code \(Code\), Section 250.30\(a\) Coverage](#)
- 3) [Principal Administrative Appointments Procedures Manual, Section 1.3 Exemption Procedures](#)
- 4) [Principal Administrative Appointments Procedures Manual, Section 1.5 Reviews of Exempted Positions](#)
- 5) [Principal Administrative Appointments Procedures Manual, Section 1.5a PAA Job Description Form](#)
- 6) [Principal Administrative Appointments Procedures Manual, Section 1.8 Changing a Principal Administrative Appointment \(PAA to a Civil Service Position\)](#)

These guidelines provide that all positions are Civil Service, except as categorically outlined. Exemptions are allowed in accordance with procedures, requiring either documented exemption approval from the System Office or verification of exemption authorization through the position descriptions when standard titles are used. Accordingly, a periodic review and update of position descriptions is required to confirm that these exemption authorizations remain valid.

The Principal Administrative Appointments Procedures Manual, Section 1.8, states that "Periodic job description review and update procedures may indicate that a position originally identified as a Principal Administrative Appointment (PAA) may have incorrectly been classified or may have changed to the point whereby a department now must convert this position, and any employee currently in this position, to an identified and appropriate Civil Service classification."

Conditions/Facts (i.e., what actually exists):

Through a review of approximately one-hundred (100) position descriptions, including on-site interviews with various exempted employees, it was determined that eight (8) exempt positions were performing duties matching the specifications for various Civil Service classifications. These positions are listed below, with the corresponding civil service classification match.

Position #	PAA Title	Civil Service Classification Match
A45900	Facilities Project Specialist	Architect Series
A62800	Customer Service Specialist	Customer Service Representative Series or Financial Aid Series

A53000	Technical Skills Specialist	Applications Programmer Series or Information Technology Technical Associate
A63500	Residence Hall Coordinator	Housing Administration Series
A67300	Administrative Specialist	Clerk Series
A46000	Special Assistant to the Provost	Administrative Assistant Series
A48300	Assistant to the Director of Housing & Student Union	Housing Administration Series or Administrative Assistant Series
A39700	Banner Finance Administration Coordinator	Information Technology Management Series or Information Technology Manager/Administrative Coordinator

Cause (i.e., why deficient condition occurred):

According to the Employer, 'standard' titles approved for use by the System Office were applied to the majority of the exempted positions.

Effect (i.e., impact of the problem):

A failure to establish appropriate classification plan management protocols that properly update, analyze and evaluate position descriptions leads to unauthorized exemption authorizations, utilization of inappropriate employment protocols, and non-compliance with Act, Code and Procedures. Consequently, positions are improperly identified and appropriate Civil Service protocols circumvented, significantly increasing the possibility of employment issues.

Finding from Previous Audit:

No findings in this topic area were made during the last operational audit in FY2007.

Recommendation:

In accordance with the statutory intent and basic premise contained in [Section 36\(e\)](#) of the Act and other related procedures, the assignment of positions to Civil Service classifications when the position description matches appropriate classification specifications must take precedence over the use of exemptions through the [Standard Titles](#).

We recommend that the Employer complete an in-depth review of the position descriptions for the positions listed above to further determine if they meet the specifications of the recommended Civil Service classifications. If it is determined that these positions match the specifications of the recommended Civil Service classifications, they should be transitioned to a Civil Service appointment as soon as possible, but no later than at such time that these positions become vacant again. We refer the Employer to the [Principal Administrative Appointments Procedures Manual, Section 1.8, Changing a Principal Administrative Appointment \(PAA to a Civil Service Position\)](#), for guidance should they decide to move any of these positions immediately.

The Employer may also utilize the Pilot Program classification designations and transition the positions to be reviewed to one of these classifications if appropriate. These [Pilot Program](#) classifications utilize more flexible employment protocols and would offer a more transparent transition.

Institutional Corrective Action Plan—provided by Seth Hosick, Director of Human Resources

Infraction: It was determined that eight exempted, standard title, positions were performing duties matching the specifications for various Civil Service classification.

CSU Corrective Action Plan/Response:

OHR will conduct position audits for all of the eight Principal Administrative Appointment (PAA) positions in question. Our department understands that when a position is established it may suit the standard titles approved by the System office. Yet with the ever changing times, technology, and environment the position may be similar to an established Civil Service classification. OHR will convert those PAA positions to their prospective Civil Service classification. Those positions that cannot be changed immediately will be converted the next time the position is vacant.

In order to correct and prevent this situation OHR will attempt to audit one third of all of the University's PAA positions on a yearly basis, as it does for its Civil Service positions. One of our objectives is to institute an appropriate classification plan of management in order to analyze and evaluate positions at inception and identify any divergence of initial scope. The plan is intended to prevent any circumvention of Civil Service policies or procedures.

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CSU FY09-02 Non-Compliance with Extra Help Employment and Position Limitations

Criteria/Standards (i.e., what should exist):

- 1) [Illinois Administrative Code \(Code\), Section 250.70\(g\) Extra Help Appointments](#)
- 2) [Employment and Separation Procedures Manual, Section 2.10 Extra Help Appointments](#)

Guidelines for Extra Help positions and Extra Help employees are contained in the Illinois Administrative Code. An Extra Help appointment may be made, by an employer to any position for work which the employer attests to be casual or emergent in nature, and which meets the following conditions:

- A) the amount of time for which the services are needed is not usually predictable;
- B) payment for work performed is usually made on an hourly basis; and
- C) the work cannot readily be assigned either on a straight-time or on an overtime basis to a status employee.

An Extra Help position may be utilized for a maximum of 900 hours of actual work in any consecutive 12 calendar months. The employer shall review the status of the position at least every three calendar months. If at any time it is found that the position has become an appointment which is other than Extra Help, the employer shall terminate the Extra Help appointment. If an Extra Help position has accrued 900 consecutive hours, the position shall not be reestablished until six months time has elapsed from the date of the termination of the position.

For Extra Help employees, the Act requires that "...upon working 900 hours, an Extra Help employee cannot resume employment in any Extra Help appointment at a place of employment until thirty (30) calendar days have elapsed."

The employer's responsibility as noted in the Code is that they "... shall review the status of the position at least every three calendar months. If at any time it is found that the position has become an appointment which is other than Extra Help, the employer shall terminate the Extra Help appointment." Understanding the need for continued temporary assistance, Extra Help extensions are allowed in specific instances in accordance with procedural guidelines.

Conditions/Facts (i.e., what actually exists):

As documented in Appendix A, seven (7) employees were found to have worked beyond the 900-hour extra help limitation without the required 30-day break in service.

As further documented in Appendix B, it appears that twelve (12) extra help positions may have been utilized for more than 900 hours of actual work within a 12-month period without a six-month lapse. Concise information was unavailable to verify compliance in this respect.

Cause (i.e., why deficient condition occurred):

It does not appear that the Employer has established and/or maintained adequate protocols to precisely monitor the Extra Help limitations, especially the 900-hour position utilization component. Follow-up discussions with the Employer revealed that Extra Help appointments are monitored and distinguished solely by individual, utilizing a 'personnel salary account number' unique only to a specific department. This number may, and is often utilized for multiple incumbents within the same department, resulting in the potential for exceeding the 900-hour limitation for positions.

Effect (i.e., impact of the problem):

Current Employer position management practices in this respect make it difficult to determine whether or not an Extra Help position, or employee, has exceeded employment limitations and should be terminated. Extra Help positions/people are utilized longer than allowed, impacting the overall employment environment, which is inconsistent with the Code and Employment/Separation Procedures Manual.

Finding from Previous Audit:

No findings in this topic area were made during the last operational audit in FY2007.

Recommendation:

We recommend that the Employer identify and implement additional position management protocols that will adequately monitor and regulate Extra Help positions, and employees assigned to those positions, in accordance with Section 250.70(g) of the Code.

Follow-up discussions with the Employer revealed that there is a plan to implement a new procedure effective July 1, 2009 to assign specific position numbers to each Extra Help appointment, similar to those assigned to status civil service employees. In addition, to reduce the frequency of these findings, the Employer may be able to utilize [Extra Help Extensions](#), when applicable, and/or conduct an operational analysis to determine if there is a need for the creation of status appointments in instances where there is a long term extensive use of these positions for similar job assignments.

Institutional Corrective Action Plan—provided by Seth Hosick, Director of Human Resources

Infraction: Seven employees were found to have worked beyond the 900-hour extra-help limitation without the required thirty day break in service. Twelve extra help positions may have been utilized for more than 900 hours of actual work within a twelve month period without a six month lapse.

CSU Corrective Action Plan/Response:

Chicago State University is in the stages of implementing a position control system for extra help, which will allow us to monitor and manage the use of these positions. The system will mimic our current system of position control, for full time employees, with minor changes. This system will address all codes and sections for extra help appointments and should be ready for implementation by July 1, 2009.

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CSU FY09-03 Temporary Upgrades Exceeding Thirty-Day Limitation

Criteria/Standards (i.e., what should exist):

- 1) [Illinois Administrative Code \(Code\), Section 250.100 Reassignments and Transfers](#)
- 2) [Employment and Separations Procedures Manual, Section 4.2 Temporary Downgrading and Upgrading Assignments](#)

According to Section 250.100(b)(3) of the Illinois Administrative Code, "...temporary upgrading and downgrading assignments must not be for more than 30 consecutive work days duration."

The Employment and Separation Procedures Manual, Section 4.2 states, "...upgrading assignments shall be limited to filling vacancies due to absence of incumbents or when it is necessary because of agreements which require a supervisory employee for a special work assignment or project." Further, "Upgrading is not required when the employee performs only certain duties and/or assumes only partial responsibility for the overall duties of the position to which assigned."

Conditions/Facts (i.e., what actually exists):

The Auditor reviewed four-hundred sixty-nine (469) temporary upgrade transactions within the audit time frame. As documented in Appendix C, it was discovered that eight (8) employees exceeded the thirty day temporary upgrade limitation. In one instance, it appeared that the Painter Foreman position was upgraded for a total of three-hundred thirteen (313) consecutive days. Additionally, it was noted that another employee in the Chief Operating Engineer position, appeared to be regularly upgraded and exceeded the thirty consecutive work day temporary upgrade limitation on a consistent basis.

Cause (i.e., why deficient condition occurred):

The Employer was unable to provide exact dates for temporary upgrade assignments. The information supplied to the Auditor indicated dates worked as pay period beginning and ending dates. Follow-up information provided to the Auditor indicates that the time period is inclusive throughout the pay period; however, the Employer does not consider them upgraded on the weekends or any time they are not at work.

Effect (i.e., impact of the problem):

The foundation of the Merit System and the primary concept of a classification plan management system are that employees be placed in job classifications based on the prominence of actual duties and level of responsibility. The practice of creating a new job assignment through an extended upgrade is inconsistent with the intent and purpose of the classification plan management system. If a position is upgraded consistently, or is upgraded on a continual basis

for an extended period of time, the employee should in effect be reclassified into the classification or a new position posted and filled in the classification.

Finding from Previous Audit:

The Auditor reviewed thirty-one (31) temporary upgrade assignments during the time span of the audit and found that one (1) assignment exceeded the 30 consecutive work day duration requirement of the rule. *[Finding Code FY07, page 8]*

Recommendation:

We recommend that the Employer confirm that monitoring standards and notification protocols have been conveyed to the campus units causing these violations, with an emphasis on compliance and proper position monitoring. Additionally, the positions noted in this finding should be reviewed and considered for upgrade either through recalls or position posting.

Institutional Corrective Action Plan—provided by Seth Hosick, Director of Human Resources

Infraction: It was revealed that eight employees exceeded the thirty day temporary upgrade limitation. This code, as outlined in Section 250.100(b)(3) of the Illinois Administrative Code, states, “temporary upgrading and downgrading assignments must not be for more than thirty consecutive work days duration.”

CSU Corrective Action Plan/Response:

Chicago State University will monitor the one day break for all temporary upgrades and track those receiving upgrades. Additionally, OHR will inform all department managers responsible for temporarily upgrading employees about the mandated time limits.

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Appendix A

Extra Help Appointments Exceeding the 900-Hour Rule

Employee Name	Position Category	Department	Beginning Pay Period Date	Ending Pay Period Date	Total Hrs. for Person
Green, Barbara	Technical	Grants - Chemistry & Physics	9/1/06	3/31/07	362.00
	Clerical	Grants - Chemistry & Physics	3/16/07	9/15/07	851.00
					1213.00
Hillard, Tyvette	Technical	Grants - Chemistry & Physics	9/1/06	7/31/07	681.00
	Technical	Grants - Chemistry & Physics	8/1/07	8/31/07	749.00
					1430.00
Taylor, Andre	Professional	Intrcoll Consolid	9/25/06	9/30/07	266.00
	Clerical	Intrcoll Consolid	9/4/07	1/15/09	835.00
					1101.00
Thakkar, Chirag	Technical	Grants - Chemistry & Physics	8/20/07	6/30/08	634.00
	Technical	Grants - Chemistry & Physics	7/1/08	7/31/08	471.00
					1105.00
Traylor, Theodore	Custodial	Non-Appropriated Facilities Su	8/1/06	6/30/08	728.00
	Custodial	Non-Appropriated Facilities Su	3/5/07	6/30/07	758.00
	Custodial	Non-Appropriated Facilities Su	7/1/08	10/15/08	862.50
					2348.50
Tyler, Willie	Custodial	Non-Appropriated Facilities Su	10/10/07	6/30/08	337.50
	Custodial	Non-Appropriated Facilities Su	7/1/08	10/15/08	894.25
					1231.75
Warmack, Delma	Clerical	Registrar	7/15/06	3/23/07	200.00
	Clerical	Registrar	4/2/07	6/30/09	818.00
					1018.00

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Appendix B

Extra Help Positions Exceeding the 900-Hour Rule

Position Category	Employee Name	Beginning Pay Period Date	Ending Pay Period Date	Department	Total Hrs. for Position
Clerical	Blackman, Sonya	9/1/06	8/31/07	Grants - Chemistry & Physics	365.00
		9/1/07	7/31/08	Grants - Chemistry & Physics	802.00
		9/2/08		Grants - Chemistry & Physics	271.00
					1438.00
Clerical	Creswell, Delores	9/20/06	8/31/07	Grants - Chemistry & Physics	430.00
		10/1/07	8/31/08	Grants - Chemistry & Physics	759.50
					1189.50
Custodial	Gipson, Alan	8/1/06	2/15/07	Non-Appropriated Facilities Su	567.00
		7/2/07	6/30/08	Non-Appropriated Facilities Su	769.00
		7/1/08	10/15/08	Non-Appropriated Facilities Su	780.00
					2116.00
Clerical	Griffin, Robert	8/28/06	6/30/07	Bookstore	379.00
		8/1/07	12/31/07	Bookstore	841.25
					1220.25
Custodial	Hooker, Michael	11/21/06	5/31/07	Grants - President's Office	127.50
		7/3/07	12/31/07	Grants - President's Office	813.00
					940.50
Clerical	Johnson, Daniel	3/21/07	6/30/07	Bookstore	803.75
		8/1/07	12/30/08	Bookstore	656.75
					1460.50

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Extra Help Positions Exceeding the 900-Hour Rule

Position Category	Employee Name	Beginning Pay Period Date	Ending Pay Period Date	Department	Total Hrs. for Position
Clerical	Johnson, Ashley	9/25/07	3/15/08	Student Union	531.00
		4/24/08	7/18/08	Student Union	739.00
					1270.00
Clerical	Jones, Crystalann	9/1/06	5/31/07	Grants - Chemistry & Physics	584.00
		9/1/07	8/31/08	Grants - Chemistry & Physics	691.50
					1275.50
Clerical	Lee, Lasandra	8/1/06	6/30/07	Grants - Financial Aid	893.00
		8/1/07	6/30/08	Grants - Financial Aid	889.00
					1782.00
Clerical	Montgomery, Connie	8/7/06	1/31/07	Teacher Quality Enhancement	648.00
		3/12/07	8/31/08	Teacher Quality Enhancement	894.15
					1542.15
Clerical	Perkins, Paula	11/21/07	6/30/08	Grants - Student Development	125.00
		10/6/08		Grants - Student Development	778.00
					903.00
Technical	Stanbeary-Daven, Nancy	9/1/06	8/31/07	Grants - Chemistry & Physics	369.00
		9/1/07	4/15/08	Grants - Chemistry & Physics	354.50
		5/21/08	8/15/08	Grants - Chemistry & Physics	462.00
					1185.50

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Appendix C

Temporary Upgrades Extended Beyond Guidelines

Name	Transaction	Start Date	End Date	Total Consecutive Work Days
Redmond, Stanley	Painter Foreman	2/24/2007	1/2/08	313
Cook, Shenise	Payroll Specialist III	12/3/2007	12/31/2007	27
		1/2/2008	1/31/2008	29
				56
Jackson, Zaneta	Payroll Specialist III	8/2/2008	8/31/2008	30
		9/2/2008	9/30/2008	29
				59
Thomas, Kenny	Chief Operating Engineer	3/16/2007	3/31/2007	16
		4/1/2007	5/15/2007	45
				61
Thomas, Kenny	Chief Operating Engineer	6/4/2007	6/15/2007	12
		6/16/2007	6/30/2007	15
		7/1/2007	7/15/2007	15
				42
Thomas, Kenny	Chief Operating Engineer	8/17/2007	8/31/2007	15
		9/4/2007	9/15/2007	12
		9/16/2007	9/30/2007	15
				42
Thomas, Kenny	Chief Operating Engineer	12/4/2007	12/15/2007	12
		12/16/2007	12/31/2007	14
		1/2/2008	1/31/2008	30
				56

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Name	Transaction	Start Date	End Date	Total Consecutive Work Days
Thomas, Kenny	Chief Operating Engineer	8/4/2008	8/15/2008	12
		8/16/2008	8/31/2008	16
		9/1/2008	9/15/2008	15
				43
Martin, Geroid	Police Sergeant	10/12/2007	12/1/2007	51
Miller, Teronse	Electrician Foreman	8/13/2007	8/15/2007	3
		8/16/2007	8/31/2007	16
		9/1/2007	9/15/2007	15
				34
Miller, Teronse	Electrician Foreman	11/2/2007	11/15/2007	14
		11/16/2007	11/30/2007	15
		12/1/2007	12/15/2007	15
				44
Moyer, Alfreda	Secretary IV	3/1/2007	3/30/2007	30
		4/1/2007	4/29/2007	29
				59
Moyer, Alfreda	Secretary IV	5/1/2007	5/30/2007	30
		6/1/2007	6/22/2007	22
		6/23/2007	6/29/2007	7
				59
Wheeler, Altricia	Administrative Secretary	7/3/2007	7/15/2007	13
		7/16/2007	7/31/2007	16
		8/1/2007	8/15/2007	15
				44

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Name	Transaction	Start Date	End Date	Total Consecutive Work Days
Wheeler, Altricia	Administrative Secretary	9/4/2007	9/15/2007	12
		9/16/2007	9/30/2007	15
		10/1/2007	10/15/2007	15
				42
Wheeler, Altricia	Administrative Secretary	11/2/2007	11/15/2007	14
		11/16/2007	11/30/2007	15
		12/1/2007	12/15/2007	15
				44