

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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*Executive Director*

February 2, 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 Governors State University. The audit period tested was November 1, 2005 through November 30, 2007. 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 you and the 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 Jeff Brownfield at (217) 278-3150 ext. 236.

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

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# Governors State University Final Audit Report

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## State Universities Civil Service System Compliance Audit

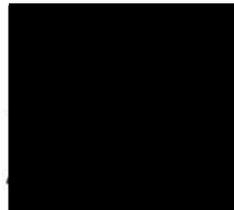
February 2, 2009

Audit Period

November 1, 2005 to November 30, 2007

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Prepared by:



Jeff Brownfield  
Assistant Director

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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 May 7-9, 2008. An exit conference conducted December 11, 2008 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**  
**Roger Frick, Human Resource Officer**  
**Paula Mitchell, Human Resource Assistant**

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**Executive Summary**  
**YEAR ENDED--FY2008**

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**

<b><u>Number of</u></b>	<b><u>This Report</u></b>
Findings	5
Repeated findings from previous audit®	3®

**SCHEDULE OF MATERIAL FINDINGS**

<b><u>Item Number</u></b>	<b><u>Page</u></b>	<b><u>Description</u></b>
GSU FY08-01	4	FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT) Exemption Authorization Applied to Positions that Match Civil Service Classification Specifications
GSU FY08-02	7	FINDINGS (ILLINOIS ADMINISTRATIVE CODE) Non-Compliance with Extra Help Employment and Position Limitations
GSU FY08-03	9	Off Campus Employment and the Use of Contract Appointments
GSU FY08-04	11	FINDINGS (STATE UNIVERSITIES CIVIL SERVICE SYSTEM PROCEDURES MANUALS) Non-Compliance with Change-In-Title Procedures
GSU FY08-05	14	Unauthorized Transition of Civil Service Employees/Positions to Principal Administrative Appointments within the Same Organizational Unit

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**GSU FY08-01** 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, Section 250.30(a)
- 3) Principal Administrative Appointments Procedures Manual, Section 1.3 Exemption Procedures
- 4) Principal Administrative Appointments Procedures Manual, Section 1.8 Changing a Principal Administrative Appointment (PAA to a Civil Service Position)
- 5) Principal Administrative Appointments Procedures Manual, Section 1.5 Reviews of Exempted Positions
- 6) Principal Administrative Appointments Procedures Manual, Section 1.5a PAA Job Description Form

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 26 position descriptions, including on-site interviews with various exempted employees, it was discovered that five (5) 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.

<b>ID #</b>	<b>PAA Title</b>	<b>Civil Service Classification Match</b>
115408	Television Audio and Digital Media Specialist	Television Broadcast Equipment Operator Television Director-Producer Television Program/Operations Coordinator
211666	Assistant to the Registrar	Administrative Assistant Series Business/Administrative Associate
163228	Assistant to MILE Coordinator	Business Manager Series Business/Administrative Associate
97796	Associate Director for Student Accounts (Coordinator)	Accountant Series Accounting Associate
117767	Assistant to the Dean, College of Health Professions	Administrative Assistant Series Business/Administrative Associate

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

According to the University, '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 the 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:**

In FY2006, the Auditor identified one 36e(3) position that appeared to be performing duties and responsibilities comparable to those found in Civil Service classification(s). *[Finding Code FY06, page 20]*

**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 University 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 University 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 Pulchratia Kinney-Smith, Classification, Compensation, and Employment Manager**

The supervisor of each identified position was notified that the position will be reviewed as soon as it becomes vacant.

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**GSU FY08-02** 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 appointments are contained in the 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 (6) months time has elapsed from the date of the termination of the position.”

For Extra Help employees, “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 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.” 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, six (6) 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, twenty-eight (28) positions were determined to have been utilized for more than 900 hours of actual work within a 12 month period without a six month lapse. Each of these 28 positions frequently had several incumbents employed through them at the same time.

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

Per the University, the six month lapse in position reestablishment has not been a practice utilized under the Extra Help appointment provision, resulting in the extended use of positions beyond the 900 hour restriction.

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

Current University 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 and Separation Procedures Manual.

**Finding from Previous Audit:**

The Auditor reviewed 2,626 Extra Help Appointments within the time span of the previous audit. There were only three instances discovered in which the employee exceeded the 900 hour limitation. *[Finding Code FY06, page 18]*

**Recommendation:**

We recommend that the University 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. To reduce the frequency of these findings, the University 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 Pulchratia Kinney-Smith, Classification, Compensation, and Employment Manager**

HR is working with ITS to improve reporting of each employee's hours. HR is implementing a system to send e-mail reminders to hiring managers related to monitoring their employee's hours. We are also reviewing our method for identifying each position to better monitor the number of hours accrued by each position.

HR has requested that managers review their utilization of extra-help staff to determine if hiring either a status full or part-time is feasible.

The GSU AVP for HR will also discuss developing other part-time employment options/appointments that would better serve the universities for recommendation to the System Office.

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**GSU FY08-03** Off Campus Employment and the Use of Contract Appointments

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

- 1) Illinois Administrative Code (Code), Section 250.80(b) Contract Appointments
- 2) Employment and Separation Procedures Manual, Section 3.3 Contract Appointments

Guidelines for Contract Appointments are prescribed in Section 250.80(b) of the Code and in Section 3.3 of the Employment and Separation Procedures Manual. Employers recommend, to the University System Executive Director, positions for contract appointments if the work is covered by contractual agreements between off-campus organizations served by the System and such work is either:

- 1) Under the supervision of any organization of the State of Illinois, or
- 2) Under the supervision of other organizations and performed at an off-campus location.

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

All seventeen (17) of the Employer's off-campus positions have not been approved as Contract Appointments.

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

According to the Employer, the previous Human Resource officer did not maintain the necessary Contract Appointment records. The Employer has not established a procedure to obtain authorization from the System Office and provide notification of Contract Appointments to these off-campus positions.

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

The failure to follow position and appointment guidelines could result in the circumvention of employment obligations that include inappropriate class designation, improper certification and referral of qualified applicants, inadvertent seniority accrual discrepancies, and improper compensation for work performed with off-campus organizations.

**Finding from Previous Audit:**

The Auditor identified two (2) authorized Contract Appointments that were filled and not reported to the System Office. It was also noted that this was identified as a finding during previous operational audits. [*Finding Codes FY04, pages 14 - 15 and FY06, page 19*]

**Recommendation:**

The Auditor recommends that the Employer conduct a review of all off-campus positions to verify that they are appropriate as Contract Appointments. Upon verification, requests should be

submitted to the System Office providing the following information for all positions recommended for Contract Appointments:

- 1) Control Number and Classification Title
- 2) Employing Program's Name
- 3) Sponsoring Governors State University department
- 4) Position Description

Implementing procedures using the above criteria to request approval of off-campus positions as Contract Appointments is essential in alleviating this finding. As needed, the System Office is available to assist in developing these procedures.

*\*It should be noted that since the conclusion of the on-site audit, the Employer has initiated a process to submit Contract Appointments for approval in conjunction with University System procedures.*

**Institutional Corrective Action Plan—provided by Pulchratia Kinney-Smith, Classification, Compensation, and Employment Manager**

HR has revised the approval process for all Contract Appointments, to include review by the System Office prior to filing a contract position.

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**GSU FY08-04**      Non-Compliance with Change-In-Title Procedures

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

- 1) Classification Procedures Manual, Section 3.1 Change-In-Title Procedures
- 2) Classification Procedures Manual, Section 3.2 Application of Change-In-Title Procedures
- 3) Classification Procedures Manual, Section 3.3 Implementation of Change-In-Title Procedures and Actions

The State Universities Civil Service Act (Act) (110 ILCS 70/36b *et seq.*) has generally been interpreted to require that whenever an employee is appointed to a different class, the employee must take and pass the civil service examination for that class, regardless of whether the transaction involves the reclassification or reallocation of the employee's present position, or whether the employee fills a vacant position. However, there are certain occasions when it is required, or permissible, for an employee to change classes without examination *provided the spirit and intent of the Act is not violated*, such as in a Change-In-Title (CIT) transaction.

Section 36d of the Act (110 ILCS 36/d) authorizes the University System Executive Director to implement and maintain a classification plan, which includes the primary responsibility for assigning positions to the appropriate classification based on an analysis of the position description, defining the respective duties and responsibilities associated to each classification based on current occupational trends, and the development of appropriate employment protocols for each classification. This statutory authority therefore requires a routine system-wide review and update of various components related to this complex classification plan.

Accordingly, there may be occasions when positions are subject to Change-In-Title procedures, and subsequent personnel transactions are to be applied to incumbents in those positions. Such personnel transactions, as required and authorized by the University System Office, shall take precedence should there be some perceived conflict with other designated procedural elements.

“The implementation of CIT procedures typically involves some change to positions in a designated classification series or to an individual position, and subsequently to incumbents in those positions. Such required action permits incumbents to be appointed to positions in new or revised classifications without examination or certification from the employment register. Upon University System Office authorization, Change-In-Title procedures and subsequent personnel transactions are routinely applied in the following instance:

- Change-In-Title Policy #1 is applicable in instances where the University System Executive Director directs and approves a revision to an individual class specification,

classification series, or several classifications and series to more accurately reflect occupational trends and/or the duties, responsibilities, and operational adjustments that are commonly being performed and assumed by incumbents who have been certified to those positions.

- Change-In-Title Policy #1 is reserved for use by the University System Executive Director or designee, and is to be applied to all designated positions throughout the entire University System.

In all instances, personnel transactions in accordance with CIT procedures are required and considered statutory. The following guidelines shall apply to all incumbents affected by the implementation of CIT procedures, and corresponding personnel actions:

- a. Movement or transition to a 'new' classification is considered to be at a comparable level, irrespective of the salary range or other compensation components.
- b. Seniority accrued in the 'old' class is transferred to the 'new' class on the effective date of the transaction.
- c. The incumbent's employment status (provisional or certified) in the 'old' class is carried over to the 'new' class.
- d. The incumbent's probationary period status is carried over to the 'new' class.
- e. The incumbent's salary must be maintained at the current level.
- f. Pay rate/range approval for the 'new' classification(s) must be obtained prior to implementation of CIT procedures and actions.
- g. A Notice of Employment or similar documentation shall be issued to all incumbents whose positions are changed by CIT procedures with the notation: "Change-In-Title – Policy # \_\_\_\_\_".

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

The most critical concern arose from three separate transactions for employees in the Library Series. The positions in question, listed below, were originally identified to the Auditor as 'New Hires'. Later, the Employer believed that these transactions were to be identified as 'Reclassifications'. While on-site, a series of discrepancies were noted based on data supplied by the Employer. The Auditor reviewed the personnel files of the incumbents and was unable to locate examination or employment register referral information. This lack of information resulted in additional follow-up after the on-site audit.

Following the on-site audit, a series of requests were made to the Employer in an attempt to secure additional documentation regarding these transactions. Upon further review, representatives of the Employer finally indicated that they believe these transactions were the result of the mandated Change-In-Title (CIT) action required by the University System Office, even though the transactions were completed 3½ months following the required October 1, 2005

transaction/effective date. The Employer was unable to provide the requested documentation and verification for a Change-In-Title transaction.

<b>Position #</b>	<b>Original Civil Service Title</b>	<b>Civil Service Class Match (CIT)</b>
C691	Library Clerk III	Library Specialist
C693	Library Technical Assistant II	Senior Library Specialist
C694	Library Technical Assistant III	Library Operations Associate

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

Poor record keeping practices and a lack of adherence to specified employment transaction protocols resulted in the inability to properly identify the specific personnel action taken in these instances. According to the Employer, the previous Human Resource employee did not maintain the necessary records to verify and identify the transaction. Proper personnel records and register maintenance will best resolve this sort of problem.

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

Failure to properly identify and record standardized personnel actions has significant consequences resulting in potential non-compliance with several statutory provisions. In this instance, provisions regarding Change-In-Title, promotion, seniority accrual, and compensation may not have been followed, possibly resulting in significant financial and employment liability.

**Finding from Previous Audit:**

No findings in this topic area were made during the last operational audit in FY2006.

**Recommendation:**

Mandated Change-In-Title procedures were misapplied in these instances and the required transactions were not completed within established timelines. The Employer should immediately implement business protocols to properly document and verify that each personnel transaction is conducted in accordance with applicable rules and procedures. In the cases cited, the Employer is requested to establish an effective date of October 1, 2005 for these Change-In-Title transactions. This will allow for the appropriate accumulation of seniority for these employees as prescribed by the Change-In-Title procedure. Please note that seniority accumulated in the old classification is to be carried over to the new classification title.

Likewise, a Change-In-Title transaction does not mandate that the incumbent serve a probationary period as was applied in the above cited incidents. Compensation protocols are to be applied in accordance with campus policies.

**Institutional Corrective Action Plan—provided by Pulchratia Kinney-Smith, Classification, Compensation, and Employment Manager**

HR has corrected the effective date for the change-in-title transactions on the affected employees. The affected employees, their unit head, and Local 743 were notified of this correction. We also reviewed the seniority of all Library employees to ensure there was no disparate impact.

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**GSU FY08-05**      Unauthorized Transition of Civil Service Employees/Positions to Principal Administrative Appointments within the Same Organizational Unit

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

- 1) Principal Administrative Appointments Procedures Manual, Section 1.2 Position Standards

Exemption from civil service standards are allowed in accordance with the Principal Administrative Appointments Procedures Manual, Section 1.2 Position Standards. These guidelines provide that System Office approval is required prior to the transition of any civil service position (vacant or encumbered) to a principal administrative appointment within the same organizational unit or when a current Civil Service employee is to be employed in a PAA exempt position in the same organizational unit.

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

It was determined that six (6) conversions of employees/positions from Civil Service to PAA exempt were within the same organizational unit.

<b>Position #</b>	<b>Original Civil Service Classification</b>	<b>PAA Title</b>
A638T	Police Sergeant	Assistant Director/Lieutenant
A032	Business Administrative Associate	Associate Director Procurement & Auxiliary Services
A178	Business Administrative Associate	Coordinator, University Publications
A639T	Police Sergeant	Assistant Director/Lieutenant
A585	Administrative Assistant I	Assistant to the Dean
A589	Manager, University Cashiering Operations	Coordinator

System Office approval for these conversions was not secured as required. This procedure is one aspect of the campus exemption authorization process that is inconsistent with System Office requirements.

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

According to the University, standard employment processes are followed for PAA vacancies within the same organization.

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

Failure to follow System procedures may result in unauthorized conversions and considered a technical compliance violation. In situations where the vacant civil service position is either not filled or deleted, the results are a decrease in total Civil Service employee count and an increase in total Academic Professional employee count. In these isolated inner-departmental exemption transactions, the Employer has not been extended the final authority to conduct this transaction. The continued movement of positions/incumbents may lead to improper position management and the failure to apply appropriate statutory employment obligations.

**Finding from Previous Audit:**

No findings in this topic area were made during the last operational audit in FY2006.

**Recommendation:**

If civil service employees and/or positions are being converted to civil service exempt status in the same operating unit, the Employer must seek authorization through the System Office prior to implementing this personnel transaction, in accordance with current System procedures.

**Institutional Corrective Action Plan—provided by Pulchratia Kinney-Smith,  
Classification, Compensation, and Employment Manager**

HR will notify System Office prior to a civil service position or employee moving into a Principal Administrative Appointment.

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**Appendix A**

**Extra Help Appointments Exceeding the 900-Hour Rule**

<b>Employee Name</b>	<b>Position Number</b>	<b>Empl Department</b>	<b>Beginning Pay Period Date</b>	<b>Ending Pay Period Date</b>	<b>Total Hrs. for Person</b>
<b>Smith, Helen D.</b>	T0131	Office of the Registrar	5/15/06	8/4/06	404.00
	T0047	Social Work, CHP	8/7/06	12/8/06	523.50
					<b>927.50</b>
<b>Ahsan, Naheed Faheem</b>	T4500	FDC, Child Care Center	11/6/05	8/8/06	<b>900.50</b>
<b>Barber, Karin L.</b>	T4500	FDC, Child Care Center	4/12/05	2/15/06	<b>905.00</b>
<b>Milhous, Carol P.</b>	T0509	Financial Aid Office	5/16/05	12/15/05	<b>939.00</b>
<b>Taylor, Lois A.</b>	T4500	FDC, Child Care Center	2/10/06	9/15/06	<b>953.50</b>
<b>Ward, Nicole S.</b>	T3724	FDC, Child Care Center	4/19/06	12/15/06	<b>947.50</b>

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**Appendix B**

**Extra Help Positions Exceeding the 900-Hour Rule**

<b>Position Number</b>	<b>Employee Name</b>	<b>Department</b>	<b>Total Hrs. for Position</b>
T0010	Multiple Incumbents	Various	<b>4697.00</b>
T0030	"	Various	<b>1023.50</b>
T0113	"	Various	<b>2830.00</b>
T0115	"	Division of Extended Learning	<b>1376.50</b>
T0131	"	Office of the Registrar	<b>8408.00</b>
T0134	"	Admission & Student Recruitment, SAS	<b>4354.50</b>
T0150	"	Project HOPE, SAS	<b>1590.00</b>
T0405	"	University Library	<b>1722.50</b>
T0509	"	Financial Aid Office	<b>2729.00</b>
T0605	"	Various	<b>3060.00</b>
T0606	"	Information Technology Services	<b>2847.00</b>
T0608	"	Department of Human Resources	<b>1673.25</b>
T0703	"	Various	<b>10911.75</b>
T0707	"	Department of Public Safety	<b>13403.00</b>

**State Universities Civil Service System  
Governors State University  
FY2008 Compliance Audit**

**Appendix B**

**Extra Help Positions Exceeding the 900-Hour Rule**

<b>Position Number</b>	<b>Employee Name</b>	<b>Department</b>	<b>Total Hrs. for Position</b>
T1110	"	Division of Extended Learning	971.50
T1811	"	Facilities Development & Management	1724.00
T1820	"	Center for Performing Arts	12040.75
T1851	"	Procurement & Auxiliary Services	3056.00
T2032	"	Various	1792.50
T2311	"	Division of Learning & Media Design	1158.50
T2317	"	Admissions & Student Recruitment, SAS	3259.25
T2402	"	Student Life, SAS	1719.00
T2404	"	Student Life, SAS	2152.25
T2505	"	Student Life, SAS	1893.50
T2810	"	Student Life, SAS	3225.75
T3724	"	FDC, Child Care Center	1664.00
T3734	"	Family Development Center Administration	1043.50
T4500	"	Various	23658.50