

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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April 20, 2010

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The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit conducted at Northeastern Illinois University. The audit period tested was March 1, 2007 through June 30, 2009. 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 Northeastern Illinois 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. 239.

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

Northeastern Illinois University Final Audit Report



State Universities Civil Service System Compliance Audit

April 20, 2010

Audit Period

March 1, 2007 to June 30, 2009

Prepared by:



Lucinda M. Neitzel
Audit and Advisory Services Manager

Northeastern Illinois University
Final Audit Report

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Northeastern Illinois University *Final Audit Report*

Introduction

PURPOSE

The State Universities Civil Service System was created 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 October 12-14, 2009. An exit conference was conducted on February 26, 2010 and 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 conferences 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 Report):

- **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 position audit process and corresponding determinations.

- **Compensation Programs**

The Auditor completes an analysis of the Employer's use of pay rates and pay ranges, as 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, security, and register management.

- **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 recognized exemption authorization procedures. The Employer's exemption forms and related position descriptions are reviewed and selected incumbent interviews are conducted for validation of approved exemptions. 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 topics.

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 – FY2010

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®	2®

SCHEDULE OF MATERIAL FINDINGS

<u>Item Number</u>	<u>Page</u>	<u>Description</u>
NEIU FY10-01	4	FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT) Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications
NEIU FY10-02	7	Unauthorized Exemptions Provided to “Professional/Academic Hourly Positions®
NEIU FY10-03	11	FINDINGS (ILLINOIS ADMINISTRATIVE CODE) Non-Compliance with Extra Help Employment and Position Limitations®

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Material Findings, Recommendations, and Institutional Corrective Action
Plan

NEIU FY10-01 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) [Exemption Procedures Manual, Section 1.1 Overview](#)
- 4) [Exemption Procedures Manual, Section 6.3 System Office Review](#)
- 5) [Exemption Procedures Manual, Section 8.2 Changing an Exempt Position 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 general titles are used. Accordingly, a periodic review and update of position descriptions are required to confirm that these exemption authorizations remain valid.

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 occupying these positions, to an identified and appropriate Civil Service classification.

In this respect, biennial compliance audits of University System employers will include, but not be limited to:

- Comprehensive review of position descriptions
- Compliance with statutory and procedural criteria for exemptions
- Adequacy and thoroughness of related employment procedures
- Adequacy of internal review and approval processes
- Thoroughness and accuracy of quarterly reporting requirements
- Any other associated special interest items

When it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for a PAA exemption under section 36e(3), the Employer may be required to change the position from an exempt appointment to an appropriate Civil Service appointment in a recognized classification.

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

Through a review of approximately ninety (90) position descriptions, including on-site interviews with various exempted employees, it was determined that sixteen (16) exempted positions, listed in **Appendix A** were performing duties matching the specifications for various Civil Service classifications.

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 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:

No findings in this topic area were made during the last operational audit in FY2008.

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 utilizing general titles.

We recommend that the Employer complete an in-depth review of the position descriptions for the positions listed in **Appendix A** 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. It is strongly recommended that these positions be moved immediately or at the next contract renewal date. We refer the Employer to the [Exemption Procedures Manual, Section 8.2, Changing an Exempt Position to a Civil Service Position](#) for guidance in transitioning these positions to appropriate civil service appointments.

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 Marta Maso, Director of Human Resources

Positions will be flagged, and when position becomes vacant, it will be reviewed for Civil Service.

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NEIU FY10-02 Unauthorized Exemptions Provided to “Professional/Academic Hourly”
Positions

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

- 1) [State Universities Civil Service Act, Section 36\(e\)](#)
- 2) [Illinois Administrative Code \(Code\), Section 250.30\(a\) Coverage](#)
- 3) [Illinois Administrative Code \(Code\), Section 250.80 Status Appointments](#)
- 4) [Classification Procedures Manual, Section 2.2 Job Descriptions](#)
- 5) [Employment Procedures Manual, Section 3.3 Contract Appointments](#)
- 6) [Exemption Procedures Manual, Section 1.1 Overview](#)
- 7) [Exemption Procedures Manual, Section 5.1 Student Appointments](#)
- 8) [Exemption Procedures Manual, Section 6.3 System Office Review](#)
- 9) [Exemption Procedures Manual, Section 8.2 Changing an Exempt Position 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 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 are required to confirm that these exemption authorizations remain valid.

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 occupying these positions, to an identified and appropriate Civil Service classification.

In this respect, biennial compliance audits of University System employers will include, but not be limited to:

- Comprehensive review of position descriptions
- Compliance with statutory and procedural criteria for exemptions
- Adequacy and thoroughness of related employment procedures
- Adequacy of internal review and approval processes
- Thoroughness and accuracy of quarterly reporting requirements
- Any other associated special interest items

When it has been determined and established that the job responsibilities and duties of a position do not meet the criteria for a PAA exemption under section 36e(3) or 36e(4) of the Act, the

Employer may be required to change the position from an exempt appointment to an appropriate Civil Service appointment in a recognized classification.

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

The Auditor reviewed seventeen (17) “academic hourly” exempt appointments and one hundred four (104) “professional hourly” appointments employed during the audit time frame.

Of the seventeen (17) “academic hourly” appointments reported to the Auditor, fourteen (14) of these were cited during the previous audit in FY2008. Similarly, of the one-hundred four (104) “professional hourly” appointments reported to the Auditor, twenty-four (24) of these were cited during the previous audit in FY2008.

Many of these positions are located off-campus and are grant-funded. Designation and employment of these appointments are usually the responsibility of the employing department, and therefore the applications and the corresponding job descriptions are maintained off-campus. The campus Human Resource Office does not play a significant role in the application and employment process for many of these appointments, and therefore has a limited monitoring capacity to ensure regulatory compliance. Additionally, reviews of fiscal year work plans associated with these positions determined that many of these positions should be more appropriately classified as Extra Help Appointments, Student Appointments, or Civil Service Contract Appointments since their employment designation, duties and responsibilities coincide with the above-referenced civil service specifications and appointment protocols.

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

The Employer failed to completely rectify this issue as promised during the FY2008 compliance audit. Since that time, the Employer has requested assistance from System Office staff in transitioning many of these positions to Extra Help, Student Appointments, or Contract Appointments as applicable to ensure compliance with the Act. The Employer was to submit exemption requests for those positions that were believed to be exempt and transition the remaining positions to Civil Service classifications or non-status civil service appointments. The Employer indicated that all of the positions noted in the FY2008 compliance audit would be transitioned, yet it appears that initial employment start dates for many of these appointments were after the FY2008 audit and revised employment protocols do not appear to have been implemented, in accordance with regulations and the University commitment in response to the FY2008 audit finding.

It is further noted that position descriptions have not been developed for many of these positions and that work plans appear to be used exclusively for this purpose, even though the work plan indicates that a position description is included during processing. This lack of position description development may have also contributed to the inappropriate expanded use of these appointments. It also appears that employing departments are given the flexibility and freedom to employ individuals in these positions, and staff members working within these employing units making these employment decisions may have limited training and background in classification plan management, exemption authorization protocols, regulatory standards, or employment practices.

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

A failure to establish appropriate classification plan management protocols that properly update, analyze and evaluate exempt position descriptions, including a determination of the proper exemption standard to be applied, may lead to unauthorized exemption authorizations, utilization of inappropriate employment protocols, and non-compliance with the Act, Code and Procedures.

Irrespective of the employer's position designation, "professional hourly" or "academic hourly" in this instance, positions may only be designated as civil service exempt in accordance with the [Exemption Procedures Manual, Section 1.1 Overview](#). Failure to follow these guidelines results in a circumvention of standard civil service employment protocols and is considered a significant compliance violation.

Additionally, without position description development and periodic reviews of the job duties and responsibilities by the Human Resource Office, who is charged with the compliance responsibility in this respect, it is difficult to determine if these appointments can be exempted in accordance with the Exemption Procedures Manual.

Finding from Previous Audit:

The Auditor identified one-hundred eighty-four (184) "professional hourly" exempt appointments that were established during the audit time frame. [*Finding Code NEIU08-03, pages 4-5*].

Recommendation:

We recommend that the Human Resource Department complete their process in collecting position descriptions and reviewing the positions identified during both compliance audits in FY2008 and FY2010 related to this topic. Based on this position description analysis, those positions that are determined to be civil service appointments must be converted as soon as possible to a civil service appointment in accordance with standardized procedures and protocols, either as status appointments, extra help appointments, or contract appointments. Since the majority of these positions are located off-campus, it would be appropriate to utilize civil service [Contract Appointments](#) for many of those positions determined to be civil service. Procedures to change these appointments to standard civil service positions can be found in the [Exemption Procedures Manual, Section 8.2 Changing an Exempt Position to a Civil Service Position](#). Procedures to establish Contract Appointments may be found in the [Employment Procedures Manual, Section 3.3 Contract Appointments](#). Additionally, any position determined to be exempt must meet criteria and authorization standards in accordance with the Exemption Procedures Manual.

To maintain and regulate future misclassifications, we recommend that the Human Resource Office establish protocols to routinely review and maintain all position descriptions, and update as required every three years, in accordance with the [Classification Procedures Manual, Section 2.2 Job Descriptions](#) and the [Exemption Procedures Manual, Section 6.3 System Office Review](#).

The System office staff is available to provide direct assistance and guidance in accomplishing this position review and transition of these positions to appropriate civil service or exempt employment categories, if desired.

Institutional Corrective Action Plan—provided by Marta Maso, Director of Human Resources

Northeastern Illinois University agrees with the recommendation and accepts the System's offer to provide direct assistance in reviewing this challenging portion of our human resource planning. Northeastern supports the follow through on the position review while taking into consideration the nature of the federally funded grants and the requirements of the union contract that some of these individuals work under.

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**Material Findings, Recommendations, Institutional Corrective Action Plan
and Additional Auditor Comments**

NEIU FY10-03 Non-Compliance with Extra Help Employment and Position Limitations

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

- 1) [Illinois Administrative Code \(Code\), Section 250.70\(f\) Extra Help Appointments](#)
- 2) [Employment and Separation Procedures Manual, Section 2.5 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 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 that 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, the Code 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 that 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 B**, forty-nine (49) 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 C**, it was also determined that forty-four (44) Extra Help positions were utilized for more than 900 hours of actual work within a 12 month period without a six month lapse. Many of the positions frequently had several incumbents employed through them at the same time.

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

Adequate protocols to efficiently and effectively monitor Extra Help limitations were not established or maintained, especially related to the 900-hour position utilization component. This is inconsistent with the Employer's response and commitment regarding this topic during the FY2008 compliance audit. Furthermore, the process of pooling extra help positions, or otherwise allowing one extra help position to be shared by an indefinite number of employees concurrently lends an additional layer of complexity and does not allow for proper position monitoring and regulating of employee work times in accordance with the Illinois Administrative Code and System Office Procedures referenced above. The required six month lapse before a position can be reestablished has not been followed in many instances, resulting in the extended use of positions beyond the 900 hour limitation.

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 and Separation Procedures Manual.

Finding from Previous Audit:

The Auditor identified various appointments and positions determined to have been utilized beyond the 900 hour limitations without the appropriate breaks in both the FY2008 and FY2005 compliance audits. *[Finding Code NEIU08-03, pages 8-9 and FY2005, pages 18-19].*

Recommendation:

Following the FY2008 compliance audit, the Employer indicated that they would be implementing business procedural changes to achieve compliance with the Illinois Administrative Code in this respect. These changes included communicating the practice to the departments and developing new reporting parameters in order to better monitor both hours worked by individual appointment and position. Based on the data reviewed by the Auditor, these procedural changes have not provided the foundation for any significant improvements since the FY2008 compliance audit. Furthermore, the practice of position pooling creates difficulty in administering these positions in accordance with regulatory standards. We strongly 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(f) of the Code.

Specifically, extra help appointments and positions must be managed within the time frame limitations. Assigning individual position numbers to each active extra help appointment may provide a more adequate monitoring protocol. Since this finding has been a prominent issue in the past two audit cycles, the Auditor recommends that periodic reports, once every six months,

of extra help appointments be submitted and reviewed for proper application of compliance standards.

Additionally, to reduce the frequency of these findings, the Employer may be able to further utilize [Extra Help Extensions](#), when applicable, and/or conduct an operational analysis to determine if there is need for the creation of additional 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 Marta Maso, Director of Human Resources

Northeastern Illinois University understands the audit finding regarding the 900 hour limitation on individual employees and additional processes are being put in place to assure compliance.

Northeastern Illinois University continues to maintain that the State Universities Civil Service System audit compliance team has failed to understand the definition of “position” as utilized within the administrative system Banner which has caused significant confusion. Banner uses the term position to define a general set of qualities related to many “jobs.” This becomes particularly confusing for the audit team when they see what is termed pooled positions. The confusion has resulted in the audit compliance team thinking that a given Fund/Org combination with multiple jobs under a single position has not complied with the System rules. NEIU strongly disagrees that this is the case for these instances because of the number of unique jobs under the position number.

Additional Auditor Comments:

Based on a thorough review of the Employer’s extra help documents, it was evident in several instances that Extra Help appointments and positions were not properly managed or monitored. The Auditor’s conclusions regarding this topic are directly related to the information provided from the Employer for the purpose of conducting the audit. Proper position management protocols are required with respect to extra help and it is the Employer’s responsibility to ensure that the methods by which these ‘jobs’ under each common position are differentiated and tracked in the Banner system remain in compliance with the Act and Code. No evidence or logical argument was ever submitted to indicate that the data in either Appendix B or Appendix C, as provided by the Employer, was invalid or within compliance standards.

The Employer should be aware that this topic has been adequately addressed at other campuses utilizing the same Banner system by implementing new compliance procedures, developing forms that specifically define and label the type of extra help assignment being utilized, implementing report tracking mechanisms, and assigning unique position numbers to each extra help position. A more robust position description model may also lend support to the assertion that each of these ‘jobs’ under a common position are in fact unique and distinct.

**State Universities Civil Service System
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Appendix A

*Principal Administrative Appointments
 Position Descriptions Matching Civil Service Specifications*

Employee	Position Number	Recommended Civil Service Classification
Bekkal, Emelda L.	997923	Program Administrative Assistant
Burke-Dix, Kyle B.	999856	Events Administrator Series
Cortez, Gabriel A.	997341	Program Adviser
Courier, Anton B.	999949	Program Director Series
Fisher, Jennifer J.	999864	Applications Programmer or Financial Aid Advisor Series
Lam, Anderson	999837	Systems Administrator Series
Miller, Alfred L.	997931	Program Coordinator Series or Program Services Specialist
Moore, Tannika N.	997360	Program Services Specialist
Navarro, Dana R.	999977	Public Information Series or Special Events Facilitator
Pezzarossi, Luigi F.	997604	Computer Lab Coordinator
Potillo, Jean T.	999889	Information Technology/Administrative Coordinator
Rivera, Mireya	999775	Assistant Director of Alumni Relations
Thomas, Catherine M.	997972	Program Services Specialist
Velez, Angela M.	999835	Program Coordinator Series
Vivian, Rodney J.	997338	Information Technology Management Series
Wloch, Wojciech	999932	Graduate School Specialist

**State Universities Civil Service System
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Appendix B

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
Alvarado, Alma	997748	Projects Finance and Admin Office	2/15/07	8/29/08	1149.75
Anderson, Melissa	Unknown	Biology	9/1/06	12/31/06	253.50
	"	Biology	1/2/07	4/30/07	361.00
	"	Biology	5/1/07	6/30/07	628.00
					1242.50
Ardies, Shawnee	997794	Campus Recreation	2/1/07	8/8/08	949.00
Arevalo, Rosa	997789	Child Care Center	2/11/08	1/28/09	1578.00
Arroyo, Ana	997606	Chicago Teacher's Center	2/10/08	5/15/09	1381.75
Beauchamp, Kevin	997856	Great Black Music	3/7/07	3/7/08	920.50
Brown, Terrill	997907	Grounds Maintenance	1/27/08	9/30/08	1099.00
Bustos, Angela	997765	Media Services	10/3/08	8/31/09	953.00
Ceron, Victoria	997606	Chicago Teacher's Center	7/1/08	6/30/09	1455.00
Chaney, Brian	997759	Chicago Teacher's Center	1/16/07	6/29/07	939.00
Chaves, Maria	Unknown	Academic Techonology	9/29/08	7/11/09	942.50
Claudio, Erin	997795	Campus Recreation	8/4/08	5/13/09	1227.00
Dawson, Kyle	997905	Office of VP for Student Affairs	9/17/07	3/23/08	907.75
DiMaso, Diane	997748	Finance and Administration Office	4/1/07	12/31/07	1079.25

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Appendix B

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
Dixon, Kenyell	997785	Parking	6/16/08	12/1/08	919.20
Dukes, Wanda	997463	Carruthers Center	8/1/08	3/7/09	925.30
Ellzey, Lisa	997785	Parking	7/2/07	11/30/08	668.50
	"	Parking	1/7/08	6/27/08	775.25
	"	Parking	9/8/08	4/2/09	879.00
					2322.75
Garcia, Silvia	997606	Chicago Teacher's Center	1/7/08	12/1/08	985.00
Gnaedinger, Karl	997302	Biology	7/16/07	4/18/08	959.75
Gonzalez, Jesus	997759	Chicago Teacher's Center	1/2/08	6/30/08	946.50
Grady, Patrick	997759	Chicago Teacher's Center	5/20/08	8/19/08	525.00
	"	Chicago Teacher's Center	5/20/08	8/19/08	444.00
					969.00
Grzelak, Jennifer	997837	Enrollment Services	11/13/07	10/17/08	901.25
Hodge, Kevin	997765	Media Services	10/1/07	4/30/09	1167.75
James, Patricia	997770	Chicago Teacher's Center	11/16/06	4/13/07	1093.00
James, Patricia	997770	Chicago Teacher's Center	6/16/08	2/6/09	1248.00
Johnson, Sheila	997785	Parking	3/16/07	9/15/07	902.75
Jones, Victoria	997837	Enrollment Services	7/2/07	8/13/08	1790.50

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Appendix B

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
Lara, Jessica	997606	Chicago Teacher's Center	1/15/08	5/23/09	1113.50
Lopez, Mildre	997761	Chicago Teacher's Center	9/2/08	6/22/09	981.50
Martin, Eddie	997795	Campus Recreation	6/16/07	6/30/09	1964.25
Miskovic, Milan	997794	Campus Recreation	9/10/07	5/7/09	951.25
Montes, Martha	Unknown	Campus Recreation	10/16/06	6/15/07	1012.00
Naseruddin, Sara	997748	Finance and Administration	9/12/07	6/13/08	939.00
Naseruddin, Sara	997748	Finance and Administration	7/16/08	3/6/09	902.50
Newton, Shirley	997319	Chicago Teacher's Center	9/17/07	3/21/08	922.00
Okaz, Lucyna	997795	Campus Recreation	9/16/08	6/30/09	938.00
Patel, Nipun	997795	Campus Recreation	9/9/06	12/3/08	939.50
Person, Briana	Unknown	Information Center Operations	10/12/07	4/30/08	982.00
Pittman, Artee	997785	Parking	5/16/08	11/13/08	913.00
Reimer, Jenna	997789	Child Care Center	9/1/06	5/26/09	1928.75
Shah, Jimit	997904	Dean of Students	5/19/08	3/19/09	1059.00
Slavnic, Dejan	997795	Campus Recreation	6/4/07	12/8/08	1035.00
Tuot, Daisy	997789	Child Care Center	12/1/05	5/31/07	1100.00

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Appendix B

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
Tuot, Daisy	997789	Child Care Center	7/2/07	4/21/09	1958.00
Turrisi, Susan	997856	Great Black Music	1/16/08	10/3/08	918.00
Velez, Lymaries	997899	University Events	3/16/07	12/15/07	1329.00
Villareal-Hickey, Celine	997743	Child Care Center	10/3/06	4/23/09	1844.65
Williams, Dianne	997798	Office of Career Services	9/3/07	6/26/09	970.75
Williams, Ryan	997748	Finance and Administration	8/3/09	1/28/09	1036.50

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Appendix C

Extra Help Positions Exceeding the 900-Hour Rule

Position Number	Employee Name	Beginning Appointment Date	Ending Appointment Date	Department	Total Hrs. for Position
997302	Multiple Incumbents	12/1/05	4/8/09	Biology	2634.75
997319	Newton, Shirley	3/3/07	8/15/07	Chicago Teachers' Center	817.00
	"	9/17/07	3/21/08	"	922.00
	"	5/1/08	10/17/08	"	785.50
	"	11/20/08	8/31/09	"	892.50
					3417.00
997463	Dukes, Wanda	5/7/07	6/28/07	Carruthers Center	353.50
	"	8/2/07	11/30/07	"	747.00
	"	1/2/08	6/30/08	"	715.50
	"	8/1/08	3/7/09	"	925.30
	"	4/8/09	6/30/09	"	311.00
					3052.30
997490	Multiple Incumbents	3/3/08	8/22/08	Dean of Students	1080.50
997491	Multiple Incumbents	4/16/08	8/8/08	Summer Transition Program	2156.00
997527	Multiple Incumbents	2/19/08	9/30/09	Dean of Students	2291.00
997542	Multiple Incumbents	11/1/07	6/30/09	Chicago Teachers' Center	3261.25
997559	Multiple Incumbents	3/10/08	6/30/09	Conference Services Operations	1234.25
997606	Multiple Incumbents	1/16/07	12/31/09	Chicago Teachers' Center	19355.25
997743	Villareal-Hickey, Celine	10/3/06	4/23/09	Child Care Center	1844.65
	"	6/3/09	6/12/09	"	60.00
					1904.65

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Position Number	Employee Name	Beginning Appointment Date	Ending Appointment Date	Department	Total Hrs. for Position
997748	Multiple Incumbents	1/2/07	12/31/09	Finance & Administration Ofc.	12644.50
997748	Nimock, Jonell	8/22/07	10/31/07	Financial Aid	320.50
	"	1/3/08	1/11/08	"	48.25
	"	8/20/08	3/31/09	"	551.75
					920.50
997753	Szulc, Ferne	1/16/07	12/14/07	Counselor Education	630.00
	"	1/16/08	11/26/08	"	696.00
	"	1/12/09	12/31/09	"	319.00
					1645.00
997759	Multiple Incumbents	12/4/06	Ongoing	Chicago Teachers' Center	11246.50
997760	Multiple Incumbents	9/4/07	8/31/09	Chicago Teachers' Center	2728.50
997761	Jackson, Tiffany	10/5/07	6/13/08	Conference Services Operations	529.75
	"	9/25/08	8/31/09	"	598.50
					1128.25
997761	Multiple Incumbents	6/16/07	8/31/09	Chicago Teachers' Center	16610.75
997762	Multiple Incumbents	9/4/07	8/31/08	Chicago Teachers' Center	1279.00
997764	Multiple Incumbents	1/3/07	8/31/09	Chicago Teachers' Center	13825.25
997765	Multiple Incumbents	10/1/07	8/31/09	Media Services	2603.25
997765	Multiple Incumbents	7/1/07	8/31/09	Chicago Teachers' Center	6125.50
997770	Multiple Incumbents	11/16/06	8/31/09	Chicago Teachers' Center	6463.00

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Position Number	Employee Name	Beginning Appointment Date	Ending Appointment Date	Department	Total Hrs. for Position
997771	Multiple Incumbents	9/1/07	8/31/09	Chicago Teachers' Center	10638.50
997782	Koepp, David	3/3/07	8/24/07	Mailing, Shipping & Receiving	895.00
	"	9/24/07	2/22/08	"	537.50
					1432.50
997782	Koepp, David	8/25/08	12/11/08	Mailing, Shipping & Receiving	432.50
	"	1/12/09	5/8/09	"	626.00
					1058.50
997785	Multiple Incumbents	12/5/06	6/12/09	Parking	11473.30
997789	Multiple Incumbents	12/1/05	6/30/09	Child Care Center	8218.25
997794	Multiple Incumbents	7/1/06	6/30/09	Campus Recreation	12480.75
997795	Multiple Incumbents	6/1/06	6/30/09	Campus Recreation	18649.75
997798	Conley, Trisha	1/7/08	4/28/08	Library	675.00
	"	8/10/08	6/30/09	"	501.25
					1176.25
997798	Multiple Incumbents	9/1/06	6/30/09	Office of Career Services	16853.00
997807	Multiple Incumbents	1/9/07	6/30/09	University Events	2103.00
997816	Multiple Incumbents	4/16/07	1/16/09	Financial Aid	1977.00
997825	Multiple Incumbents	7/2/07	8/30/08	Clinical Experience/Stu Teaching	2063.75

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Position Number	Employee Name	Beginning Appointment Date	Ending Appointment Date	Department	Total Hrs. for Position
997836	Thomas, Loveday	2/3/07	5/3/07	Carruthers Center	295.00
	"	8/27/07	4/21/08	"	747.50
	"	9/2/08	12/12/08	"	398.00
	"	1/12/09	5/15/09	"	446.00
					1886.50
997837	Multiple Incumbents	10/18/06	6/30/09	Enrollment Services	5961.50
997844	Multiple Incumbents	8/21/06	8/19/09	Accessibility Center	4576.75
997851	Multiple Incumbents	1/2/07	6/30/09	Advising and Tutoring	3426.00
997853	Multiple Incumbents	9/16/06	6/30/09	El Centro	3828.00
997856	Multiple Incumbents	7/3/06	Ongoing	Great Black Music	10208.50
997899	Multiple Incumbents	3/16/07	5/15/09	University Events	3647.25
997904	Multiple Incumbents	4/17/07	12/11/09	Dean of Students	4675.50
997905	Multiple Incumbents	8/1/06	9/4/08	Office of VP Student Affairs	3998.50
997907	Multiple Incumbents	4/25/07	8/7/09	Grounds Maintenance	3495.00