

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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December 8, 2009

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The State Universities Civil Service System respectfully submits the Final Audit Report of the Biennial Institutional Compliance Audit Process conducted at the University of Illinois at Springfield. The audit period tested was February 1, 2007 through February 28, 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 the University of Illinois at Springfield 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

University of Illinois at Springfield Final Audit Report



State Universities Civil Service System Compliance Audit

December 8, 2009

Audit Period

February 1, 2007 to February 28, 2009

Prepared by:



Lucinda M. Neitzel
Audit and Advisory Services Manager

University of Illinois at Springfield
Final Audit Report

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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 July 21-23, 2009. Exit conferences were conducted on October 8, 2009 and October 30, 2009 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:

[Lucinda Neitzel, Audit and Advisory Services Manager](#)

[Jeff Brownfield, Assistant Director](#)

[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	2
Repeated findings from previous audit®	2®

SCHEDULE OF MATERIAL FINDINGS

<u>Item Number</u>	<u>Page</u>	<u>Description</u>
UIS FY10-01		FINDINGS (STATE UNIVERSITIES CIVIL SERVICE ACT) Exemption Authorization Applied to Positions That Match Civil Service Classification Specifications
UIS FY10-02		FINDINGS (ILLINOIS ADMINISTRATIVE CODE) Non-Compliance with Extra Help Employment and Position Limitations

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

UIS 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) [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 1.8 Changing a Principal Administrative Appointment \(PAA to a Civil Service Position\)](#)
- 6) [Exemption Procedures Manual, Section 1.1 Overview](#)
- 7) [Exemption Procedures Manual, Section 3.1 Principal Administrative 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 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.

A Principal Administrative Appointment (PAA) is defined as an employee who is charged with high level administrative responsibilities, whose decisions are based on administrative policies and who exercises discretion and independent judgment. However, as in any classification plan, there may be some overlap between current civil service classification specifications and the position standards under certain general PAA titles.

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 eighty (80) position descriptions, including on-site interviews with various exempted employees, it was determined that six (6) 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
S99578	Managing Editor	Publications Series
S96173	Training Coordinator	Program Coordinator Series
S96225	Administrative Specialist	Deputy Director, Administrative Assistant Series, or Business/Administrative Associate
S98759	Broadcast Operations/Research Specialist	Broadcasting Program Assistant or Radio Station Production Supervisor
S98624	Academic Technology Service Specialist	Applications Analyst or Information Technology Technical Associate
S99016	Assistant Director of Financial Assistance, Administration	Financial Aid Adviser Series or Business/Administrative Associate

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, potentially limiting accessibility and significantly increasing the possibility of employment issues.

Finding from Previous Audit:

The Auditor identified various 36e(3) positions that appeared to be performing duties and responsibilities comparable to those found in Civil Service classification(s) in both the FY2007 and FY2005 compliance audits. [*Finding Code UIS07-01, pages 4-6 and FY2005, pages 15-17*].

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 PAA exemptions through utilizing 'standard' titles.

We recommend that the Employer complete an in-depth review of the position descriptions for the six 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 [Exemption Procedures Manual, Section 8.2, Changing an Exempt Position 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 Wes Weisenburn, Director of Human Resources

The employer would like to go on record as stating that the PAA process is a very controversial process, and that it varies greatly from campus to campus as to how the exemptions are applied/granted. That being said, the employer agrees that an in depth review of the PAA positions identified in this audit needs to be done. However, the employer disagrees that all of the positions identified fail to meet the exemption criteria. The employer does an extensive review of each and every requested PAA submitted before deciding whether an exemption should be granted. Each of the positions that have been written up were reviewed, and determined to meet the exemption criteria at one point. The employer also acknowledges that job descriptions change over time, and that just because a job may have been appropriate at one

point in time does not guarantee that it has not changed over the course of time and is still appropriate as a PAA.

It is the employer's position that if the University's employment protocols for PAA positions are delinquent, then the Auditors should provide more clear and concise information on how they are delinquent so that the employer may make corrective action to prevent further violations in the future.

Specific information regarding the employer's exemption process (employment protocols) and that of the positions in question are included in Attachment -A-.

Additional Auditor Comments:

Please be reminded that the primary mechanism that defines whether a position meets the criteria for exemption, or meets the specifications of a civil service recommendation, is through a review of the position description. If it is determined through those review protocols that a particular position description matches civil service specifications, then the appropriate civil service classification is assigned. The classification plan is changing constantly, so what may have been exempt yesterday may not be exempt today, especially with the use of new classification broad-banding concepts. Please note also that an Employer's failure or unwillingness to utilize a specific classification does not insulate them from findings in this regard. Those positions listed will be flagged and will be included in the Auditor's review of these positions during the next audit period.

ATTACHMENT – A

SUPPLEMENTAL PAA INFORMATION

Following the employer's receipt of the draft audit findings, the employer discussed the findings on several occasions. The employer has been written up on the PAA exemptions for the past several audits. As such, the employer requested additional assistance and insight as to why the Auditor does not feel that the individual positions meet the exemption criteria. The employer uses similar processes as the auditor to exempt positions. The employer's processes are as follows:

1. Unit submits request to refill or create a new AP position.
2. HR receives request and conducts review. The review consists of comparing the job description that is submitted to both the civil service class specifications, other AP positions on campus, FLSA Exempt/Non-exempt criteria, the civil service statutes, and the standard PAPES that are approved for use. Previous civil service audit findings are also consulted if the position is a replacement to verify whether the position had previously been flagged as more appropriate as civil service.
3. If the review indicates that a civil service position is more appropriate, the hiring unit is contacted and advised of the recommended civil service classification. The hiring unit is presented with two options, either accept the recommended civil service classification and proceed with the civil service hiring process or review and/or revise the duties and responsibilities of the position.
4. If an AP position is appropriate, the PAPE form is developed by HR and submitted to the hiring unit for review. The hiring unit then reviews, updates and submits the PAPE form back to human resources for final review and approval.
5. Job descriptions for all PAA positions are required to be submitted every 2 years. A random sample of the job descriptions is pulled for review to determine whether the position still meets the PAA exemption criteria. If the position does not, it is flagged for conversion to a Civil Service position when the incumbent leaves.

Therefore, the Employer has provided additional information regarding the positions written up as findings in the current audit.

S99578 Managing Editor – Maureen McKinney

Exempted prior to Standard titles – 1983 signed off on by SUCSS: Auditors recommendation, Publications series

The employer will meet with the unit and discuss the position. Based upon the job description submitted, the job may be reasonably consistent with a civil service classification.

S96173 Training Coordinator – Kim Hayden

Exempted in 1998: Auditor's recommendation was for a Program Coordinator

The program coordinator works with new and existing experiential education programs designed to foster the acquisition of knowledge about self and the environment.

The job description that was most recently submitted needs to be revised. However, based upon the employer's initial review, it appears that the position goes above and beyond the class spec of Program Coordinator. It is the employer's intent to meet with the unit and conduct an in depth review of the position. If it is found that the position is civil service, the position will be flagged for when the incumbent leaves.

S96225 Administrative Specialist – Michelle Sapp

Exempted in 2006

The employer agrees that based upon the job descriptions on file, the position should be civil service and will be flagged and handled upon the incumbent's departure.

S98579 Broadcast Operations/Research Specialist – Bob Meyer

Exempted in 1999 – Auditor's Recommendation Radio Station Production Supervisor

The Radio Station Production Supervisor is responsible for the supervision and production of radio programs.

The job description has elements of the Radio Production Supervisor. The employer will meet with the unit and conduct an in depth review of the position. If the review indicates that the position is consistent with a civil service classification, the position will be flagged for when the incumbent leaves.

S98624 Academic Technology Service Specialist – Clay Belot

Exempted in 2003 – Auditor's Recommendation Applications Analyst or ITTA

The Applications Analyst is not a good fit for this classification and the University does not currently utilize any of the "broad banded" pilot program type classifications. The employer will meet with the unit and conduct an in depth review of the position to determine if there is another civil service classification available for use, or if they wish to pursue utilizing the ITTA classification.

S99016 Assistant Director of Financial Assistance, Administration – Carmen Morgan

Exempted in 2000: Auditor's Recommendation Financial Aid Adviser IV

The Financial Aid Adviser IV – performs administrative, supervisory and technical functions in the management of student financial aid programs.

This position at UIS goes above and beyond the Financial Aid Adviser IV classification. This position is responsible for overseeing the management of all phases of the financial aid office, develops policies and procedures for the campus, and is responsible for running the office when the Director is out. These are just a few of the duties that this position is responsible for. However, the employer will meet with the unit and conduct an in depth review of the position, and if it is found to be consistent with a civil service title, it will be flagged for when the incumbent leaves.

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UIS FY10-02 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 2.9 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 (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 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, eight (8) 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 was also determined that fourteen (14) Extra Help positions were utilized for more than 900 hours of actual work within a 12 month period without a six month lapse.

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

Adequate protocols to efficiently and effectively monitor Extra Help limitations were not established or maintained in all cases, especially related to the 900-hour position utilization component. 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 some 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/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 FY2007 and FY2005 compliance audits. [*Finding Code UIS07-02, pages 7-8 and FY2005, pages 14-15*].

Recommendation:

Following the FY2007 compliance audit, the Employer indicated that they would be implementing business process changes to achieve compliance with the Illinois Administrative Code in this respect. These changes included identifying all current Extra Help employees and positions, working with units on an individual basis to create new single positions, moving active Extra Help positions from the previously pooled positions to the new single positions, and developing new reporting parameters in order to better monitor both hours worked by individual appointment and position.

While improvements have been noted with respect to position utilization and management since the FY2007 compliance audit, the practice of position pooling creates difficulty in administering these positions in accordance with regulatory standards. We recommend that the Employer, consistent with their previous formal response, strictly monitor and regulate Extra Help positions effectively, in accordance with Section 250.70(g) of the Code.

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 Wes Weisenburn, Director of Human Resources

The Employer acknowledges that there were violations of the rules and regulations governing extra help employment during the time span of this audit. However, the employer would also like to go on record as disagreeing regarding the specific findings.

As a result of the material audit finding on extra help in the 2007 audit, the employer initiated a comprehensive overhaul of the extra help employment processes and procedures that had fostered a culture of abuse (it should also be noted that the 2007 audit was not completely “laid to rest” until October of 2007). The employer developed completely new processes and procedures as a result of the 2007 audit. Given the extreme changes, the employer developed an implementation plan that facilitated the necessary culture change and finished implementing the new processes and procedures in the fall of 2008. After the new processes and procedures were implemented, there were very few violations of the rules and regulations governing extra help employment.

The employer also acknowledges that it is necessary to continue to review and modify the processes and procedures to make sure that the employer is doing everything within its power to maintain compliance with the rules and regulations.

PLEASE SEE ATTACHMENT –B– for detailed information regarding findings before and after the new procedures were implemented.

Additional Auditor Comments:

It is noted that the timeline for the business process changes outlined by the Employer exceeded a twelve (12) month time period since completion of the previous audit. Therefore, the original material submitted by the Employer for review covered much of the data analyzed during the current audit time frame. The new business process changes put in place by the Employer with respect to Extra Help appointments are recognized and may significantly reduce potential findings on this topic for future audits.

The Employer’s efforts to strictly monitor and effectively regulate these positions, in accordance with Section 250.70(g) of the Code, is noted and required to achieve success in this respect. However, policies that allow departments to continue employing individuals in these positions beyond 900 hours will result in findings, despite the significant efforts made to monitor these personnel activities.

ATTACHMENT – B

SUPPLEMENTAL EXTRA HELP POSITIONS INFORMATION

Prior to the 2007 audit findings, we were not monitoring hours worked on extra help positions. After that audit, we made a decision to be in compliance and implement a new monitoring process. We began to implement monitoring procedures on 3/9/08 with our Stagehand pooled position numbers. We chose to address this group first, as it is our largest group of extra help employees. This was not an easy or quick transition. The new process was implemented over time, with the last group addressed being in Survey Research on 11/2/08. UIS does have some positions which are considered pooled, and we allow those extra help employees to return to their position after a 30 day layoff. These types of positions include Stagehands, Survey Research Interviewers, and Food Service Caterer/Waiters.

While these positions have been monitored on a monthly basis, we believe this may not be sufficient. Beginning in October, 2009, we will begin monitoring the hours worked on positions twice a month.

UIS Timeline for Implementation of Extra Help Monitoring Procedures

October 1, 2007: Respond to SUCSS regarding 2007 audit findings.

October 9, 2007: Meet with Campus HR Committee to discuss audit findings, University response, and plan to correct

October 16, 2007: Director of HR attends Chancellor's Cabinet Meeting to review draft plan

October 19, 2007: Memo issued to Deans, Departments, and Division Heads outlining new extra help procedures

January 31, 2008: Began running monthly reports monitoring extra help hours worked

March 9, 2008: Implemented changes regarding hours worked on Position for extra help stagehands

November 2, 2008: Implemented changes regarding hours worked on Position for the final group, Survey Research Interviewers

UIS Response to Audit Findings of Extra Help Positions

Position #S95425: Survey Research interviewer; new process implemented 11/2/08

Position #S95747: Position was ended 5/1/08 and not replaced with another position number

Position #S97974: Position was ended 4/5/08 and not replaced with another position number

Position #S98719: Position was ended 4/5/08 and not replaced with another position number

Position #S99242: Position was ended 2/9/08 and not replaced with another position number

Position #S99351-00: Position was ended 4/5/08 and not replaced with another position number

Position #S99431: Position was ended 6/28/08 and not replaced with another position

Position #S99570: Auditorium Valet worker; new process implemented 8/2/08

Position #S99738-01: Position was ended 8/11/07 and not replaced with another position number

Position #S99767-00: Food Services Caterer/Waiter; new process implemented 3/2/08

Position #S99828-00: Survey Research Interviewer; new process implemented 4/7/08

Position #S99973-00: Auditorium Stagehand; new process implemented 3/9/08

Position #S99973-01: Auditorium Stagehand; new process implemented 3/9/08

Prior to the 2007 audit findings, we were not proactively monitoring the 900 hour limit for extra help employees. While we were laying them off for 30 days when they reached 900 hours, we were allowing them to return to the same position after the layoff, a violation of SUCSS regulations. With exception to pooled positions, this problem has been eliminated since implementing our monitoring procedures. UIS does have some positions which are considered intermittent/pooled, and we allow those extra help employees to return to their position after a 30 day layoff. These types of positions include Stagehands, Survey Research Interviewers, and Food Service Caterer/Waiters. Implementation began in February, 2008.

Beginning in October, 2009, departments who have chosen to disregard the 900 hour rule in the past will be asked at the time a position is created for an end date. If they cannot provide an end date, Human Resources will be calculating an approximate end date that would reflect an employee working 37.5 hours a week. This end date will be communicated to the department and entered in Banner so as to avoid future problems with employees working over the 900 hour limit without an approved extension from SUCSS.

Rebecca Bettis: Employee was laid off from 8/31/07 to 9/30/07. She returned to work 10/01/07. Position #S99973 is a Stagehand position #. Position #S99351 was a Clerical position in the auditorium that was being used as a pooled position prior to implementing the monitoring procedures. Employee worked 324 hours before the layoff and 866.5 after the layoff. 900 hour rule was not violated.

Employee was laid off again from 8/17/08 to 10/12/08. She returned to work 10/13/08 in different position #s. Employee worked 38 hours before the layoff and 16.5 hours after the layoff. 900 hour rule was not violated.

Talia Dean: Monitoring procedures were not in place at the time of employment.

Ian Dowdy: Department was advised beginning 6/30/08 that employee was then at 679.40 hours and every month after that. Department continued to work him past the 900 hours without requesting an extension.

Cory Kimbrough: Department was advised beginning 7/31/08 and every month after that employee was then at 749.00 hours. Department continued to work him past the 900 hours without requesting an extension.

Timothy McMillin: Employee was laid off from 2/24/07 through 3/24/07 and from 8/25/07 through 10/20/07 on position #S97974, and from 9/8/07 – 10/20/07 on position #S98719. He did not exceed 900 hours on either position #. 900 hour rule was not violated.

Angela Staten: Extension was granted by SUCSS. I forgot to note the extension on the spreadsheet sent to SUCSS for review. 900 hour rule was not violated.

Donna Tucker: Extension was granted by SUCSS. I forgot to note the extension on the spreadsheet sent to SUCSS for review. 900 hour rule was not violated.

Roberta Woodward: Employee was laid off 4/10/08; department was notified 3/31/08 that employee was at 832.50 hours; continued to work her past 900 hours up to 1067 hours. Employee returned to work on 5/12/08 in a different position and worked 898.5 hours on position #S98516. 900 hour rule was not violated on position #S98516.

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Appendix A

Extra Help Employees Exceeding the 900-Hour Rule

Employee Name	Position Number	Department	Beginning Appointment Date	Ending Appointment Date	Employee Hours Worked
Bettis, Rebecca J.	S99973	Auditorium	6/4/06	3/8/08	37.00
	S99351	Auditorium	2/8/07	4/5/08	814.50
	S96306	Auditorium	3/9/08	1/10/09	17.50
	S99425	Auditorium	4/6/08	8/23/08	358.00
	S96310	Auditorium	4/20/08	7/26/08	5.00
	S95415	Auditorium	7/27/08	2/7/09	8.50
	S99258	Auditorium	1/11/09	3/7/09	14.00
					1254.50
Dean, Talia J.	S97974	Housing Division	5/16/07	8/27/07	983.00
Dowdy, Ian R.	S98719	Housing Division	5/15/06	4/5/08	412.40
	S99070	Housing Division	4/6/08	11/29/08	938.50
					1350.90
Kimbrough, Cory	S97508	Housing Division	2/24/08	9/21/08	1043.00
Staten, Angela D.	S99767	Business Manager	8/12/07	12/2/07	521.80
	S95496	Housing Division	12/14/07	8/25/08	823.00
					1344.80
Tucker, Donna	S95811	Graduate Public Service Internship	6/7/07	10/4/08	271.00
	S95967	Vice Chancellor Academic Affairs	2/25/08	11/25/08	767.50
					1038.50
Vick, Dale W.	S98413	Information Technology Services	6/1/08	11/29/08	930.00
Woodward, Roberta R.	S96194	Business & Management	6/5/06	4/10/08	1452.50

**State Universities Civil Service System
University of Illinois at Springfield
FY2010 Compliance Audit**

Appendix B

Extra Help Positions Exceeding the 900-Hour Rule

Position Number	Classification	Beginning Appointment Date	Ending Appointment Date	Department	Total Hrs. for Position
S95415	Stagehand	8/10/08	2/7/09	Auditorium	990.50
S95425	Clerical	6/29/08	11/1/08	Survey Research Office	1102.60
S95747	Technical	8/13/07	5/1/08	Liberal Arts & Sciences	1162.00
S97974	Clerical	4/8/07	4/5/08	Housing Division	4683.70
S98719-00	Services	4/8/07	4/5/08	Housing Division	1997.96
S99242	Services	4/8/07	2/9/08	Janitorial	1538.50
S99351-00	Clerical	5/6/07	4/5/08	Auditorium	2082.60
S99431	Clerical	4/6/08	6/28/08	Survey Research Office	1305.05
S99570	Services	4/8/07	8/1/08	Auditorium	949.25
S99738-01	Services	5/6/07	8/11/07	Building Maintenance	965.63
S99767-00	Services	4/8/07	3/1/08	Business Manager	2252.20
S99828-00	Clerical	4/8/07	4/6/08	Survey Research Office	3683.65
S99973-00	Stagehand	4/8/07	3/8/08	Auditorium	3189.50
S99973-01	Stagehand	4/8/07	3/8/08	Auditorium	2138.00