

Comparison of Employee Groups, Permanent Full-Time Employees

HR Activity/Process	Academic Professional	Traditional Civil Service	Civil Service Pilot Program
Recruitment - Applicable Regulatory Requirements	Equal Employment Opportunity regulations	Equal Employment Opportunity regulations	Equal Employment Opportunity regulations
Recruitment - Applicable University/Administrative Requirements (Process)	If necessary, development and approval of PAPE	*Condition of register *Development or update of job description *Submission of request to fill position via DART requisition	*Development of job description *Identification of area of specialization *Submission of DART requisition
	Formation of search committee and OAE approval of Position Notice or Waiver of Search	*Approval of advertisement or use other recruitment sources *Testing of qualified applicants	*Development and approval of advertisement *Placement of ad *Credentials Assessment
		*Freeze active register list *Notify eligible candidates of vacancy (ies)	EEO forms sent to all applicants
Recruitment - Offices/Staff Involved	Unit/Department Head, Academic Search Coordinator, Dean/Administrative Officer, Campus EEO Officer	Unit/Department, College/Administrative Unit, Campus Employment Officer	Unit/Department, College/Administrative Unit, Campus Employment Officer
Recruitment - Limits Imposed on Quantity or Quality of Pool	All who possess minimum qualifications (at least Bachelor's degree)	Candidates who possess minimum qualifications (education and/or experience) and are Illinois residents (<i>residency waived</i>)	Candidates who possess minimum qualifications including area of specialization (at least Bachelor's degree and experience) and Illinois residents (<i>residency waived</i>)
Recruitment - Paperwork Required	PAPE; Position Notice or Waiver of Search	Approved requisition and job description	Approved requisition and job description with identified specialty factor
Recruitment - Flexibility Afforded to Units	Determination of minimum qualifications	Flexibility to recruit depends on make up of the register. Recruitment must occur before requisition is frozen.	Flexibility to recruit is based on area of specialization
Recruitment - Length of Time to Recruit	Minimum of 3 weeks after the last advertisement appeared	Varies, depends on condition of register	Varies by department needs; Posting Required
Hiring - Applicable Regulatory Requirements	Must follow established search and hiring processes	Must follow established Civil Service Regulations (Rule of three plus ties) Register only changes if candidates are removed or new applicants are tested	Must follow established Civil Service Regulations (top three or 15% of register) Register voids after hiring.
Hiring - Applicable University/Administrative Requirements (Process)	Completion and approval of Search Process Summary and Letter of Offer	DART requisition and job description Must follow established Civil Service Regulations (Rule of three) Hiring department interviews eligible candidate and selects candidate that best fits requirements of the position.	Must follow established Civil Service Regulations (top three or 15%) Offer is made and start date is established by Employment Officer
Hiring - Offices/Staff Involved	Unit/Department Head, Academic Search Coordinator, Dean/Administrative Officer, Campus Affirmative Action Officer	Unit/Department Head, Campus Employment Officer	Unit/Department Head, Campus Employment Officer
Hiring - Limits Imposed on Quantity or Quality of Pool	Candidates who appear on the approved Search Process Summary	Candidates who are interested and among the top 3 on the register	Candidates who are either among the top 3 or top 15% of register
Hiring - Other Paperwork Required	If not completed to initiate recruitment, PAPE, And, Search Process Summary or Waiver of Search, and Letter of Offer	An Employment Referral completion of new hire papers on-line or hard copy forms	Credential review and Employment Referral An Employment Referral completion of new hire papers on-line or hard copy forms
Hiring - Compensation	Minimum hire salary required; BOT approval required for above max	Justification and approval of HR for above minimum hire	Manager discretion within ranges
Hiring - Flexibility Afforded to Units	Selection of candidate from all that possess minimum qualifications; determining salary	Selection of candidate from the top 3 interested candidates Departments can see more than three if tie scores exist	Selection of candidate from among either the top 3 or top 15% of register; greater flexibility to determine salary
Hiring - Length of Time to Hire	Minimum of 3 weeks after the last advertisement appeared	Minimum of 7 days for interested candidates to respond to vacancy	Varies by department
Employment - Conditions of Employment (Rights)	*Contractual employment with minimum notification of nonreappointment *May be subject to conversion to Civil Service position if determined through audit process	Status employment with 6 or 12 month probationary period and employee accrue seniority	Status employment with 12 month probationary period and seniority when Specialty factor applies. Employee may have bumping rights if less senior employees possess same specialty factor or qualifications required for job.
Employment - Employee Management & Development	No formal disciplinary/discharge process 6 to 12 months notice rights	Formal disciplinary/discharge process	Formal disciplinary/discharge process
Employment - Flexibility Arrorded to Units	Issuance of notification of nonreappointment	End employment during probationary period or engage disciplinary process after probationary period ends	End employment during probationary period or engage disciplinary process after probationary period ends
Employment - Salary & Advancement	Annual budgeted and mid-year increases	Annual budgeted and negotiated increases	Annual budgeted increases

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Benefits - Differences b/w Benefit Packages	None	None	None
Benefits - Tuition Benefits	UI Institutions	SUCSS Institutions	SUCSS Institutions
Benefits - Vacation, Sick, and other Leaves	2 days vacation per month, 1 sick day per month, 2 or 4 floating holidays, and a variety of leave provisions	Exempt and non-exempt vacation rates of accrual determined by years of service to University, .0462 hours of sick per hour in pay status, 2 or 4 floating holidays, and pregnancy, FMLA, disability, and special leave provisions	Exempt vacation rates of accrual determined by years of service to University, .0462 hours of sick per hour in pay status, 2 or 4 floating holidays, and FMLA, disability, and special leave provisions
Benefits - Offices/Staff Involved	Unit/Department, HRD-Benefits Center	Unit/Department, HRD-Benefits Center, HRD-Records	Unit/Department, HRD-Benefits Center, HRD-Records
Separation - Layoff	Terminal contract	30-day notice and rights to other positions determined by seniority in class	30-day notice and bumping rights based on possession of appropriate area of specialization or other seniority previously held in other civil service titles
Separation - Termination	Terminal contract	Dismissal or Discharge	Dismissal or Discharge
Separation - Offices/Staff Involved	Unit/Department, HRD-AHR	Unit/Department, HRD-Labor & Employee Relations, HRD-Records	Unit/Department, HRD-Labor & Employee Relations, HRD-Records