

UNIVERSITY OF ILLINOIS

AT CHICAGO

Office of the Vice Chancellor for Human Resources (MC 897)
Suite 201, Human Resources Building
715 South Wood Street
Chicago, Illinois 60612-7221

**Manager Checklist for Converting Academic Professional Employees to
Civil Service**

Date: August 5, 2009

To: Enter HR Network Group 1 Contact Name
Enter College of Administrative Unit

Re: Employee Conversion from Academic Professional to Civil Service
[Enter Employee name and UIN]

Copy: Employee's Manager (if known)
Dean and/or Vice Chancellor

Dear, HR Network Group 1 Contact, this is to inform you that as a result of a job review conducted by the State Universities Civil Service System (SUCSS), the SUCSS Auditor has determined that the employee identified above must be converted from his/her current Academic Professional role to one that exists in the Civil Service Classification Plan, effective Sunday, August 16, 2009.

The following checklist will guide you through the steps necessary to ensure a smooth transition for the employee. **You do not need to return the completed Checklist to the HR Office** but are encouraged to keep it in the employee's departmental personnel file.

SUCSS recommended classification is specified in item #5 on the following checklist. Class specifications for Civil Service titles are located on the State Universities Civil Service System (SUCSS) website at: <http://www.sucss.state.il.us/classspecs/admin.asp?kw=accountant&criteria=SearchAll>

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Employee Name:

Item	Responsible Party	Date to be Completed by	Status
1. Issue Notice of Non-Reappointment to the Employee being converted (letter attached). Please add the employee's home address to the letter.	Employee's Manager		
2. Issue Notice of Employment (Conversion to Civil Service) to the Employee being converted (letter attached)	Employee's Manager		
3. Using the Civil Service Class Specification as a guideline, create a Civil Service job description for this position with the template provided on the HR Website below. Note, the Class Specification cannot be used as the job description. Civil Service Class Specification Website: http://www.sucss.state.il.us/classspecs/admin.asp?kw=accountant&criteria=SearchAll Human Resources Website: Job Description Template http://www.uic.edu/depts/hr/compensation/jobdescriptions.shtml	Employee's Manager		
4. Obtain employee's signature on new job description. Note, the Class Specification cannot be used as the job description.	Employee's Manager		



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5. Initiate an Employee Group Change via the HR Front End System using the following position information (position #, Title) with an effective date of 8/16/09 . Attach the Notice of Non-Reappointment letter, the Notice of Employment (Conversion to Civil Service) letter and the signed job description to the transaction.	Employee's Manager		
6. Give the Employee Group Comparison, the Employee Specific Information Sheet and the Frequently Asked Questions to the affected employee.	Employee's Manager		
7. Notify the HR-Service Center of new assignment so that Seniority can be established.	UICHR Comp	Once Determined	

Request for Appeal

If you wish to request a reversal of the decision to convert this position to Civil Service you may do so by submitting the Request for Appeal documents located at <http://www.uic.edu/depts/hr/compensation/index.shtml>. Completed documents must be signed by the appropriate Dean or Vice Chancellor and forwarded to uicjobdescriptions@uillinois.edu. UICHR Compensation will forward the Request for Appeal to the Civil Service System Office on your behalf.

Note, filing an appeal will not preclude the conversion of the employee. If Civil Service decides to reverse the decision to convert the position to Civil Service, Compensation will revert the employee to an Academic Professional status.

Item	Responsible Party	Status
Determine if you want to make an Appeal to the Civil Service System to reverse the conversion decision.	Employee's Manager	
Complete the Request for Appeal documents (i.e. Request letter, request form, new job description) located at	Employee's Manager	



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http://www.uic.edu/depts/hr/compensation/index.shtml .		
Forward to the Dean and/or Vice Chancellor for the College or Unit for signature.		
Forward the completed and signed <i>Request for Appeal</i> documents to uicjobdescriptions@uillinois.edu	Employee's Manager	
Forward final Request for Appeal to the Civil Service System Office	Compensation	
Final Disposition of position	Civil Service	

This checklist does not need to be returned to HR Compensation but keep as part of the Employee's Departmental Personnel File.

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Phone (312) 996-3510 Fax (312) 996-6807