

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

Notice of Employment
(Notice of Conversion to Civil Service)

Employee_Name

EE UIN

Effective: August 16, 2009

This is to inform you that the State Universities Civil System has determined that the position you now hold must be converted to the appropriate Civil Service Classification. Accordingly, this notice designates your position to the following Civil Service Classification.

Title: [enter title]

This designation is based upon a recent review of your position description where it was determined that either the appointment was incorrectly classified or that there have been changes to the position whereby UIC must now convert this position to the appropriate Civil Service Classification.¹

This classification designation is made subject to all applicable laws and to the University of Illinois Statutes, the General Rules Concerning University Organization and Procedure and other actions of the Board of Trustees. These policies are subject to change from time to time and the most updated version of the policies is applicable. In the event of error, the Board of Trustees reserves the right to correct such error and issue a correction. As a Civil Service employee, you will be covered by the State Universities Civil Service Act, 110 ILCS 70 and any applicable collective bargaining agreements.

It is the responsibility of all University of Illinois employees to comply with the provisions of the State Officials and Employees Ethics Act of the State of Illinois; time not spent on official business of the University must be reported by employees as exception time. Exceptions may include sick leave, vacation leave and other appropriately approved leaves as specified by campus and University policies.

If determined that an employee has been excluded from participation in Federal or State Health Care Programs because of having engaged in fraud, abuse or misconduct as well as any other mandated governmental exclusion listing, the employee is subject to immediate dismissal without notice.¹

¹ State University Civil Service System: Procedure Manual – Section 1.8

