

UIC Human Resources

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Managers: Quality Face Time

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Taking the time to meet with direct reports one-on-one is critical practice for managers. Open and meaningful communication is the foundation of team building, high-performance, employee engagement, and retention. Because the demands of daily administrative responsibilities in a dynamic environment such as UIC can crowd out commitment to focused communication practices managers should formally schedule these discussions. With the end of the year approaching, now might be the opportune time to sit down for a little “quality face time.”

What to Discuss

One-on-one discussions offer an excellent opportunity to communicate goals and create alignment between the employee’s job responsibilities and the strategic role of the office, department, or unit. It is more likely that starting the conversation and listening will achieve the benefit than will merely reciting a list of points. The goal of the discussion should be to engage the employee in a focused conversation/dialog.

In the 2006 Effective Practice Guidelines for Employee Engagement and Commitment the Society for Human Resources identifies 10 themes that shape employee engagement:

- Pride in employer
- Satisfaction with employer
- Job satisfaction
- Opportunity to perform well at challenging work
- Recognition and positive feedback
- Support from one’s supervisor
- Effort above and beyond the minimum
- Understanding the link between one’s job and the organization’s mission
- Prospects for growth with one’s employer
- Intention to stay with one’s employer

Using these themes as a framework, potential topics for discussion might include:

- Understanding of UIC Mission, Vision, and Values
- Contribution the employee’s job responsibilities make toward achieving UIC and department goals
- Suggestions for improving operational performance
- What aspects of work the employee most/least enjoys
- The professional aspirations of the employee

Vacation and Employment Termination

This message is intended as a reminder regarding what is expected of departments as they process employee separations.

In the past, some Departments have allowed terminating employees to extend their date of termination to some point beyond their actual last day of employment by utilizing vacation leave benefits. This was done so that the employee could remain an University employee and, therefore, continue to receive State of Illinois benefits. It is not an acceptable HR or business practice to retain as active employees with the University any persons who are no longer providing services for the University.

According to CMS rules, a "Member's coverage terminates at midnight of the date of termination of State employment." Further, CMS language notes that "lump sum vacation and/or sick leave benefits are not to be considered when calculating the member's last day of employment for insurance coverage purposes."

The use of Terminal Vacation leave status in BANNER is no longer an acceptable option. All of the separation dates in the process must match, including:

- Separation Date on the DART Separation Form
- BANNER last workday
- Termination date
- Job end date

The last official day the employee performed service at the University should be the date listed.

Please be aware that the Benefits Service Center submits to CMS the last day of employment, which will also be the effective date for COBRA eligibility. It is important that terminating employees are informed that the terminal vacation they may take will not extend their benefits coverage.

Please adjust your termination/resignation procedures and communications to reflect the University policy that is consistent with CMS rules.

You may use any or all of this information in your communications to your department regarding this issue.

Leave Reporting for Exempt Employees

This communication is to serve as a summary of the University's policy on leave reporting guidelines for both Academic and Civil Service exempt employees, i.e., those who are not eligible for overtime. As you know, exempt employees, regardless of their employee group, are expected to be available to fulfill their professional responsibilities, which can be beyond the normal University workweek. As the focus is on fulfillment of duties, rather than tracking hours worked, exempt employees are also accorded occasional flexibility.

All exempt Academic and Civil Service employees who are not eligible for overtime should be reporting absences in half- and full-day increments only (except when leave is taken under the Family and Medical Leave Act), effective 8/16/06 for Academics and 8/27/06 for Civil Service employees. Absences in increments less than half- or full-days should not be charged against vacation or sick leave balances.

As an example, a full-time exempt Academic Professional (40 hour workweek) would report absences in four (4) and eight (8) hour increments. A full-time exempt Civil Service employee on a 37.5 hour workweek would report absences in 3.75 and 7.5 hour increments. Part-time and alternative schedule employees would report absences as appropriate based on their appointment. Generally speaking, an exempt employee reports either half-day or a full-day equivalent to the value of their normal day.

Specific provisions regarding exempt reporting include:

- Only half- and full-day absences are recorded as usage against vacation and sick leave time.
- Accumulation of leave time to reach half- or full-day increments is not allowed.
- An exempt employee's pay will not be reduced if sufficient accrued leave benefits are not available to cover the leave.

Unit processes and guidelines for requesting and approving absences must be followed.

Additional information regarding exempt staff reporting may be found in DART at:

https://hrnet.uhr.uillinois.edu/dart-cf/index.cfm?item_id=2754 .

Information about revisions to Policy and Rules for Civil Service staff, Rule 7.04, Approval of Use of Accumulated Leave for Vacation Purposes, will be forthcoming.

- If you have any questions regarding Academic leave reporting, please contact your campus Academic Human Resources office - UIC: (312) 413-4848 or UIC (Faculty) (312) 355-2412.
- If you have any questions regarding Civil Service leave reporting, please contact your campus Human Resources office for Civil Service staff - UIC: (312) 413-4848.

Events

Charitable Fund Drive

October 2 - December 5

Please visit the online site for information on the participating charities, fund drive information, and pledge forms at:

http://www.uic.edu/depts/hr/uichr/Special_Programs/ccfd/index.shtml

Campus Charity Fair

Thursday, November 6

Located at Student Center East from 9-11 am in Room 302. Visit, grab a bite to eat, some fun “give aways,” and enter for a chance to win the door prize! Everyone is welcome!

Additional Fair:

Thursday, November 20

Located at SCW, Chicago Room, 9-11 am Win Dinner for 2 at Reggio’s Pizza by sending your completed pledge form to Special Programs before November 5th. A drawing will be held to select one winner from valid pledge forms submitted.

Retirement Luncheon

Wednesday, December 3

A Retirement Luncheon will be held at Student Center West. This is an invitation only event. Departments will be notified once Retirees from their department respond so they may attend or send a representative to the luncheon. Retirement Planning Conference will be held April 15th and 16th at Student Center West.

Employee Recognition Awards Program Ceremony

The Employee Recognition Awards Program ceremony was held at the UIC Forum on Tuesday, November 4. The program, hosted by Interim Chancellor Eric Gislason was followed by a reception honoring the 2008 Award of Merit winners and Service recipients with 25, 30, 35, 40, and 45 years of service. A variety of other campus wide awards were awarded as well. The new venue was outstanding. The recognition program and ceremony were enjoyed by all our honorees, their guests and UIC staff.

Shared Benefits Program

On January 1, 1994, the University's Policy Council adopted a new program giving employees the opportunity to share their leave days with other employees suffering from serious illness or injury. Although a particular recipient(s) cannot be designated by the donor, this pool of donated days continues to be a valued resource for those already suffering the stress of serious medical problems. It provides a possible means for continued pay after their own vacation and/or sick leave has been exhausted and a bridge to longer-term disability coverage. Some restrictions built into the program protect the donor's own possible needs. No funds are ever transferred.

Because donations to the pool are made via the NESSIE program, it is critical that departing employees act on their decision to donate well before their separation while NESSIE is still available to them. The NESSIE website provides further guidance. We also encourage you to read Policy 803 on the UIC HR website, and here is a link to the policy: http://www.uic.edu/depts/hr/relations/PolicyDocs/HRPP%200800/803_062507.pdf.

Consortium on Human Capital Announced

The human resources leaders at Illinois's public universities have launched the Illinois Higher Education Consortium on Human Capital. This new organization is intended to explore solutions to:

- Common human resources challenges,
- Serve as a forum for information exchange,
- Knowledge transfer,
- Innovation around best practices, and
- Address issues that may be barriers to efficient and effective performance in human capital.

An early step of this Consortium will be to establish affinity groups on such topics as training and development, compensation, and labor relations.

Elected Officials:

- **First Chair:** John Loya, Vice Chancellor for Human Resources at the University of Illinois at Chicago
- **Vice Chair:** Elyne Cole, Associate Provost for Human Resources at the University of Illinois at Urbana-Champaign
- **Recorder:** Pam Bowman, Director of Human Resources at Western Illinois University
- **Treasurer:** Ira Schoenwald, Associate Vice President for Human Resources at Illinois State University

Changes to New Employee Orientation

As of November 3, 2008, New Employee Orientation sessions are facilitated in the WROB in room 361.

A facilitated session of the NEO 'Campus Information' module is offered the third Monday of each month currently. For the convenience of New Employees and in support of campus "green" efforts, the 'Campus Information' module is available online and accessible via NESSIE New Hire. New Hires may register for and complete NEO 'Campus Information' module online!

Updated I-9 Form

Please note that the I9 form on the HR website, under the forms section, has been updated to the current edition required by the Department of Homeland Security. Please be sure to use this version of the form going forward: <http://www.uic.edu/depts/hr/uic/hr/quicklinks/hrforms/index.html>.

HR on the Move...

Campus HR has multiple service locations on the West Campus. As of Monday, October 20th, three HR functional areas have office space in the Westside Research Office Building (WROB) located on the corner of Roosevelt and Wood.

New HR offices for Compensation, Employee and Labor Relations, as well as Organizational Effectiveness are located on the third floor of the WROB.

UIC Human Resources

This newsletter is a bi-monthly publication from UIC HR, Organizational Effectiveness.

Information for this publication related to Human Capital operations in general, or UIC HR specific policies and procedures is received from HR professionals campus-wide.

Please send suggestions, requests to publish articles, and HR policy/procedure updates or reminders to Organizational Effectiveness at OE@uillinois.edu.

UIC Human Resources Contact Information:

Office of the Vice Chancellor	x5-5230
Business Services	x6-9306
Compensation	x5-4330
HRIS / Shared Services	x6-4849
Labor & Employee Relations	x5-3055
Organizational Effectiveness	x5-5504
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