

Topics for Civil Service Employees

Paychecks and Pay Schedule

You will be placed on the payroll as soon as you complete payroll forms and the required employment confirmation papers are received from your department. The date of your first paycheck will depend on the point in the payroll cycle when the required paperwork is received. As a support staff employee you will be paid every other week on alternate Wednesdays. By going online to NESSIE, you can view your summary statement detailing how much you earned and how much was deducted for retirement, benefits contributions, and taxes. Normally, you will enter your time worked electronically at the end of the pay period (every other Friday) and your check for that pay period will be electronically deposited on a Wednesday one and a half weeks later.

Direct Deposit of your paychecks to your bank account may be set up through the New Hire section of NESSIE.

If you have questions about your paycheck, you may contact the Payroll Department at 996-1922.

Work Schedules

Most support staff employees work seven and one-half to eight hours per day, five days a week. The most typical schedules are 8:00 a.m. or 8:30 a.m. to 5:00 p.m. with one hour for lunch in most cases. This schedule may vary from department to department according to the unit's operating needs. Work permitting, many departments provide morning and afternoon breaks of up to fifteen minutes to employees. Breaks are not required by University policy, and if given, may not be used at the beginning of the day or to lengthen the lunch hour.

If you are eligible for overtime pay (non-exempt employees), you should talk with your immediate supervisor about how overtime hours might affect your work schedule.

Probationary Period

Your first six months or one year (depending on your classification) of employment is known as the probationary period and is considered to be part of your Civil Service examination. During this period you will be learning your new job and your supervisor will be evaluating your potential as a University employee. If your performance during this period is satisfactory you will be certified as a status employee. If your supervisor determines that your performance is not adequate, you will be dismissed from employment.

Vacation

Civil Service employees earn vacation time *in hourly increments* for each hour of pay status service (exclusive of overtime).

- New non-exempt Civil Service employees (those who are eligible to receive overtime compensation) initially earn approximately 12 vacation days per year. The amount of vacation time earned gradually increases over time (see Vacation/Personal Leave Benefits Table).
- New exempt Civil Service employees (those who are not eligible to receive overtime compensation) initially earn approximately 25 vacation days per year. The amount of vacation time increases gradually (see Vacation/Personal Leave Benefits Table).

Non Exempt				Exempt			
<u>Years of Service Completed</u>							
At Least	Not more Than	Rates/hr	Leave Days	At Least	Not More than	Rates/hr	Leave Days
0	3	0.0462	12	0	3	0.0962	25
3	6	0.0577	15	3	6	0.1	26
6	9	0.0692	18	6	9	0.1038	27
9	14	0.0808	21	9		0.1077	28
14		0.0962	25				

Vacation is scheduled according to the scheduling practices of each unit.

Vacation may be accumulated to a maximum of twice the annual vacation earning (e.g. new non-exempt Civil Service employees who earn approximately 12 vacation days per year may accumulate a maximum of 24 vacation days. Once this maximum is reached, vacation time will no longer accrue until vacation time is taken to bring the accrued time down below the maximum.)

Floating Holidays

Employees working in the hospital, clinics, Office of the Vice Chancellor for Administration, Department of Facilities Management, Capital Programs, University Mail Service, Administrative Services, Environmental Health and Safety, Parking Services, Telecommunications, University Police Department, Campus Auxiliary Services, and Biologic Resources Laboratory will have four floating holidays that will take the place of specific campus-designated holidays. These employees must follow the Floating Holidays Rules and Procedures.

Number of floating holidays earned based on employment dates falling between:

July 1 – September 30:	1	January 1 – March 31:	1
October 1 – December 31:	1	April 1 – June 30:	1
		Total for the fiscal year:	4

Support staff and administrative staff working in all other campus units have two floating holidays. Number of floating holidays earned based on employment dates falling between:

July 1 – December 31:	1	January 1 – June 30:	1
Total for the fiscal year:	2		

Floating holidays are not available to employees who are contracted for less than 50 percent of full-time service. Floating holidays should be appropriately prorated for part-time employees between 50 and 99 percent time and for partial year service.

Employee choice of floating holidays is subject to departmental approval.

Floating holidays are not carried forward from one fiscal year to the next. Floating holidays not taken within the fiscal year (before June 30) are forfeited. They are not compensable at the time of resignation, termination, or retirement.

Sick Leave

Sick Leave may be used for illness of, injury to, or need to obtain medical or dental consultation for the staff member or the staff member's spouse or children or, on an exceptional basis, for dependent residents of the staff member's household.

Civil Service employees accrue sick leave time for each hour of pay status service exclusive of overtime. Employees whose regular work schedule is for 75 or 80 hours in a pay period will earn sick leave in hourly increments that equates to approximately 12 sick days per year (see Quick Reference Sheet).

Just as sick leave accrues in hourly increments, it may also be taken in hourly increments.

Employees are not paid for accumulated sick days at the time of separation from employment at the University. However, an employee who terminates employment from the University five years or more from the effective date of hire may use accumulated sick leave to increase creditable service in accordance with the rules of the State Universities Retirement System. (Policy 10, Rule 10.01 University of Illinois Policy & Rules)

Problems at Work

Informal Resolution of Problems

If you encounter difficulties on the job related to work rules, work procedures, or relationships with your supervisor or other employees, first try to resolve them informally within your department. If you feel you need additional counsel or assistance or wish to verify an interpretation of a campus policy, the staff of the Office of Labor and Employee Relations (at 312-996-3055) can offer counsel, rules interpretations, and where appropriate and desired, assistance in mediating differences. If you experience problems, which you believe are related to discrimination or sexual harassment, contact the Office for Access and Equity at 312-996-8670.

Grievances

An employee whose attempts to resolve a problem informally have been unsuccessful may request a hearing and judgment through the grievance procedure – a formal, written procedure with binding decisions by an impartial hearing officer. The employee may be self-represented in the grievance or be represented by a labor union representative. Additional information about the procedure may be obtained from the Office of Labor and Employee Relations at 312-996-3055.

Staff Advisory Council Mission Statement

- To represent the civil service employees to campus administration and to advise the Chancellor of the University of Illinois at Chicago in the formation and implementation of policies and procedures relating to civil service employees.
- To serve as the link between Campus Administration and the staff by providing a channel of communication between the Chancellor and other officers of University administration and the civil service employees of the campus.
- To study and make recommendations regarding campus conditions of employment, problems and needs either at the request of campus officers, at the request of civil service employees or upon its own initiative.
- To study and make recommendations regarding pertinent topics, upon request or upon its own initiative, to the campus Director of Personnel Services, the University Director of Personnel Services, the University Civil Service Advisory Committee to the Merit Board, to the Advisory Committee to the State Universities Retirement System, to Appropriate campus and university executives and officers, and to the duly elected representatives of the University Civil Service Advisory Committee to the Merit Board and the Advisory Committee to the State Universities Retirement System.
- To enhance campus life by sponsoring and organizing welfare and social activities (i.e. The Janice Watkins Award for Distinguished Civil Service, fund drives for the Eugertha Bates Scholarship Fund and the Staff Appreciation Award) by promoting increased cooperation and communication between the member of the university community, and by encouraging staff to participate in the unique benefits of employment at the University of Illinois at Chicago.