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For Immediate
Release

Upcoming Changes for Academic Hourly Appointments

Recently, the University received audit findings from the State Universities Civil Service System (SUCCS) concerning the employment classification known as “Academic Hourly”, or the “HA” E-class. Because of the audit findings, the Human Resources offices have reviewed the HA E-class, and made a determination to revise the definition of that E-class to better reflect the work performed by the employees in that classification.

Currently, “Academic Hourly” employees are those employees who fill hourly positions but do not match Civil Service classifications. Generally, these positions have teaching, research, or clinical responsibilities. For this reason, the definition of the HA E-class is changing from “Academic Hourly” to “Hourly- Faculty/Clinical/Research”. The 2-letter HA E-class code will remain unchanged.

Beginning in 2012, the UIC Campus will take steps to bring about the needed changes. A summary of these steps are below:

1. A Campus Policy regarding Hourly-Faculty/Clinical/Research will be distributed and communicated to the campus.
2. The Policy, related procedures, and issues will be discussed in the upcoming HR Advisory Meeting in January 2012. Among the new procedures are the following:
 - A. Submission of a job description will be required.
 - B. All HR Front End transactions involving “Hourly-Faculty/Clinical/Research” will be routed to the Campus HR Offices for Final Apply.
3. Campus HR will work with the Colleges and Units to place employees in the correct E-class code, as well as position and job.
4. It is anticipated that a number of current employees currently classified as “Academic Hourly” will not qualify for the new E-Class of “Hourly-Faculty/Clinical/Research”. These individuals will be classified under the new E-Class on a temporary basis until a job analysis can be conducted and/or the move to Extra Help can be completed.
5. As a reminder, if a temporary, hourly position mirrors a Civil Service classification, then the position must be classified as “Extra Help”. The title will also indicate the matching civil service title for the identified job duties.

We believe these steps will meet the needs of our employees and hiring managers as well as bring us into compliance with the audit findings. Additional specific details and steps will be communicated in January 2012. Meanwhile, if you have questions please feel free to contact any of the individuals below:

Extra Help Questions – Shannon McGinnis (shanmcgi@uic.edu) or at ext. 6-8514

Faculty – Angela Yudt (fahr@uic.edu) or at ext. 5-2412

Job Analysis Questions – Joe Fowler (fowlerj@uic.edu) or at ext. 6-6886