

June 30
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For Immediate
Release

Civil Service Temporary Upgrades/ Supplemental Appointments

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Subject: Civil Service Temporary Upgrades / Supplemental Appointments
Effective: July 1, 2010
References: HR Policy 403-02, Revised 6/25/2007; Revised 7/1/2010, State Universities Civil Service System Statute and Rules, State Universities Civil Service System Procedures Manual

A change to UIC's temporary upgrade procedure (as outlined in HR policy 403-02) will become effective July 1, 2010. This change brings consistency between the procedural steps and policy statement that establishes that Civil Service temporary upgrading may not exceed thirty consecutive workdays.

Current Procedure (HR Policy, 403-02, Revised 6/25/07):

1. Hiring Official sends a brief description of duties and responsibilities and Pitr form to the Human Resources Compensation Section for approval.
2. Human Resources Compensation analyzes the description and determines if a temporary assignment meets classification criteria and if the employee meets Civil Service Register requirements. If approved, enters an additional job record in BANNER for the upgraded position.
3. Hiring Official Monitors assignment to assure that it does not exceed 30 continuous work days.

Modified Procedure (HR Policy, 403-02, Revised 7/1/10):

1. Hiring Official sends a brief description of duties and responsibilities **via email to the Human Resources Compensation mailbox comp@uillinois.edu for approval.**
2. Human Resources Compensation analyzes the description and determines if a temporary assignment meets classification criteria and if the employee meets Civil Service Register requirements. If approved, enters an additional job record in BANNER for the upgraded position **with a "begin date" and an "end date". The end date will reflect 30 work days from the begin date.**