

# UIC POLICIES AND PROCEDURES

		NUMBER 001
MANUAL Human Resources	SECTION Introductory Material	PAGE 1 of 4
SUBJECT Table of Contents		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

## HRPP 000 - INTRODUCTORY MATERIAL

- 001 Table of Contents
- 002 Introduction

## HRPP 100 - NONDISCRIMINATION, EQUAL OPPORTUNITY, AND AFFIRMATIVE ACTION

- 101 Sexual Harassment
- 102 Nondiscrimination Statement
- 103 Employment Accommodation Policy

## HRPP 200 - EMPLOYMENT

- 201-01 Recruitment and Advertising
- 201-02 Selection of Applicants, Department Interviews, Job Offer, and Hire Forms
- 201-03 The Probationary Period
- 201-04 Hiring Temporary and Extra Help Employees/Use of Outside Temporary Agencies
- 201-05 Employment of Minors
- 201-06 Employment and Pay of Students – Please refer to Student Employment policies and procedures.
- 202-01 Academic Appointment Paperwork Requirements for Faculty and Academic Professional Positions
  - Position Notice for Academic Search
  - Request for Waiver of Search Process
  - Search Process Summary
  - Sample Academic Professional Letter of Offer
- 202-02 Academic Hires - Board of Trustees Biosketches
  - Sample Academic Professional Letter of Offer
- 202-03 Appointment Process for Graduate Assistants
- 203-02 Temporary Academic Professional Appointments
- 203-03 Other Academic Temporary Appointments: Academic or Graduate Hourly, Administrative, Postdoctoral Research Associates, or Fellows
- 203-04 Post-Retirement Employment – Please refer to the Board of Trustees policy approved July 13, 2006.
  - Proposal for Re-Employment of a U of I Retiree
- 205 Consultants and Independent Contractors

## HRPP 300 - EMPLOYMENT GUIDELINES

- 301 Conflict of Interest - Employment Outside the University of Illinois
- 302 State of Illinois Statement on Economic Interests
- 303 "Whistle Blowing" and Employee Rights – Please refer to the Office of Business and Financial Services policy on Disclosure of Wrongful Conduct and Protection from Reprisal.
- 304 Human Immunodeficiency Virus (HIV) Disease - Staff Rights and Safety
- 306 University Statement on a Drug-Free Workplace
- 307 Pre-Employment Drug Testing
- 308 Fitness for Duty Support Staff
- 309 Public Expression of Private Opinions by Staff
- 310 Gifts and Gratuities – Please refer to the Office of Business and Financial Services policies on Gifts to Employees and Gratuities.
- 311 Political Activities/Involvement in the Workplace

# UIC POLICIES AND PROCEDURES

		NUMBER 001
MANUAL Human Resources	SECTION Introductory Material	PAGE 2 of 4
SUBJECT Table of Contents		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

- 312 Care and Use of University Resources – Please refer to the Office of Business and Financial Services policies on Employee Responsibilities for University Assets and Use of University Phones and the Academic Computing and Communications Center policy on Acceptable Use.
- 313 Nepotism
- 314 Sponsorship of Nonimmigrant Academic Employees for Permanent Residency
- 315 Employment Physical Examinations
- 316 Orientation of New Support Staff and Academic Professionals
- 317 Criminal Background Checks - Applicants Selected for Security Sensitive Positions
- 318 Criminal Background Checks - Applicants Selected for Health Care Positions
- 319 Work Schedules for Support Staff
- 320 Meal Breaks and Rest Periods for Support Staff
- 321 Labor Union Membership - Fair Share Payments
- 322 Changing the Length of the Probationary Period for a Support Staff Position

## HRPP 400 - JOB DESCRIPTION AND COMPENSATION

### Support Staff:

- 401-01 Establishing New and Changing Existing Support Staff Positions
- 401-02 Classification Request and Appeal for Support Staff Positions
- 401-03 Class Specification Development or Revision for Support Staff Positions
- 401-04 Reclassification Action During Periods of Support Staff Layoff Activity
- 402-01 Adjusting Salary Ranges for Support Staff Job Titles
- 402-02 Starting Rates of Pay for Support Staff New Hires and Rehires – This policy is currently under review.
- 403-01 Special Work Assignment for Support Staff
- 403-02 Temporary Upgrades for Support Staff
- 403-03 Overtime or Compensatory Time – This policy is currently under review.
- 403-04 Establishing On-Call Pay and/or Callback Pay – This policy is currently under review.

### Academic Staff:

- 404-01 Establishing New Academic Professional Positions – This policy is currently under review.
- 405-02 Mid-Year Salary Increases – This policy is currently under review.
- 406-01 Additional Compensation for Continuing Education and Public Service Appointments
- 406-02 Compensation in Excess of 100% - This policy is currently under review.
- 406-04 Summer Appointments for Academic Professionals with Nine-Month and Ten-Month Appointments
- 406-05 Dislocation Allowance for Academic Employees
  
- 407 One Time Payment Authorization for Non-University Employees

## HRPP 500 - BENEFITS

- 501-01 Health, Vision and Dental Benefits – Please refer to employee benefits information in NESSIE.
- 501-02 Basic and Supplemental Life Insurance – Please refer to employee benefits information in NESSIE.
- 501-03 Long-term Disability Insurance – Please refer to employee benefits information in NESSIE.
- 501-04 Accidental Death and Dismemberment – Please refer to employee benefits information in NESSIE.
- 501-05 Flexible Spending Accounts (FSA) – Please refer to employee benefits information in NESSIE.
- 501-06 State Adoption Benefits Program – Please refer to employee benefits information in NESSIE.
- 501-07 Insurance for J-1 Exchange Visitors – Please refer to employee benefits information in NESSIE.
- 501-08 Part-time Status and Benefits – Please refer to employee benefits information in NESSIE.
- 502 Worker’s Compensation

# UIC POLICIES AND PROCEDURES

NUMBER  
001

MANUAL	SECTION	PAGE
Human Resources	Introductory Material	3 of 4
SUBJECT	EFFECTIVE	REVISED
Table of Contents	04/01/1997	06/25/2007
ISSUED BY	APPROVED BY	
Vice Chancellor for Human Resources	Chancellor	

- 504 Unemployment Insurance
- 505-01 Participation in the Retirement Plan – Please refer to employee benefits information in NESSIE.
- 505-02 Contribution to Social Security and Medicare – Please refer to employee benefits information in NESSIE.
- 505-03 Tax-sheltered Annuity Programs – Please refer to employee benefits information in NESSIE.
- 505-04 State Universities Retirement System (SURS) Retirement Program Benefits – Please refer to employee benefits information in NESSIE.
- 505-05 SURS Retirement Program Benefits for Police – Please refer to employee benefits information in NESSIE.
- 505-06 SURS Beneficiary/Survivor Benefits – Please refer to employee benefits information in NESSIE.
- 506-01 Tuition Waivers for Support Staff Employees
- 506-02 Tuition Waivers for Academic Employees
- 506-03 Tuition Waivers for Children of University Employees
- 506-04 Tuition Waivers for Graduate Assistants

## HRPP 600 - HUMAN RESOURCES DEVELOPMENT AND TRAINING

- 601 Employee Training and Development
- 602 Employee Development Program

## HRPP 700 - EMPLOYEE RECOGNITION

- 701 Service Recognition Awards
- 702 Chancellor's Academic Professional (CAPE) Award
- 703 Janice Watkins Award
- 704 UIC Award of Merit

## HRPP 800 - LEAVES AND ABSENCES

- 801-01 Sick Leave Transfer from Other State Agencies
- 801-02 Vacation and Sick Leave Transfer within the University
- 801-03 Restoration of Leave Time Upon Return to the University
- 801-04 Sick Leave for Support Staff Employees
- 801-05 Sick Leave for Academic Employees
- 801-06 Sick Leave Granted by the Chancellor
- 802-01 Vacation Leave for Academic Employees
- 802-02 Vacation and Personal Leave for Support Staff Employees
- 803 Shared Benefits Program
- 804 Campus Holidays and Floating Holidays – This policy is currently under review.
- 805-01 Jury Duty
- 805-02 Funeral Leave (Bereavement)
- 805-03 Attendance at Approved Events
- 806-01 Special Leave of Absence for Support Staff
- 806-02 Family and Medical Leave
- 806-03 Disability Leave of Absence
- 806-04 Parental Leave
- 807 Military Leave
- 808 Leave Reporting for Academic Professional Employees
- 809 Leave Reporting for Exempt Support Staff – This policy is currently under review.

## HRPP 900 - EMPLOYEE ASSISTANCE

# UIC POLICIES AND PROCEDURES

NUMBER  
001

MANUAL	SECTION	PAGE
Human Resources	Introductory Material	4 of 4
SUBJECT	EFFECTIVE	REVISED
Table of Contents	04/01/1997	06/25/2007
ISSUED BY	APPROVED BY	
Vice Chancellor for Human Resources	Chancellor	

901 Employee Assistance Program

## HRPP 1000 - COUNSELING AND DISCIPLINE

- 1001 Verbal Counseling/Warning
- 1002 Disciplinary Suspension
- 1003 Demotion Process
- 1004 Discharge Proceedings

## HRPP 1100 - GRIEVANCES

- 1101 Academic Professional Grievance Process – Please refer to the academic professional grievance procedures on the Office of the Provost and Vice Chancellor for Academic Affairs website.
- 1102 Support Staff Grievances
- 1103 Assignment of Hearing Officers for Support Staff Grievances Appealed to the Chancellor

## HRPP 1200 - SEPARATIONS

- 1201 Dismissal During the Probationary Period
- 1202 Support Staff Position Elimination
- 1203 Suspension Notice Pending Discharge
- 1205 Notices of Non-Reappointment
- 1206 Involuntary Termination of Academic Professional Employees
- 1207 Payment of Terminal Benefits for Academic Employees
- 1208 Payment of Terminal Benefits for Support Staff Employees

## HRPP 1300 - RECORDS

- 1301 Official Personnel Records
- 1302 Adding or Removing Material from Personnel Records
- 1303 Employee Access to Personnel Records
- 1304 Release of Employee Information to External Parties
- 1305 Employee Verification
- 1306 Retention and Disposal of Official Personnel Records
- 1307 Subpoena for University Personnel Records and Information