

UIC POLICIES AND PROCEDURES

		NUMBER 401-02
MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 1
SUBJECT Classification Appeal for Support Staff Positions		EFFECTIVE 04/01/1997
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ISSUED BY Vice Chancellor for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define the process and establish responsibility and authority of UIC for the review and appeal of classification assignments of support staff positions.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules
 University of Illinois Policy and Rules for Civil Service Staff
 Collective Bargaining Agreements

APPLICABILITY

Supervisors and their support staff employees

POLICY

A request for reclassification or reallocation from an employing department or an employee will be reviewed by the Human Resources Department. The employee may appeal the decision to the State Universities Civil Service System within 30 calendar days following receipt of the decision. Generally, requests that concern an individual's position classification may not be appealed to arbitration. Nevertheless, certain collective bargaining agreements may have different provisions than as stated above.

PROCEDURES

RESPONSIBILITY

Department and/or Employee

Departmental/College Designee

Human Resource Compensation

Employee

State Universities Civil Service System

ACTION

Submits written request for a review of a position for allocation, reallocation, or reclassification to the Departmental/College Designee. Prepare(s) updated job description identifying current duties and responsibilities.

Forwards the request electronically via the DART system to the Human Resources Department.

Assures that the position description has been updated and accurately reflects the duties assigned to the position. Reviews the job description, approves or disapproves the classification request in writing.

Appeals the classification decision to the State Universities Civil Service System within 30 calendar days following receipt of the decision, if it is disapproved and the employee wishes to pursue the reclassification further.

Reviews the request and renders a final written decision.