

# UIC POLICIES AND PROCEDURES

<b>UIC POLICIES AND PROCEDURES</b>		NUMBER 401-04
MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 2
SUBJECT Classification Action During Periods of Support Staff Position Reduction/Layoff Activity		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

## PURPOSE

To provide guidelines for the reclassification/reallocation of filled positions in classifications affected by position reduction/layoff activity and to ensure conformance with Civil Service Statutes and University policy.

## SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules  
 State Universities Civil Service System Employment and Separation Manual  
 University of Illinois Policy and Rules for Civil Service Staff

## APPLICABILITY

All Civil Service filled positions affected by pending position reduction/layoff activity

## POLICY

Requests for the reclassification of filled positions that are received by the Compensation Section during a position reduction/layoff period must be reviewed for compliance with the following policies:

- A classification request will not be honored for any position in which an employee has been notified of a pending layoff. No unit will be allowed to reclassify or reallocate positions to avoid possible employee placement or displacement;
- A position may be abolished, the classification of a position may be changed, or a new classification specification may be prepared, provided that such change shall not be made for the purpose of separating an employee from employment in a position in his/her classification; and
- No available employee shall be on the Reemployment Register who has greater seniority than an employee working in the same classification or lower classification in the same promotional line in which the employee has accrued seniority, unless the employee has chosen not to exercise bumping rights and has provided a signed statement to that effect to the University.

## PROCEDURES

### RESPONSIBILITY

1. Supervisor/Employee
2. Departmental/College Designee
3. Human Resources Compensation

### ACTION

Prepares and submits a job description to the Department/College Designee requesting reclassification or reallocation of employee's position.

Reviews job description and requisition information. Approves request and forwards Employee Requisition and Job Description to the Human Resources Department electronically via the DART system.

Reviews request to determine if the position's current and proposed classification titles are subject to pending position

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elimination or layoff.

If one or both titles are affected by layoff actions, the job description will be returned to the submitting department with a request to revise the duties to reflect the incumbent's current classification until such time as all layoffs in the current and proposed classification have been resolved. If the position is not affected by position reduction/layoff actions, proceeds with position review.