

# UIC *Human Resources* eNews – *Special Edition*

SPECIAL EDITION

AUGUST 15, 2008

Human Capital is a critical component to achieve goals and realize organization success.

“It is only as we develop others that we permanently succeed.”

-Harvey  
Samuel  
Firestone

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## Producing Results

With the end of another fiscal year, I thought it timely to share with you some of the progress Human Resources realized in FY08. We look forward to expanding on these accomplishments and realizing additional achievements in FY09.

Some of the highlights from the past year include:

- Led establishment of Illinois Higher Education Consortium on Human Capital, the members of which are the state's public universities. A key priority of this consortium will be civil service reform
- Revised and updated 102 UIC HR policies. Formulated and implemented 4 new UIC HR policies (i.e. Sanctions Check at Point of Offer, Annual Sanction Review, SURS Changes for Pay Increases Greater than 6%, LLEAP—*Lifetime Learning and Educational Access Program*) Links to all HR policies can be found on the HR website
- Consolidated UIC HR and Medical Center HR operations, to reduce cost and improve service. Results were substantial cost savings and a three

year memo of understanding to provide HR support and services to the Medical Center

- Implemented new Application Tracking system, which provides functionality such as:
  - Ability to track applicant activity and progress along with enhanced and customizable workflow
  - Enhanced document creation and management capabilities
- Supported UIC Medical Center to receive full accreditation from the Joint Commission with all Human Resource standards in complete compliance
- Provided UIC leadership and oversight for the development of the new BANNER HR Front End

On the following pages, additional HR FY08 accomplishments are highlighted. Thank you for your continued support!

*John Loya*

Vice Chancellor for Human Resources

# Addressing Compensation Needs

*The Compensation department administers the compensation/classification program of the UIC campus. It provides guidance to departments on many issues and listed below are some of Compensation's recent accomplishments:*

- Completed a comprehensive market study for the Medical Center IT Department
- Completed market surveys and translated data into market pricing worksheets for all medical center positions (exempt open range non-technical jobs)
- Developed and presented a "Compensation 101" training session at UIC's annual Administrator's Conference
- Assisted University Administration to revise and update staff count reports (required by legislation) to the Civil Service System Office
- Completed numerous job analyses and pay studies (e.g. market pricing, equity reviews) for various UIC positions
- Reviewed and assessed the effectiveness of compensation programs and the development of new ones at other Universities (via the CIC and Compensation Exchange of Illinois' public universities)
- Completed pilot study for the Office of Development to test the ability to implement new salary structures at UIC

# Meeting Staffing Requirements

*Employment Staffing & Recruitment Services delivers a variety of services to the UIC campus including the application process for support staff positions, as well as the coordination of placement for extra help and temporary pool employees. The following accomplishments were realized in FY08:*

- Reviewed, selected and implemented new CBC vendor, *United States Information Services (USIS)*
- Conducted 4,129 Criminal/Sanctions Background checks
- Completed as of May, 2008:
  - Processed 503 Requisitions to Fill Vacancies
  - Reviewed 5,555 Applications for Employment
  - Administered 1,880 Exams
  - Placed 374 Staff Members



# Managing Employee Relations

*The Office of Labor and Employee Relations provides services in the areas of labor/management relations, counseling, and support services to managers and employees. FY08 accomplishments include:*

- Created a labor relations governance process at UIC which has been instrumental in re-positioning management-union relations and breakthrough collective bargaining
- Reduced grievance backlog at Chancellor's level (second step) from approximately 200 to being caught up with 5 pending cases awaiting hearing and decision
- Drafted new dispute resolution processes for academic professional employees
- Provided sound timely advice on a variety of issues pertaining to all aspects of labor and employee relations, resulting in a notable reduction in external legal unfair labor practice charges and employment claims
- Advised, drafted and processed successfully 122 disciplinary suspensions
- Resolved union contracts with SEIU Local 73 covering clerical employees, Illinois Federation of Public Employees Local 4408 covering security guards and the International Union of Operating Engineers Local 399 covering our engineers

# Developing Human Capital

*Organizational Effectiveness oversees Human Capital Development and campus HR communications. This group's FY08 achievements include:*

- Facilitated New Employee Orientation (NEO) sessions for approximately 600 staff that included individuals from Academic Professional and Civil Service workforce groups
- Piloted Supervisory Excellence training with 14 supervisors
- Facilitated two independent sessions of Supervisory Excellence training for 35 supervisors across Academic Professional and Civil Service workforce groups
- Designed New Employee Orientation Model, depicting orientation as a process that includes three components: 1) Campus information, 2) Benefits information and 3) Department/Unit information
- Created online module for the first NEO component including "Welcome" video and voice-over Flash presentation with links to topic details

## University of Illinois

### UIC *Human Resources*

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715 S. Wood Street  
Chicago, IL 60612

|                                       |         |
|---------------------------------------|---------|
| <i>Office of the Vice Chancellor</i>  | x5-5230 |
| <i>Business Services</i>              | x6-9306 |
| <i>HR Records</i>                     | x3-3490 |
| <i>Compensation</i>                   | x5-4330 |
| <i>HRIS / Shared Services</i>         | x6-4806 |
| <i>Recruitment/Staffing</i>           | x6-3716 |
| <i>Labor &amp; Employee Relations</i> | x5-3055 |
| <i>Organizational Effectiveness</i>   | x5-5504 |

UIC HR eNews is a bi-monthly publication from the Organizational Effectiveness department.

This newsletter will be published on the 17th of every other month. If the 17th is a weekend or holiday, distribution will be moved to the previous working day.

The deadline for all articles and information is the 10th of every month. A special, year-end edition will be published in August.

Please send article requests and suggestions to Organizational Effectiveness via email at [OE@uic.edu](mailto:OE@uic.edu).

<http://www.uic.edu/depts/hr/uichr>

## Achieving Cost Savings

*Human Resources strives to assist UIC departments and units to perform work in a more efficient and cost effective manner.*

*In FY08, UIC HR saved campus departments \$50,000 by successfully appealing SURS' 6% charges for retirement benefits.*



*In addition, the reorganization of UIC and Medical Center HR operations presents significant cost savings opportunities. Moreover, this operations delivery model positions UIC HR to offer cost saving "service centers" to other UIC units.*