

HR e-News

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State University Civil Service Advisory Committee Merit Board Election

An election to a seat on the *State Universities Civil Service Advisory Committee (SUCSAC) Merit Board* will be conducted on April 22, 2008. This election is for one of the twenty SUCSAC members seats. The regular term for a member of SUCSAC is four years.

To be eligible for nomination and election to membership on SUCSAC a civil service employee must meet all of the following qualifications:

1. Must be a certified status civil service employee at UIC.
2. Must have served at least three current consecutive years of civil service employment in an institution currently served by SUCSS at the time the candidate picks up the petition and the statement of candidacy.

Petition

1. SUCSAC shall approve the petition and the statement of candidacy forms, which shall be made available by the Designated Employee Representative (DER) 32 calendar days prior to the election date (March 24, 2008).
2. Nominations shall be made by approved petition forms, signed by at least 25 civil service employees eligible to vote (refer to Section IV., Number 9, of this Article of the Bylaws) at the respective place of employment.

- There is no limit to the number of petitions which any specific employee may sign.
3. An acceptable petition for nomination must meet the following requirements:
 - a. have at least 25 signatures of civil service employees eligible to vote (refer to Section IV, Number 9, of this Article of the Bylaws);
 - b. be received by the DER within the specified date and time (close of business March 28, 2008) in accordance with Number 4 below;
 - c. be dated and signed by the DER as to the date and time of receipt. A receipt, indicating date and time the petition was received, will be issued by the DER.
 4. Approved petitions and statements of candidacy forms shall be filed with the DER prior to the close of business at least 25 calendar days prior to the election date (March 28, 2008).
 5. A candidate desiring to withdraw must present a statement of withdrawal in writing to the DER at least 20 calendar days prior to the election (April 2, 2008).
 6. An official election to SUCSAC will not be necessary if the total number of petitions filed equals the number of slots to be filled. When such a circumstance exists, the DER shall certify the name(s) of said candidate(s) to the chair of the Election Committee within five calendar days after the closing date for withdrawal of candidacy. The candidate(s) shall be notified of such certification by the Election Committee.

SUPERVISORY EXCELLENCE I TRAINING

UIC Human Resources Organizational Effectiveness is in the process of identifying interested participants for the Supervisory Excellence I training course. This course is designed for any supervisors/middle-managers to learn basic skills needed to supervise employees in addition to the policies/procedures, compliance requirements and knowledge needed to perform supervisory responsibilities at UIC.

The course will consist of two one-day classes offered over a two-week timeframe. Cost of the training is \$200. Classes will be held in the Human Resource Building, Room B1 from May through September, 2008. Class size is limited to 16 and include the following topics:

- Transitioning to a Leader
- Positive and Constructive Feedback
- Recognition of Staff
- Employee Relations, Disciplinary Procedures
- Discrimination and Non-Compliance
- Academic Professional Considerations
- Layoffs and Terminations
- Dispute Resolution Services (DRS)

Contact Irma Rayborn, x5-0144 (312-355-0144) or irayborn@uic.edu for additional information on course offerings and registration.

CHANGE IN OAE POSITION NOTICE SUBMISSIONS

As of April 1st, OAE will only accept electronic submission of the Position Notice and Process Summary form. Completed forms and any documentation can be downloaded and sent as attachment in email to acadhire@uic.edu. If not scanned, electronic chain of emails, attesting to approval can be used to substitute for a scanned document. The Position Notice and Process Summary Form can be found on OAE's website (<http://www.uic.edu/depts/oe/Searchmanual.htm>). We have tested this with our off-campus sites and 2 colleges with positive results and wholehearted endorsement.

RECORDKEEPING ISSUES RELATING TO CONDUCTING SEARCHES OR FILLING POSITIONS

Applicability: All academic search processes including faculty, administrative and academic professionals; all support staff or civil service positions filled.

Effective Date: February 1, 2008, amended Previously, in accordance with federal Department of Labor standards, OAE specified that all search documents should be preserved for a two-year period subsequent to the closing of a search. These documents should be retained by the hiring unit.

In light of UIC's recent review by the Department of Labor's Office of Federal Contract Compliance Program, hiring departments should retain all records relating to the filling of academic and support staff positions for three (3) years from the date the search was closed. During the review, because of the delay time between

the point of selection and the ultimate starting date, the two-year retention period was not sufficient when UIC was asked to substantiate applicant pools and the qualifications of those applications.

Some helpful Questions and Answers relating to retention of records...

Q: *What records should be retained after a search or hiring process is completed?*

- Resumes, CVs, applications of *all* who expressed an interest in being considered for the position.
- Recorded minutes or outcomes of search committees, rating sheets for rating candidates
- Copies of ads placed, postings, and announcements of the position
- Correspondence or communication about the position in question, *i.e.* a letter from a candidate or record of a telephone call noting that a candidate is not interested in a position or that he or she has withdrawn from the search or has declined an offer

Q: *Do we keep records of all candidates, even those who were not considered as meeting the minimum qualifications or were not even interviewed for a position?*

- Yes, keep records of all individuals who expressed an interest in being considered for the position opening.

Q: *Who keeps these records? The hiring unit? The chair of the search committee? Individual members of the search committee?*

- Records should be maintained by the hiring unit where the hiring officer resides.
- Chairs of search committees should turn all records over to the hiring department, including any notes retained by individual search committee members.

Q: *Do we have to retain the original copy or can we maintain electronic files on the search?*

- Original paper copy can be converted to electronic files as long as they are complete copies and readable.

Further inquiries on this subject can be directed to:
Joann Gras, Joann@uic.edu.

ACADEMIC PROFESSIONAL ELECTIONS

The Academic Professional Advisory Committee (APAC) will be holding it's annual membership elections during the next few weeks. The upcoming year, APAC has openings for 10 committee positions and one vacancy for a UIC AP Senate Representative. All of these positions are for three year terms that will begin in 2008 and end in 2011. Interested individuals are required to complete nominations forms before the deadline date of March 21, 2008. To download the forms and for further information, please go to the APAC website (www.uic.edu/orgs/apac) and go to the link "Join".

UPDATED SURS INFORMATION

SURS has recently confirmed that when someone retires, they must not hold any job of any type – even unpaid – during the 60 days that employment is prohibited. If they do, their annuity will be cancelled. Until such a cancellation recently occurred, we had not been aware that unpaid jobs were included in this prohibition. For more information, contact Joyce Winn at 312-996-6357 or jWinn@uillinois.edu.

NEW POLICY IN EFFECT

This is to make you aware that one more new policy is posted on the UIC Human Resources website: <http://www.uic.edu/depts/hr/uic/hr/relations/policies&procedures.html>

This policy was effective after February 12, 2008. In summary, SURS charges for Pay Increases Greater than 6% during final four years of final earnings rate (FRE) calculations.

The policy applies to all colleges and units at UIC whose employees pay increases exceed 6% in any of the four years of final earnings rate (FRE) calculations under Traditional or Portable benefits plans. The University requires that the respective College/Unit will be responsible for the charge from SURS.

22ND ANNUAL SUAA/UIC RETIREMENT PLANNING CONFERENCE

The purpose of the Retirement Planning Conference is to assist UIC Faculty, staff, and families in planning for retirement by providing information and access to resources. Retirement planning can never start too soon. Whether you are planning on retiring in three years or thirty, you should attend.

Additional registration forms are available at www.uic.edu/depts/hr/Special_Programs/departments.html

Events will include:

- What you can do to protect your retirement benefits.
- Medicare and Social Security: Implications Related to Your SURS Pension.
- SURS Update
- TIAA-CREF: Your Retirement Income Options
- Estate Planning, Will, and Trusts

and many other interesting topics. There is a fee for attending and an additional fee for lunch, which is optional. Get your reservation in NOW!

Access the Retirement Conference brochure at: http://www.uic.edu/depts/hr/uic/hr/Special_Programs/Retirement%20Brochure.pdf

If you have any questions, please call Stacey Thomas at (312-355-0325) or slthomas@uic.edu.

Important Events and Deadlines

EVENTS

Saturday, March 29, 2008

Retirement Luncheon at Student Center West in Chicago Rooms, 2nd floor, on Saturday March 29. Reservations are needed for the Luncheon

April 9, 2008

HRIN meeting UIMCC Room 1130 from 10:00 to 11:00am.

DEADLINES

Retirement Conference Reservations Monday, March 17th

If you have an announcement regarding campus HR policies or administrative changes and want to include these updates in future editions of HR e-News please visit http://hrnet.uihr.uillinois.edu/newt-cf/uic_eneews/index.cfm to submit your story.
