

# UIC POLICIES AND PROCEDURES

		NUMBER 507
MANUAL Human Resources	SECTION Benefits	PAGE 1 of 1
SUBJECT SURS Charges for Pay Increases Greater than 6% - Procedure		EFFECTIVE 2/12/2008
ISSUED BY Director HR Shared Services		REVISED 2/12/2008
		APPROVED BY Vice Chancellor Human Resources

**PURPOSE**

To provide a procedure to ensure compliance with regulations on certain SURS charges to the UIC Campus.

**SOURCES AND BACKGROUND**

Public Acts 94-0004 and 94-1057

In 2005, the General Assembly passed legislation requiring employer contributions to SURS for any SURS participant who receives salary increases exceeding 6% in any of the four years of final earnings rate (FRE) calculations. Thus it applies to participants who retire under the general formula under the SURS Traditional or Portable Benefit plans. It does not apply to participants retiring under the “money purchase” formula or the Self Managed Benefit Plan. Excluded from the FRE are:

1. Severance or separation pay
2. Retirement Pay
3. Payment for unused sick leave
4. Payments for the period used in determining final rate of earnings for any purpose other than
  - i. services rendered
  - ii. leave of absence or vacation granted during that period
  - iii. vacation of up to 56 work days (Uof I has a max accrual and payout limit of 48 work days)
  - iv. payment for compensable sick leave days
5. Also excluded are:
  - Certain FTE changes
  - Overload increases
  - Promotions in academic rank for a tenured or tenure-track faculty position
  - Promotions within civil service in which the employee moves from a lower to higher classification under the State Universities Civil Service System (SUCSS)

**APPLICABILITY**

All colleges and units at UIC whose employees pay increases exceed 6% in any of the four years of final earnings rate (FRE) calculations. The University requires that the respective College/Unit will be responsible for the charge from SURS.

**PROCEDURE**

1. SURS forwards all bills and documentation to the University Office of Human Resources (UOHR).
2. UOHR forwards the bills to UIC Faculty Affairs for all faculty positions and to the Director Human Resources, Shared Services for academic professional and support staff employees.
3. The Vice Provost for Resource Planning and Management (OVPRPM) also receives a copy of the bills from Faculty Affairs or UIC Human Resources.
4. The UIC Human Resources offices forward the bills and relevant documentation to the respective unit.
5. The unit may appeal the charge based upon one of the exclusions identified in #4 and #5 above.
6. If the charge is to be contested the appropriate form must be completed and notarized by the unit and sent to UOHR with a copy to the OVPRPM.
7. If there is no contest, then the bill is to be paid within 90 days to avoid interest charges.