

Civil Service Handbook

Table of Contents

Introduction	5
Introduction to Illinois State University.....	5
Purpose of Handbook.....	6
Educating Illinois: An Action Plan for Distinctiveness and Excellence.....	7
University Mission Statement.....	8
University Commitment to Diversity.....	9
Chapter 1: University Governance & Administration	10
Governance of Higher Education in Illinois.....	10
Governance of Illinois State University.....	10
System of Shared Governance at Illinois State University.....	10
Administration at Illinois State University.....	10
Administrative Agencies for State of Illinois Employees.....	10
State Universities Civil Service System.....	10
State Universities Retirement System.....	10
Central Management Services.....	11
Chapter 2: Expectations and Responsibilities	12
How We Treat Each Other	12
Customer Service.....	12
Conduct.....	13
Affirmative Action.....	13
Sexual Harassment.....	13
Disability Concerns.....	13
Privacy Expectations.....	13
Family Relationships.....	13
Religious Observances.....	14
Work Rules (Things You Need to Know)	14
Dress Code.....	14
Ethics: Gift Ban and Economic Interests.....	14
University Property/Keys.....	15
Drug-Free Environment.....	15
Controlled Substances.....	16

Alcoholic Beverages.....	16
Smoking.....	15
Gambling.....	15
Corrective Behavior System.....	15
Attendance.....	16
Job Abandonment.....	16
Use of E-Mail and Internet Services.....	16
Chapter 3: Employment Services.....	18
Classification and Salary.....	18
Layoff and Unemployment.....	18
Pay.....	18
Non-Negotiated.....	18
Negotiated.....	18
Other Processes.....	19
Overtime/Compensatory Time.....	19
Overtime/Compensatory Time for Exempt Employees.....	19
Pay Schedule.....	20
Administrative Closure.....	20
Release Time.....	20
Personnel Records.....	21
Professional Development.....	21
Training/Development.....	21
Performance Evaluations.....	22
Promotion/Examination/Placement.....	22
Promotion.....	22
Reassignment.....	22
Reclassification.....	22
Probationary Period.....	22
Campus Security Act.....	23
Termination.....	23
Work at Home.....	23
Work Week Schedule.....	24
Work Week.....	24
Meal Breaks.....	24
Rest Periods.....	24
Alternate Work Schedules.....	24
Chapter 4: Benefits Services.....	25
Paid Leave.....	25
Vacation.....	25

Holidays.....	27
Sick Leave.....	28
Family and Medical Leave.....	29
Disability Leave.....	29
Military Leave.....	30
Bereavement Leave.....	30
Jury and Subpoenaed Witness Leave.....	30
Disaster Service Volunteer Leave.....	31
Voting.....	31
School Conferences.....	31
Unpaid Leaves	31
Personal Convenience Leave.....	31
Educational Leave.....	31
Retirement	32
State Universities Retirement System.....	32
Illinois State University.....	32
Insurance	32
Tax Deferred Annuity Benefits.....	32
Tuition Waivers	33
Employees and Retirees.....	33
Children of Employees.....	33
Survivors of Deceased Employees.....	33
Flexible Spending Accounts	34
Dependent Care Assistance Program.....	34
Medical Care Assistance Program.....	34
Adoption Benefit Program.....	34
Workers' Compensation.....	35
Sick Leave Bank.....	35
Long-Term Disability (LTD).....	35
Domestic Partner Benefit Program.....	35
Chapter 5: Wellness Program	37
Wellness Activities.....	37
Employee Assistance Program.....	37
Family Services.....	38
Training and Development.....	38
Chapter 6: Other Services	39
Identification Cards.....	39
Mail Service.....	39
Parking.....	39

Recycling.....	39
Service Awards.....	39
Distinguished Service Awards.....	39
University Telephones.....	40
Chapter 7: Emergencies	41
Severe Weather or Emergency Situations	41
Definitions.....	41
Prior to Working Hours.....	41
During Working Hours.....	41
Essential Services.....	42
Special Circumstances.....	42

Appendices

APPENDIX A: Definitions.....	43
APPENDIX B: Grievance Procedure.....	46
APPENDIX C: Benefits Chart.....	49

Introduction

Introduction to Illinois State University

When Illinois State Normal opened its doors in October 1857 to a total of 43 students, its founders must have known they were providing more than a curriculum and classroom. They were literally building a community where teaching and learning would become not just a motto, but a way of life.

Established as Illinois' first public university, Illinois State started with a mission focused on meeting a demand for teachers. The University's founders, including Jesse W. Fell, made provisions from the start for an expanded educational mission that now exceeds even their most ambitious expectations to include a broad scope of academic programs, research, and public service.

Now a coeducational, residential university, Illinois State today places a strong emphasis on undergraduate study. The University has one of the largest undergraduate programs in Illinois, offering more than 160 major/minor options. The Graduate School coordinates master's, specialist, and doctoral programs.

Illinois State University is committed to non-discrimination on the basis of **race, color, religion, sex, national origin, sexual orientation¹, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era** in all programs, activities, and employment practices² for students and employees.

Further, Illinois State University is committed to a comprehensive program of Affirmative Action to insure access, equity and fairness in educational programs, related activities and employment for minorities, women, individuals with disabilities, disabled veterans, and veterans of the Vietnam Era. Copies of the Affirmative Action Plan are available for inspection during regular business hours in the following offices: Academic Personnel, Diversity and Affirmative Action, Human Resources, and Milner Library.

The Office for Diversity and Affirmative Action is responsible for administering and monitoring Illinois State University's Affirmative Action Plan, Plan for Diversity, and the equal opportunity/affirmative action policies and procedures. Inquiries about or complaints alleging violation of the University's equal opportunity/affirmative action policies should be directed to the Office for Diversity and Affirmative Action. The Title IX Coordinator and the ADA/504 Coordinator may be reached at the same office (www.diversity.ilstu.edu/). (1.1.2, Affirmative Action Office, Legislation; http://www.policy.ilstu.edu/private/obsolete_policies/aaeo.htm)

The *Illinois State University Civil Service Employee Handbook* contains information valid as of July 1, 2002, and supersedes any previous handbook or unwritten policies. This information is subject to modification or deletion when the University adopts new policies and procedures, when the Statute or Rules of the State Universities Civil Service System change, or when the Board of Trustees of Illinois State University, Central Management Services, or State Universities Retirement System change procedures, policies, or benefits.

This handbook is not inclusive and is designed as a reference tool for supervisors and civil service staff. This handbook is not a contract, expressed or implied. Several lengthy policy statements have been summarized. In cases where a discrepancy appears between the interpretation of this handbook and the original University or Board policy or State statute, the original document will control. The University and its Board reserve the right to alter, amend, or change any policy at anytime and for any reason. Copies of the policies and statutes referenced herein may be obtained through the University's Policy web site at <http://www.policy.ilstu.edu/> or by contacting the Office of Human Resources.

¹ The expansion of Illinois State University's policy is within the scope of law except for sexual orientation. The elimination of this form of invidious discrimination is based solely upon University policy and is to be resolved within existing University procedures.

² Except where sex, age, or lack of disability is a bona fide occupational qualification.

Purpose

The *Illinois State University Civil Service Employee Handbook* is not intended to be a "policy manual." The purpose of the handbook is to communicate the general responsibilities and expectations the University has for each member of our campus community. It also explains the benefits, programs, and services available to you. An understanding of your responsibilities, expectations, and benefits will help you to make the most of your employment at the University and will help you in finding success in your employment here.

The policies governing employment situations at the University can be found on the University policy Web site at <http://www.policy.ilstu.edu/>. Other regulations can be found in the Statute and Rules of the State Universities Civil Service System (www.state.il.us/sucss/), the State Universities Retirement System (<http://www.surs.com/>), and Central Management Services of the State of Illinois (<http://www.state.il.us/cms/>).

The information in the handbook is based on these policies and represents the implementation or interpretation of policies as they have been applied in specific situations. It does serve, then, as a reference for leaders, supervisors, and staff to better ensure uniform application of policies and procedures.

The information in this handbook covers civil service employees who are in status, provisional, learner or trainee positions. Employees in temporary or extra-help positions are not covered by this handbook except as noted on page 37.

For more information, application forms, and procedures on any material included in this handbook, unless otherwise noted, please contact the Office of Human Resources Web site (<http://www.hr.ilstu.edu>) or call 438-8311.

Educating Illinois

Educating Illinois - An Action Plan for Distinctiveness and Excellence

Illinois State University seeks to distinguish itself from other institutions in the state and the region by providing a unique educational climate that will add a beneficial new dimension to the state's system of higher education.

Our Heritage

Our University has a rich heritage as the state's leader in all facets of teacher education, from classroom instruction to educational administration and statewide policy setting. An early emphasis on education continues to shape the University, in particular our values-based commitment to creating an optimal living and learning environment for all Illinois State students.

Our Values

- **Individualized attention:** Providing the supportive environment of a small college through an innovative General Education program, strong student-faculty connections, superior student services, a focus on each student as an individual with unique educational needs and potential. Illinois State is a campus dedicated to placing the learner at the center of teaching and research.
- **Public opportunity:** Assuring students access to the opportunities of a large university, including a wide range of high-quality programs, faculty mentors who are scholars and creative artists of repute in their disciplines, and the support of outstanding facilities and technology.
- **Active pursuit of learning:** Educating the complete student inside and outside of the classroom so that students come to appreciate learning as an active and lifelong process.
- **Diversity:** Encouraging community and an informed respect for differences among students, faculty, and staff by fostering an inclusive environment that prepares students to be engaged participants in global society.
- **Creative response to change:** Facilitating personal growth of students, faculty, and staff through innovative applications in undergraduate and graduate study, pedagogy, research, creative activities, and public service.

Our Vision

By acting on our values and creating a learning environment where students will benefit in every respect from “the small-school feeling they get from this large University, and the incredible opportunities they encounter” (*Yale Daily News Insider's Guide to Colleges, 2000*), Illinois State will come to occupy a unique position of strength and visibility among institutions of higher education in Illinois. By 2007 Illinois State University will be the first-choice public university in Illinois for high-achieving, motivated students who seek an individualized educational experience combined with the resources of a large university.

The actions underlying the goals in Educating Illinois strive for excellence, access, and comprehensiveness. Our virtues can be summed up in the phrase “small-college experience with large-university opportunities.” (www.IllinoisState.edu/educatingillinois).

Mission

University Mission Statement

Illinois State University is a student-centered, multipurpose institution committed to providing undergraduate and graduate programs, which are of the highest quality in the state of Illinois. The central mission of the University is to expand the horizons of knowledge and culture among students, colleagues, and the general citizenry through teaching and research.

Illinois State University recognizes that teaching and research are mutually supportive activities. Therefore, while developing student potential through superior teaching is the first priority of the University, the promotion of research, which is recognized at national and international levels, is also a high priority. Illinois State University is committed to public service activities, which complement the teaching and research interests of the faculty. The University is committed to expanding student involvement in learning through the provision of outstanding campus-life programs and activities.

The goals of Illinois State University are to:

- provide the premier undergraduate education in Illinois;
- provide premier graduate education in selected areas;
- provide an academic atmosphere which nurtures intellectual activity within the University community;
- support research and creative activity which are recognized at national and international levels;
- engage in public service and economic development activities which complement the University’s teaching and research functions;
- expand and strengthen graduate programs in areas which build on the strengths of undergraduate programs and/or which have a unique educational focus;
- provide opportunities for students to increase their capacity for inquiry, logical thinking, critical analysis, and synthesis and to apply these abilities in the pursuit of one’s discipline;
- increase understanding of global and national interdependence and expand knowledge and understanding of other cultures in the context of a multicultural society;

- provide co-curricular activities, programs, and services that augment the formal education of students and maximize their involvement in the educational process;
- provide access and services for students from underrepresented groups and students with special talents;
- encourage academic diversity by supporting the unique missions and strengths of each of the colleges.

(Revised by Academic Senate, fall 1993)

Diversity

Illinois State University's commitment to diversity exists at the highest level. The Board of Trustees and the Office of the President have approved a University Plan for Diversity. Part of that Plan is to make known to individuals seeking information about Illinois State University that it is committed to a series of goals and actions to continually enhance the climate for diversity on campus. (www.diversity.ilstu.edu/reports/index.shtml).

Chapter 1: Governance

Governance of Higher Education in Illinois

Higher education in Illinois consists of the Board of Higher Education, which is the overall coordinating board for the State, the Illinois Community College Board, the Federation of Independent Colleges and Universities, and a governing board for each of the public universities, including Illinois State University.

Governance of Illinois State University

A Board of Trustees governs Illinois State University. The Illinois General Assembly grants power to the eight-member Board of Trustees. Seven members are appointed by the Governor of Illinois, and the University appoints one student.

System of Shared Governance at Illinois State University

The Board of Trustees and the president of Illinois State University have instituted a system of governance shared by four units representing different interests within the University. Participating units are the Academic Senate, the Administrative/Professional Council, the Student Body Board of Directors and the Civil Service Council. Each has its own governance procedures.

The Civil Service Council represents staff employees' interests and advises University administrators on matters affecting civil service personnel. Council members serve three-year terms and may be re-elected; membership is distributed among groups identified in the *Illinois State University's Civil Service Council Constitution and By-Laws*.

Administration at Illinois State University - Organization Chart

The chief executive officer of Illinois State University is the president. The chief academic officer is the vice president and provost, who is also responsible for operating the University when the president is absent. Other administrative officers are the vice president of Student Affairs, the vice president for University Advancement, and the vice president for Finance and Planning.

Administrative Agencies for State of Illinois Employees

State Universities Civil Service System

The State Universities Civil Service System establishes policies and procedures for hiring and promoting staff employees at Illinois State University and other public universities in Illinois. The University System provides human resource administration according to the *Illinois Statutes, Chapter 24 1/2*. The System is governed by a Merit Board, and the office is in Champaign, Illinois.

State Universities Retirement System

Faculty and staff employees of Illinois State University and other public universities in Illinois participate in the State Universities Retirement System (SURS). In addition to retirement

annuities, SURS administers disability benefits, death and survivor benefits, and a refund of contributions should you stop working in the University System prior to retirement. Actual benefits are based on law as stated in the *Illinois Statutes, Chapter 40*. SURS is governed by a Retirement Board, and the offices are in Champaign, Illinois.

Central Management Services

The Illinois Department of Central Management Services (CMS) administers a variety of services for the State. CMS manages the State of Illinois group health, life, dental, and vision insurance for all employees and retirees. They also offer a Flexible Spending Plan that allows employees to pay medical and dependent care expenses with pre-tax dollars. CMS operates within the Office of the Governor, in Springfield, Illinois.

Chapter 2: Expectations and Responsibilities

How we treat each other

By bringing effective leadership, service, and support to our jobs, all employees at Illinois State University are providing the best opportunities for quality education. The human resource mission at Illinois State is to achieve a positive and productive working relationship between the University as an employer and you as an employee, and it is based on a principle of mutual respect and shared responsibility.

You and the University have expectations about your employment.

You can expect from the University:

- safe and satisfactory working conditions
- a competitive and equitable compensation system
- fair and equal employment opportunity

The University expects from you:

- diligence and effort in work performance
- observance of appropriate standards of conduct and dress
- compliance with established rules and policies

It's Everybody's Business

It is the policy at Illinois State University that all employees, students and visitors should enjoy an environment free of discrimination and harassment. Harassment can include display or circulation of written or electronic materials or pictures degrading to either gender or to any of the protected groups listed in the [Affirmative Action Policy Statement](#). Harassment may also include behavior, which is personally offensive, impairs morale, or interferes with the effectiveness of employees. In fulfilling their responsibility to maintain a positive, productive work environment, supervisors are expected to halt any harassment or discrimination of which they become aware. It is every employee's responsibility to inform their supervisor or other appropriate office (the [Office for Diversity and Affirmative Action](#), the [Office of Human Resources](#)) of any observed discrimination or harassment. We are all responsible for making Illinois State University a great place!

Customer Service

As you serve the public, students, suppliers, and other employees, the expectation is that you will treat all individuals with courtesy and respect. Providing good customer service is a primary responsibility for everyone who works at Illinois State University. Students are the most important customers we serve. It is essential that students be treated with courtesy, dignity, and respect.

Conduct

Your conduct affects fellow employees as well as customers, so displaying appropriate behavior is an important responsibility. A professional attitude, congenial manner, and good work habits will contribute to success for you and your work unit.

Some actions, such as failure to cooperate with other employees and harassing or intimidating others, are disruptive and unacceptable. In addition, threats of violence (whether spoken or implied) or fighting, theft, violations of the alcohol and drug policy, insubordination, and falsification of records are unacceptable and are grounds for disciplinary action, dismissal, or criminal prosecution.

Affirmative Action

The University is an equal opportunity/affirmative action employer, and will hire, transfer, and promote you on the basis of qualifications and performance. This will take place without regard to race, religion, color, national origin, age, disability status, gender or sexual orientation.

The Office for Diversity and Affirmative Action (438-3383) will assist with issues and questions concerning equal opportunity.

Sexual Harassment

All members of the University community are entitled to experience an environment free from sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

The Office for Diversity and Affirmative Action (438-3383) will assist with issues and questions concerning sexual harassment.

Disability Concerns

Disability Concerns provides accommodation for an individual's disability in the work environment on a case-by-case basis. This may include authorization to park in handicapped parking spaces on a temporary or permanent basis. Appropriate documentation of disability is required. Information regarding your disability is confidential and handled according to applicable laws. If you do need an accommodation based on disability in the work environment, please contact Disability Concerns at 309-438-5853 (voice) or 309-438-8620 (TDD).

Privacy Expectations

The offices, desks, file cabinets, computers, computer files, lockers, vehicles, etc., are owned by the University and are primarily for business/work purposes, and you should not expect privacy of personal items stored there. Your supervisor and/or co-workers may have a work related need to open or use such University property.

Family Relationships

Employees are selected for employment and promotion without regard to relationship by blood or marriage, in accordance with appropriate qualifications for participate in personnel decisions

involving initial employment, retention, promotion, salary, leave of absence, or other benefit to an individual employee who is a member of the same immediate family. Immediate family includes an employee's spouse, domestic partner, parents, brothers, sisters, and children.

Religious Observances

Reasonable accommodation for observing religious events/holidays can be made between you and your supervisor. If accommodations such as trade time or flex time cannot be arranged, you may use vacation or dock time to observe the event or holiday.

Work Rules (Things You Need to Know)

Dress Code

Dress codes are developed at the departmental level and it is the responsibility of departmental chairs and unit leaders to identify apparel appropriate to each unit. It is your responsibility to dress within these departmental parameters. Dress should provide for individual safety, enhance working conditions, and enhance the image of the University.

Ethics: Gift Ban and Economic Interests

You may not accept gifts, gratuities, cash, food and drink, entertainment, or services from firms that seek to do business with the University, or from any entity or individual who has interests that might benefit from a decision made by a University employee. Gifts of nominal value such as a baseball cap or a t-shirt and informational materials such as books or videotapes are acceptable. Contact General Counsel at 438-8999 for clarification on acceptance of personal gifts.

If you are required to file a Statement of Economic Interest, you will be notified by the Secretary of State's Office to file a Disclosure of Economic Interest or Significant Financial Interest Disclosure.

University Property/Keys

University property is not to be used for any purpose other than official business and may not be borrowed. Property no longer needed by the department must be returned to Property Control and may not be taken for personal use. This prohibition includes materials discarded by students when they leave campus, discarded through refuse or recycling systems, and materials discarded at new construction or remodeling sites.

University keys are issued for use by Illinois State University personnel only and are not to be used for anything other than business purposes. It is the responsibility of the employee issued the keys to protect them from loss or theft, and keys are not to be made available to unauthorized persons. If a loss occurs, report the details of the situation immediately to Facilities Management and the University Police Department. Fees for lost keys are the responsibility of the key holder. All University keys must be returned prior to separation from the University.

Drug-Free Environment

Controlled Substances

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is strictly prohibited upon any property owned, operated, or controlled by the University.

Staff who are convicted under a criminal drug statute are required to report such conviction to the coordinator, University Research Office within five days after the date of conviction. If an employee, a family member, or someone an employee works with needs help to end a drug abuse problem, please contact the coordinator of the Employee Assistance Program at 438-8311.

Alcoholic Beverages

You cannot possess or consume alcoholic beverages on campus except during authorized events in specified areas. The term “campus” includes parking lots.

Smoking

Smoking and the use of smokeless tobacco is prohibited inside buildings at Illinois State University, in University vehicles, and in outdoor areas where seating is provided, such as athletic contests and concerts. Smoking is prohibited in all residence halls and within 15 feet of all residence hall exterior entrances. Smoking and the use of smokeless tobacco are permitted outdoors. You are encouraged to use the designated smoking areas adjacent to buildings.

Gambling

Gambling, including “office pools,” paycheck poker and other similar games, is illegal and should not be conducted on University property.

Corrective Behavior System

Illinois State University’s Valuing Individual Performance: An Educating Illinois Value in Practice program is designed to foster employee commitment to the University’s mission through encouragement and coaching. When an employee’s performance is not at a fully acceptable level, the program is designed to help employees correct their behavior through increasing levels of discussions that are documented and made a part of the employee’s personnel record. Verbal Support and Performance Improvement Discussions may be issued by the department. Commitment Discussions, Written Reinforcement, and the Ultimate Decision Leave are implemented by the Office of Human Resources and are normally recommended by the department. Discharge is recommended by the Office of Human Resources to the State Universities Civil Service System Merit Board. Any step in the normal progression can be skipped or the University may decide not to use any progressive steps if the behavior is determined to warrant discharge.

Attendance

Illinois State University expects regular attendance from you. To refresh and to deal with illness or injury, you have vacation and sick leave benefits available to you. Vacation leave must normally be scheduled in advance and is pre-approved based on operating needs of the unit. Accrued sick leave benefits are to be used for personal illness or injury, or to care for sick children or other immediate family members when your presence is required. When possible, the use of sick leave should also be scheduled in advance (appointments, elective surgery, etc.).

Time away from work is either arranged for in advance (scheduled) or not arranged for in advance (unscheduled). If there are over ten occurrences of unscheduled absences in a twelve-month period and/or if there is a pattern that shows repeated unscheduled absences in conjunction with days off or holidays, leave abuse may be indicated.

When absences due to illness or unscheduled emergency use of vacation time occur, you must notify your supervisor at the beginning of your work shift, in accordance with departmental call-in procedures. If you are on extended illness, worker's compensation, or disability leave, where a return to work date has not been set, you should update your supervisor on a weekly basis.

Job Abandonment

If you are absent from work for more than three days without notice, it is assumed that you have voluntarily abandoned your position. A voluntary resignation will be processed and sent to you at your home address.

Use of E-Mail and Internet Services

Illinois State University's computing and telecommunication networks, computing equipment, and technology resources are owned by the University and are provided primarily to support the academic and administrative function of the University. Those permitted access to the University's network or Internet services are responsible for using it in an effective, ethical, and lawful manner. All persons who use a network resource connection through Illinois State University, whether from on-campus or remotely from off-campus, must adhere to this policy.

The conventions of courtesy and etiquette, which govern vocal and written communications, extend to electronic communications as well. Fraudulent, harassing, threatening, or obscene messages and/or other materials may not be transmitted through the University's electronic resources. Inappropriate communications include, but are not limited to, the following:

1. Fraudulent Communications – Any communication sent under an assumed name or modified address, or with the intent to obscure the origin of the communication.
2. Harassing Communications – Any communication for the purpose of making a comment, request, suggestion or proposal which is obscene with intent to offend, interrupting a person's electronic communication service, or transmitting to any person to prevent that person from using his or her electronic communications device.
3. Breach of the Peace – Any communication resulting in an individual being fearful of bodily harm and/or emotional/mental disruption of his/her daily life.

4. Financial Gain – Conducting, promoting, or advertising a personal commercial enterprise.

No one may willfully attempt to degrade the performance or deny access of a computer system or network infrastructure component on ISUnet or the Internet. No one may participate in any activity that violates the spirit of cooperation that is the basis of the Internet.

A person or a group may not establish a major network service, introduce a service that conflicts with a centrally, predefined service, or obtain network connectivity without prior approval.

Knowingly or recklessly broadcasting unsolicited mail or messages is prohibited. Examples of such broadcasts include chain letters, mail bombs, virus hoaxes, spam mail (spreading e-mail or postings without good purpose), and other e-mail schemes that may cause excessive network traffic or computing load.

Chapter 3: Employment Services

Classification and Salary

Each civil service position is assigned to a classification based on the assigned duties, responsibilities, and requirements of the job. The State Universities Civil Service System, with the participation of interested State universities, develops class specifications, which delineate the basic responsibilities and the minimum skill and knowledge requirements of each classification.

Job descriptions are created for each civil service position on campus by the supervisor or incumbent in the position. The job description is the document, which outlines the duties and responsibilities of a given position. The job description is an integral tool in all classification actions.

Layoff and Unemployment

When the University must reduce the work force due to lack of available work or funding, layoff will be determined by seniority and job classification. Methods for determining seniority accrual, retreat rights, and reemployment are established by the State Universities Civil Service System. If you are placed on layoff, you will be notified in writing, and the Office of Human Resources will offer counseling about your group insurance plan, eligibility for payment of accumulated vacation, and options under the State Universities Retirement System (SURS). Assistance in finding employment opportunities on and off campus will also be available.

You may not qualify for unemployment compensation for layoffs that occur regularly each year due to academic breaks or holiday shutdowns if it is understood you will be called back to work on a specified date.

Pay

Non-Negotiated

Civil service classifications are assigned to nineteen pay levels, each with a minimum and a maximum wage. New employees normally start within a hiring range established for each pay level.

On an annual basis, you will be considered for a pay raise if salary increase funds are allocated for employees by the legislature and/or the University. Your job performance the previous year may determine or affect the amount of your pay raise, and the official record of your job performance is the performance appraisal.

Adjustments to wages are normally effective July 1, which is the beginning of the University fiscal year. Funds for all employees' salary increases are allocated by the Illinois legislature and the University.

Negotiated

If you are in a position represented by a union, you are paid according to the provisions of the contract, and your increase is a negotiated rate.

Other Processes

Other mechanisms for permanent and temporary changes in compensation exist and include equity reviews, market studies, administrative increment, and additional employment.

Overtime/Compensatory Time

If you are a non-exempt employee (paid on an hourly basis), you are eligible for overtime pay when you work more than 7.5 hours per day or 37.5 hours per week (or more than 8 hours per day or 40 hours per week if this is your normal work week). The rate of pay for overtime is one and one-half times your regular hourly wage.

With agreement between you and your supervisor, overtime hours worked may be banked as compensatory time in lieu of pay. This time off the job will be equal to one and one-half the overtime hours worked. The maximum possible accumulation of “comp” time is the equivalent of two workweeks. If you are covered by a collective bargaining agreement, you will earn overtime or compensatory time in accordance with the terms of the agreement.

Overtime/Compensatory Time for Exempt Employees

Exempt employees (typically managers and administrators) generally have fairly broad parameters compared to non-exempt employees. Along with this latitude in authority and responsibilities come expectations and accountability for "getting the job done." Normally, job responsibilities can be completed in a 7.5-hour day and a 37.5-hour week. However, there are times when the responsibilities and workload of an exempt position demand more than 7.5 hours in a day and sometimes require work on a sixth or even a seventh day in the week.

In those circumstances, which require significant amounts of extra work over a sustained period of time, the department head may authorize compensatory time for an exempt employee within the following guidelines:

- Compensatory time may be granted when an exempt employee is required to work a significant amount of time beyond the normal work schedule and usually for a sustained period of time.
- Accumulation of compensatory time will be authorized by the department head, in writing, to the affected employee, either before or after the fact.
- It is the responsibility of each department to maintain complete and detailed auditable records for each exempt employee.
- If compensatory time is granted, it is on an hour-for-hour basis rather than a premium pay basis (i.e., time and one-half).
- The maximum accumulation of compensatory time is 75 hours

- The use of compensatory time is to be scheduled in advance and approved based on the operational needs of the unit.

A few situations where compensatory time might be appropriate for exempt employees are:

- When administrators or managers must work on a University holiday or during a shutdown period, such as an Administrative Closure day.
- When the extended absence of another employee requires an exempt employee to take on significant additional responsibilities for a sustained period of time.
- When there is an extended emergency situation where the presence of the administrator, manager, or supervisor is required, even though the employee is not scheduled.
- When work demands require significant amounts of extra work over a sustained period of time.

Pay Schedule

You are paid twice a month, or 24 times a year. Paydays are the 15th of each month and the last University workday of each month. In the event a payday occurs during a weekend or holiday, your paycheck is issued on the University workday immediately preceding the beginning of the weekend or holiday.

Administrative Closure

The University may be closed by administrative action for certain periods of time in order to save operational costs or due to natural emergencies. During the holiday closure, the president may authorize up to two additional days of paid leave between December 26 and December 31.

If you are required or authorized to work on an Administrative Closure day, you will earn regular pay (straight time) for hours worked, with a day off in the future.

The University may also be closed by administrative action due to natural emergencies, State or Federal emergencies, or reasons of health and safety, in which case the closure will continue until it is possible for normal operations to resume.

Release Time

Release time is time away from work with pay. It may be approved for a variety of reasons such as:

- conducting personal business in offices such as the Office of Human Resources, Office of Disability Concerns, Office of Diversity and Affirmative Action, etc.
- participating in Illinois State University Wellness program activities
- attending Civil Service Council or University events
- attending University-sponsored development programs

Although release time may be authorized for certain purposes, your supervisor must grant release time based on the operating needs of the unit. Release time is not applicable if you participate in an activity outside of your normal work schedule (i.e., such participation is in a non-pay status).

Personnel Records

You may review your official personnel file maintained in the Human Resource Office by contacting a member of the Records Section to arrange for an appointment.

It is important that you keep your name and address current. Forms to do this are available in all departments, at the Office of Human Resources, and through the Human Resources Web site.

Professional Development

Training/Development

The Office of Human Resources and other University departments provide professional development opportunities in the form of seminars and educational presentations for staff. Attendance is encouraged, although your supervisor must approve time off based on operational needs of the department.

- Office of Human Resources – The Office of Human Resources provides a comprehensive training and development program for faculty and staff of the University.
- Other Administrative Offices – Other University departments also provide professional development opportunities in the form of seminars and educational presentations for staff.
- Computer User Services Technology Training offers a variety of training services to you. Only persons affiliated with the University (faculty, staff, students, and retirees) are eligible to register for these courses. Computer short-courses include basic introductions, word processing, desktop publishing, databases and spreadsheets, e-mail, PowerPoint, Meeting Maker, and the World Wide Web. You may register for a course that is for your personal or professional development. Release time to attend may be granted if the course is job related and based on operating needs of the department. Contact 438-7377 or (<http://training.ilstu.edu/>).
- Off-Campus – Off-campus training is available in Bloomington/Normal and other locations. It is your supervisor's discretion to invite or approve your attendance. When the training is considered your job assignment for the time period you are involved, registration fees and travel expenses are normally paid by your department.

Performance Evaluations

Performance of civil service employees is normally evaluated at three-month intervals during the probationary period and annually thereafter. This formal annual communication process is a positive means of providing feedback on performance. Departments may develop their own evaluation forms with the concurrence of Human Resources. You are encouraged to ensure that you understand your performance expectations.

Promotion/Examination/Placement

Promotion

If your position is within a promotional line (more responsibility and pay within the same job family), you may take an examination for a higher position if you have passed probation in your current job and if you qualify for the next higher position. Your name will be listed in order of test scores with others who took the promotional exam and, with eligibility on the promotional register, you will be considered before non-promotional applicants.

You can take examinations for jobs outside your promotional line if you qualify for the examination for the higher position. Your name will be listed with others who took the exam, and if your score places you high enough on the register you will be considered for vacancies along with other applicants.

Reassignment

If you request that your name be placed on the reassignment register for your current classification after successful completion of the probationary period for that class, you will be considered for vacancies. If selected, the reassignment is considered a lateral move.

Reclassification

You may move to a higher level within the promotional line through reclassification of your position or you may move to a higher level outside your promotional line through reallocation of your position. You or your supervisor must request a classification study by asking the Office of Human Resources to conduct an audit. A Human Resources professional position analyst will examine your duties and responsibilities. If assignment of your position to a new class is recommended and is supported by line management, you will be eligible for reclassification or reallocation if you earn a passing grade on the civil service examination for that position.

Probationary Period

All new employees and promoted employees serve a six- or twelve-month probationary period. The probationary period is part of the examination process and is to be used for close observation and evaluation of the employee's work, for obtaining the most effective adjustment of a new employee to the position, and to determine whether an employee demonstrates the ability and qualifications necessary to furnish satisfactory service. During the initial probationary period, you may be subject to dismissal for documented unsatisfactory attendance, job performance, conduct, or other reason.

Campus Security Act

Illinois State University has identified security-sensitive positions and conducts criminal background investigations prior to final employment of individuals in the identified positions. Initial employment and promotional employment in these positions is conditioned upon the results of the background check. The security-sensitive positions are in the University Police Department, University Housing Services, Laboratory Schools, Child Care Center, College for Youth, and Japanese Saturday School. In addition, those positions, which allow or require a person to carry grand master keys, are also included as security-sensitive.

Termination

If you are a non-exempt staff member planning to end your employment with the University, you should inform your supervisor at least two weeks before your last date of employment. If you are an exempt employee, one month's notice is appropriate.

Before your last day at work, you need to visit the Office of Human Resources to sign the necessary forms, discuss your rights regarding insurance continuation, and consider the possibility of seeking a refund of State Universities Retirement System (SURS) contributions.

Your final paycheck will include earnings of unused vacation, compensatory time, and half of unused sick leave accumulated between January 1, 1984 and December 31, 1997. University property such as keys, books, and other materials assigned to you must be turned in before you leave.

If you are rehired within 30 days after resigning, the full amount of your payout for unused vacation and sick leave must be repaid. Sick leave and vacation credit will be adjusted to reflect prior balances.

Work at Home

The University has established work-at-home guidelines that make it possible for some work to be performed at home under certain circumstances. Work at home may be established for a position on a permanent/regular basis or on a temporary basis for an extended period of time. Examples of when work at home may be appropriate are when recovering from a medical condition, caring for a family member, or when productivity would be enhanced. The supervisor, area vice president and employee must all mutually agree to the work-at-home arrangement.

Work Week Schedule

Work Week

Most full-time University staff employees work 7.5 hours a day and 37.5 hours a week, although some work 8 hours a day for a 40-hour week. The University's official business day is 8:00 a.m. to 4:30 p.m., Monday through Friday. The official workweek for pay purposes is 12:00 a.m., Monday, through 11:59 p.m. Sunday.

Meal Breaks

A scheduled meal break can be either 30, 45 or 60 minutes long. Meal breaks are required only when you work at least seven consecutive hours. If you work part time, a meal break may not be a part of your regular schedule. An office, at the discretion of the director or department head, may be closed for the meal period.

Rest Periods

You may take rest periods of fifteen minutes or less each half-day of work, if this is the custom in your unit and your supervisor approves or requires. Rest periods, or breaks, are not cumulative, and they may not be added to lunchtime, vacation, the beginning or end of a workday, or to absences of any kind. If it is acceptable for you to go to a location away from the work site for a break (approved by supervisor), travel time is included in the fifteen minutes' break time.

Alternate Work Schedules

In determining work schedules, Illinois State University supports and encourages use of various arrangements to create a flexible work environment that facilitates both departmental and staff needs. This approach is intended to meet your personal scheduling needs while maintaining and enhancing each department's mission.

No department or administrative area is compelled to adopt alternate work schedules. If operating needs of the department and its service can be improved by using flex time or compressed work week, the department may establish or approve such alternate work schedules. An alternate work schedule may also be used to provide Saturday or evening coverage if this is deemed appropriate by the operating department.

First consideration for alternative work schedules should be based on departmental seniority of those making the request. The operational needs of separate functional units within the department may supersede overall departmental seniority.

Chapter 4: Benefit Services

Paid Leave

Vacation

As a status employee, you accrue vacation based on the percentage of your appointment. You begin accruing vacation from the first day of work, and the amount of vacation you earn is based on your percent appointment and length of service. Vacation accrues as long as you are in a pay status during any portion of a pay period.

Prior service with the State of Illinois can be added to your present employment to determine your vacation accrual rate. Please contact the Office of Human Resources/Records Section at 438-8311 for verification forms and processes.

The table below shows when you become eligible for increased vacation time, how much vacation you will earn each year, and the maximum you can accumulate. Your maximum accumulation is the amount you can earn in two service years. When the maximum is reached, you will gain no additional vacation time until you use some of the hours.

NON-EXEMPT ACCUMULATION RATES*

Cumulative Service Years	Accumulated Hours Per Pay Period	Accumulated Per Year		Maximum Accumulation	
		Hours	Workdays	Hours	Workdays
1 st , 2 nd , 3 rd	3.750	90.0	12	180	24
4 th , 5 th , 6 th	4.688	112.5	15	225	30
7 th , 8 th , 9 th	5.625	135.0	18	270	36
10 th through 14 th	6.563	157.5	21	315	42
15 th and beyond	7.813	187.5	25	375	50

*For a 37.5 hour work week

EXEMPT ACCUMULATION RATES*

Cumulative Service Years	Accumulated Hours Per Pay Period	Accumulated Per Year		Maximum Accumulation	
		Hours	Workdays	Hours	Workdays
1 st , 2 nd , 3 rd	15.625	187.5	25	375	50
4 th , 5 th , 6 th	16.250	195.0	26	390	52
7 th , 8 th , 9 th	16.875	202.5	27	405	54
10 th and beyond	17.500	210.0	28	420	56

*Based on 37.5 hour work week

Employees in a 40 hour work week or in an appointment of less than 100% accumulate the same number of *work days*, but hours accumulated each pay period will vary, as will annual and maximum accumulations. If your appointment is less than 100%, you cannot use vacation in excess of that percentage in any workweek.

Supervisors will consider the department’s operating needs when determining whether to grant requests for using vacation time. Supervisors may develop guidelines regarding vacation for your work area. The guidelines may include statements about: preferred minimum and maximum length of vacations, best and worst times of year to be out of the office, how much prior notification is expected, possible emergency situations requiring last minute arrangements, and whether your vacation requests need to be written or verbal.

Payment of vacation is at your base rate of pay, and excludes any overtime or premiums (such as shift differentials). In case of layoff, you may use vacation beginning the first day of layoff.

When you stop working at the University, you will be paid for accumulated vacation. Your effective date of termination or resignation will be the last day worked and will not be extended by holidays or the use of your vacation. An exception occurs if you retire January first and the day before the holiday shutdown is the last day worked. In this situation, you will get credit for the holiday shutdown, although December 31 is considered the last day on payroll and the date of termination.

Holidays

Illinois State University observes seven national and state holidays and four floating holidays each year. Except for essential services, the University is closed and employees do not report to work on the following days:

New Year's Day	January 1
Dr. Martin Luther King Jr. Day	Third Monday in January
Memorial Day	As determined by Illinois Law
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
4 floating holidays*	As determined by the University

*Floating holidays vary each year, but they are generally scheduled in conjunction with the holiday closure. The current holiday schedule can be found at:
<http://www.hr.ilstu.edu/Benefits/holidays.shtml>.

From your first day of employment, you are eligible for the above days off as long as you are in a status, provisional, learner, or trainee appointment. You must be in pay status through the University payroll system throughout both the last workday *before* and the first workday *after* the holiday. Pay is at the regular rate, and does not include overtime or premiums normally received when at work. If your appointment is less than 100%, you will be paid for holidays on the basis of your percentage and regular rate.

The University will observe holidays recognizing the standard Monday through Friday work schedule. If you are regularly scheduled to work on days other than Monday through Friday and the actual calendar holiday falls on one of your weekend *workdays*, you will observe the calendar holiday (i.e., Saturday, July 4). If you are regularly scheduled to work on days other than Monday through Friday and the holiday falls *on a day you do not work* (i.e., Friday, July 4), you may either take a day off with pay within two weeks of the holiday, or you may take an additional day's pay at the regular rate.

If you are a non-exempt employee authorized to *work on a holiday*, you will earn regular holiday pay (7.5 hours) in addition to time and a half for all hours worked. Example: A non-exempt employee who works 10 hours on a holiday will receive 7.5 hours pay at the regular rate (the holiday pay) and 10 hours pay at the overtime rate. If you are an exempt employee who must *work on a holiday*, you will have a day off with pay, normally to be taken within two weeks of the holiday.

If the holiday occurs during authorized vacation or sick leave, it will not be charged against your accrued benefits. In case of layoff, you are eligible for holiday pay if the layoff starts no more than 21 days before the holiday. If you are in a classification represented by a union, you will be paid for holidays according to provisions of the contract.

Sick Leave

As a status employee, you begin earning sick leave from your first day of employment, and you accrue one day of sick leave for each month of service. There is no limit to the amount you can accumulate. If your appointment is less than 100%, you earn sick leave benefits on the basis of that percentage.

You can use sick leave for the following reasons:

1. Sickness or disability related to pregnancy and childbirth
2. Personal illness or injury
3. Doctor or dental appointments
4. To be with your spouse, domestic partner, parent, or child for any of the above situations.

Absences longer than 3 days which qualify as a serious health condition must be processed as a Family Medical Leave Act (FMLA) leave.

Call your supervisor as soon as you know you cannot work, and try to predict how long you will be out. If you return to work after being off work for more than 5 days, you will need to provide acceptable medical evidence of your ability to return to work. Returning to work at less than full capacity requires supervisory approval to ensure that appropriate accommodations can be made. Your supervisor may require proof of your illness, injury, or hospitalization before approving sick leave benefits. If your ability to perform the essential duties of your position is in question, the University may seek medical opinion to determine whether you should return to work, continue to work, be placed on a medical leave, or be terminated.

An extended illness benefit is available to help cover longer-term absences. After you have used an amount of sick leave in the current benefit year equal to that accumulated in the past twelve months, the extended illness benefit provides up to 20 additional sick days each benefit year. A physician's documentation is required to receive this benefit. Extended illness benefits are normally processed through the FMLA program.

When you stop working at Illinois State University, you will be paid for one half of your unused sick leave accumulated between January 1, 1984, and December 31, 1997. (Sick leave accumulated prior to January 1, 1984, and after December 31, 1997, is not payable when leaving the University.) Reimbursement will be at your base rate of pay, excluding overtime or premiums. At retirement, you may choose to waive payment on all or part of your compensable sick leave, in return for additional service credit toward an increased monthly annuity.

Family & Medical Leave

The Family and Medical Leave Act (FMLA) of 1993 provides you with up to twelve weeks of job-protected leave each fiscal year. While most FMLA leaves are continuous, some may require intermittent leave or reduced workdays. If you have total cumulative service of at least one calendar year and have worked at least 1,250 hours during the twelve months immediately preceding the leave, you may be eligible for FMLA leave for one or more of the following reasons:

1. Birth and care of your newborn child
2. Formal placement and care for your newly adopted child or foster child
3. Care for your seriously ill or injured spouse, domestic partner, son, daughter, or parent
4. Your own serious health condition.

Accrued sick leave, compensatory time, and/or vacation time may be used during an FMLA leave.

Your group health insurance and other existing benefits will be maintained for the duration of FMLA leave. Any applicable premium contributions or payroll deduction amounts related to standard or elective employee benefits will remain your responsibility. If you have no paid time during a pay period, you will be billed for these amounts. Benefit balances (vacation, sick leave, etc.) will change or remain unchanged, depending on whether or not the FMLA leave is paid or unpaid. Upon return from FMLA leave, you will be reinstated to your original position or an equivalent position.

Disability Leave

Participation in the State Universities Retirement System (SURS) entitles you to disability benefits if you become disabled after you have completed at least two years' service under SURS. You may qualify for disability benefits after 60 calendar days of disability or termination of salary, sick leave, extended sick leave, and vacation, whichever is later. If your disability is caused by an accident, the two-year service requirement does not apply. If you exhaust your SURS disability benefits, you may qualify for a SURS Disability Retirement Allowance (DRA). SURS will send you information approximately three months before your disability benefit ends.

Military Leave

If you are a member of the Illinois National Guard, Illinois Naval Militia, or any of the U.S. Armed Forces Reserves, you qualify for a military leave of absence when called to active duty for limited training or for an emergency call up. This benefit allows up to 15 paid workdays for training and 30 days for emergency call-up each military year (October 1 to September 30). To verify time served, you may provide your supervisor with a copy of your orders or a written statement from the unit commander. If you enlist or are inducted into active service, unpaid military leave is available upon request through the Human Resources Office.

Bereavement Leave

You are eligible for bereavement leave of up to three days with pay when someone in your immediate family dies. Immediate family members are considered to be husband, wife, domestic partner, mother, father, brother, sister, child, mother-in-law, father-in-law, step-parent, grandparent, grandchild, or any other relative within the first degree (direct personal relationship to you) who lives in the same household.

One day of bereavement leave is available in the event of the death of other family members, such as your aunt, uncle, niece, nephew, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and cousin (within the first degree).

Bereavement leave benefits are not intended for use when one of your spouse's family dies, unless specifically stated above. For example, grandparent refers to your grandparent. Bereavement leave is also not intended for use in the event of the death of an individual whose relationship was established by marriage if the marriage has ended through divorce. You may use accrued vacation, comp time or unpaid time off (dock time), with approval of your supervisor, if you need to be away from work beyond what is allowed in the policy.

Jury Duty & Subpoenaed Witness Leave

You are eligible for paid time off when called for jury duty or to serve as a subpoenaed witness. The University will pay you at your regular base rate, and the court will also pay you for your services. You may retain any fees paid to you for service as a juror. During your duty as a juror or subpoenaed witness, you will report to work at the University at the regularly scheduled time if you are not needed for jury or witness duty or if released from duty early enough to allow you to work four or more hours. You will need to keep your supervisor informed of the court schedule and your involvement on a daily basis.

If you work a shift that does not coincide with the court schedule, you may take time off work equal to the time spent at jury or witness duty. This time off occurs on the shift immediately following jury or witness duty.

The University may require evidence of jury service or subpoenaed witness duty. Individuals who either voluntarily or through their actions becomes plaintiffs, witnesses, or defendants are ineligible for such leave.

Disaster Service Volunteer Leave

If you are a certified disaster service volunteer of the American Red Cross, you may be given leave with pay for not more than 20 working days in a 12 month period to participate in disaster relief services within the state of Illinois. The leave is subject to supervisory approval based on operational needs of your department.

Voting

You may take time off with pay to vote in a general election. Up to two hours is available for this with advance notice and your supervisor's approval.

School Conferences

Each year you are entitled to take up to 8 hours of vacation, compensatory, or dock time to attend conferences and other functions at your children's school that cannot be scheduled outside your regular work day. No more than 4 hours may be taken in any one workday.

Unpaid Leave

Personal Convenience Leave

If you are a status employee, you are eligible to apply for personal convenience leave without pay. Forms are available from the Office of Human Resources. With approval, you may take personal convenience leave up to six months duration. The department must normally agree to hold your position for your return. You must use all accumulated vacation benefits and compensatory time before the effective date of the leave. Because you will be off payroll, you will be billed for your insurance, including your normal portion and the state-paid portion. You will need to make arrangements for any other payroll-deducted payments (union dues, credit union payments, etc).

Educational Leave

You are eligible to apply for educational leave of absence, with or without pay, when you have completed two or more years of service. Educational leaves with pay require the University president's approval. Forms are available from the Office of Human Resources. If approved, your educational leave will include the understanding that the department will hold your position for your return. You may use accumulated vacation benefits and compensatory time if you choose. The state will continue to pay for its share of insurance coverage and other benefits. You will be billed for your normal insurance deductions.

Retirement

State Universities Retirement System

You are covered under the statutes, rules and regulations of the State Universities Retirement System (SURS). You are required to participate in the State Universities Retirement System (SURS) from the first day of employment. Employee contributions of 8% (9 ½% for Police) are deducted from your pay and are not included in your taxable income.

Eligibility for a retirement annuity occurs (1) after 35 or more years of service, regardless of age, (2) after age 55 with eight or more years of service, with reduced benefits before age 60, or (3) after age 62 with five or more years of service.

A refund of the retirement contribution is available upon leaving the system entirely or after layoff for more than 120 days. Additional information on SURS benefits is available at the Office of Human Resources, Benefits Office, SURS (800-275-7877) or www.surs.com.

University employees do not participate in the Social Security retirement program. However, employees hired after April 1, 1986 are required to contribute to the Medicare portion of Social Security. From each paycheck 1.45% of gross salary is withheld to fund the employee's Medicare benefit. Your contribution is matched by the University.

Illinois State University

Upon retirement from the university, faculty and staff will be eligible for university retiree benefits (free parking, Braden rebates, etc.). Qualifying faculty staff will receive a packet of information automatically upon retirement.

Insurance

If you are in a status appointment, you have several different state-sponsored benefit plans available from the State of Illinois Group Insurance Division. These include health insurance, life insurance, dental insurance, and vision insurance. There are other University-sponsored supplemental insurance programs available. Insurance benefits are subject to change and the most current information can be obtained by accessing the Office of Human Resources website.

Tax Deferred Annuity Benefits

You may contribute to tax-deferred investment accounts offered by several approved vendors. The maximum amount you may contribute is based on your current earnings, years of service at Illinois State University, prior contributions, and SURS retirement benefits.

Tuition Waivers

Employees and Retirees

If you are working in or have retired from a status position with a 50-100% appointment, you are eligible for a waiver of tuition and registration fees for up to 8 credit hours for course work at Illinois State. Registration fees do not include those fees assessed for services from an outside vendor (i.e., student health insurance).

You can receive tuition waivers for up to 8 credit hours for each semester—fall, spring, and summer. The waiver for part-time employees is based on percent appointment. Limitations are as follows:

Type of Appointment	Hours per Semester
Employed 100%	8
Employed 75%	6
Employed 50%	4

The employee tuition waiver is available at Illinois State University and at other state schools served by the State Universities Civil Service System (based on the policies of the institution attended). Unless you are a retiree, your beginning date of employment must be before the last day of registration, and the end date of employment must be after the last day of registration. You must also apply and be academically admitted to the University. You may take classes during work hours, subject to operational needs of the unit and your supervisor's approval. You can register for more than the maximum number of hours waived, but the balance of the tuition cost will be your responsibility.

Children of Employees

Interinstitutional Tuition Waiver (available at all Illinois public universities)

Children of employees of any Illinois public university who have been employed in the Illinois public university system for an aggregate of at least seven years at a full-time equivalency rate of 50% or more are eligible for a 50% undergraduate tuition waiver at any Illinois public university. The student must be enrolled at an Illinois public university and be under the age of 25 at the beginning of the fall semester of the academic year in which enrollment occurs. The waiver can be used for a maximum of 124 hours.

Illinois State University Tuition Waiver (available only at Illinois State University)

Children of University employees who have been employed at Illinois State University at least 3 years on a full-time basis or 7 years on a part-time basis, and whose term of employment began prior to January 1, 1999, are eligible for a 50% undergraduate tuition waiver at Illinois State University. Employees hired on or after January 1, 1999, must meet the same eligibility requirement as for the Interinstitutional Tuition Waiver (seven or more years employment at 50% or more). Children of Illinois State University retirees are also eligible provided the retiree was employed at Illinois State University for an aggregate of at least 7 years prior to retirement. The student must be enrolled at Illinois State University and be under the age of 25 at the beginning of the fall semester of the academic year in which enrollment occurs. The waiver can be used for a maximum of 124 hours.

Survivors of Deceased Employees (available only at Illinois State University)

The surviving spouse, domestic partner, or legally dependent child of an employee who dies while in the full-time employment of Illinois State University is eligible for a 100% tuition and registration fee waiver while enrolled in undergraduate work at Illinois State University. There is no age limit or time limit on this waiver. Natural or adopted children of a domestic partner will be considered as step-children of the employee for the purposes of this program.

Flexible Spending Accounts

Dependent Care Assistance Program

The Dependent Care Assistance Program (DCAP) allows you to set aside up to \$5,000 in a non-taxed account to pay for eligible child and adult care expenses. You may enroll in the DCAP during the annual Benefit Choice Period normally held in May. Changes become effective July 1. New employees may enroll during their first 60 days of employment.

Medical Care Assistance Program

The Medical Care Assistance Program (MCAP) allows you to save tax dollars on certain health care expenses. You can contribute up to \$5,000 of salary to a non-taxed account for expenses either not covered or not paid in full by your group insurance. Examples of expenses covered by this program are: medical, dental, and vision costs not included in the health plan, health insurance deductibles and co-payments, and fees above the "reasonable and customary" charges. You may enroll in the MCAP during the annual Benefit Choice Period normally held in May. Changes become effective July 1. New employees may enroll during their first 60 days of employment.

Adoption Benefit Program

This State of Illinois Adoption Benefit program provides reimbursement up to \$1,500 per child for legal and court fees, adoption agency fees, medical exams, immunizations, and transportation costs for bringing a child to you as an adoptive parent.

Worker's Compensation

As an employee, you are covered by the Workers' Compensation Act, designed to provide protection for on-the-job injuries or job-related illnesses.

If you are injured at work, you must notify your supervisor and call the State of Illinois Early Intervention Program at 800-773-3221 to report the injury and start the claim. For a serious injury, it is important to seek medical attention before informing your supervisor or making a call. You may use the Student Health Service for minor injuries. If the attending physician determines you are unable to return to work the same day, you will receive regular pay for the remainder of the day of injury.

Contact the Office of Environmental Health and Safety for further information.

Sick Leave Bank

The purpose of the Sick Leave Bank is to lessen the financial hardship of an extended illness after you have used all your paid sick time off, and before you are eligible for SURS disability benefits. With a minimum donation of one day of sick leave, you may qualify for extra sick leave in the following fiscal year. You must have 5 days of accumulative sick leave remaining after you donate to the bank. Donations can be made during the annual Benefit Choice Period, normally in May.

To apply for sick leave bank benefits, you must submit a Request Form within 5 days after you have used all paid sick time off. You will need to provide medical documentation.

Long Term Disability

Basic disability benefits are provided by the State Universities Retirement System

- Traditional - <http://www.surs.org/traditional/doc17.htm>
- Portable - <http://www.surs.org/portable/doc17.htm>
- Self Managed - <http://www.surs.org/smp/SMP-guide.pdf>.

Supplemental disability benefits are available from an outside carrier and are designed to provide a 66 2/3% disability benefit after Social Security and SURS disability benefits are considered. New employees may enroll during their first 31 days of employment without having to provide medical evidence of insurability. Enrollment during the annual fall enrollment period will require medical evidence of insurability.

Domestic Partner Benefits

Certain domestic partner benefits are provided to a domestic partner of the same or opposite sex when the partnership meets certain eligibility requirements. The benefits provided are those controlled solely by Illinois State University and do not include insurance coverage or other

benefits provided by the State. If you wish to be considered, forms and other information may be obtained from the Human Resources web site.

Chapter 5: Wellness Program

WorkLife Programs provide activities and services that cultivate professional skills and promote a healthy balance in one's personal life. WorkLife programs and services are open to faculty, staff, annuitants, and their families. Selected programs are open to the general public. WorkLife Programs consist of:

- Wellness Activities
- Employee Assistance Program (EAP)
- Family Services
- Training and Development

Wellness Activities

The Illinois State University Wellness Program offers a variety of activities to help you live a healthy and balanced life. You and your adult family members are encouraged to take advantage of the many programs offered at various facilities on campus: aquacize classes, lap swim, aerobics, yoga, tai chi, table tennis, badminton, Nautilus equipment, fitness lab, walk/jog program, and basketball, 7 Habits of Highly Effective People seminars, cholesterol testing and blood pressure screening, ergonomic/worksite evaluations, and noon "brown bag" sessions, such as nutrition education and eldercare.

The University supports the wellness concept, and has endorsed a policy of release time for participation in Illinois State University Wellness Program activities. If you are a full-time employee, you may take as much as, and not more than, one and one-half hours per week off work for any Wellness Program activity, based on agreement between you and your supervisor.

Employee Assistance Program

The Employee Assistance Program (EAP) is designed to help you or family members who have personal problems that interfere with your ability to function normally at home or work. The EAP offers information, support, and access to professional services outside the University. You may contact EAP any time to arrange a meeting, or your supervisor may refer you if your job performance has declined and informal counseling has been unsuccessful. The EAP coordinator may refer you to various resources, which can help you with your problem.

Communication between you and the EAP is confidential. The type or details of treatment cannot be revealed to another party without your written consent. If a supervisory referral was made, the EAP coordinator may only tell your supervisor whether or not you made contact and followed through on the referral. The EAP is listed in the university phone book, or you may call the Office of Human Resources (438-8311) and ask for an EAP referral coordinator.

Family Services

Illinois State University recognizes the important connection between personal life and work life. The demands of one often impact the other. Balancing many roles in life is sometimes difficult and may require assistance. Many campus offices including Human Resources, Family Advocacy, Wellness Program, and Employee Assistance (EAP) strive to develop policies and offer programs that make Illinois State University a family-friendly campus.

Please use this web site to learn of the many resources available to help you successfully balance your work and personal obligations.

Training and Development

Training and Development provides training programs that are open to all ISU employees. A wide variety of programs are offered free of charge to the ISU community. Most of the courses are two hours or less and are offered on campus during working hours. Some courses can be customized for a department with advance notice.

Chapter 6: Other Services

ID Cards

Every Illinois State University employee is issued a photo ID card by the Redbird Card Office, room 215D, Bone Student Center. If the card is lost, the employee is responsible for the replacement cost. Each department is responsible for instructions on the use and display of the ID card for departmental purposes.

Mail Services

University mail service is for business purposes and is not to be used for personal mail. It is acceptable to use U.S. postal stamps for outgoing personal mail. Recognized University organizations (such as student organizations and professional organizations) may use the campus Mail Service Center. Examples of organizations that may not use free on-campus Mail Service are credit unions, faculty/labor unions, employee organizations, local vendors and outsourcers. Stamped mail from such organizations is acceptable.

Parking

Parking is restricted on campus to faculty/staff, students, and visitors with appropriate parking permits affixed to their vehicles. Parking permits may be obtained from Parking Services, 709 North Main Street. The fee is prorated as the school year progresses. A red faculty/staff permit allows parking in any lot identified with a red sign. Retired individuals and active employees with more than 25 years of service on or before September 1 of each academic year are entitled to remission of the parking fee equivalent to the cost of a regular permit for that academic year.

Recycling

University Recycling collects mixed paper, aluminum cans, glass, corrugated cardboard, old books, plastic, and magazines from several locations on campus. To obtain information about collection locations or acceptable vs. non-acceptable materials, to make requests for additional containers, special collections (confidential, shredded paper, cardboard, etc.), or to report overflowing containers, call 438-SAVE(7283).

Service Awards

After you complete 10 years of Illinois State University service, you receive a service award. Recognition continues each five years thereafter. Service awards are presented at a time and place announced by the Joint Awards Committee.

Distinguished Service Awards

Distinguished service awards are presented annually to up to eight civil service employees who have exhibited distinguished service during the previous year. To be eligible, an employee must have completed five years of employment. Nominations for the award are made by any University employee or student. The recipients are selected by a committee made up of personnel representing various areas of the University. The awards are presented through the auspices of the Illinois State University Foundation at a time and place announced by the Civil Service Council.

University Telephone

All on-campus business related long-distance calls are placed by using a special University long distance telephone authorization code or by using a special University calling card when off-campus. They are available from the Office of Telecommunications upon written authorization from your departmental fiscal agent. Codes or cards may not be used by anyone other than the person to whom they are issued.

Long distance business related telephone authorization codes and calling cards may not be used for personal calls or personal faxes. University calling cards may be used for placing calls to a holder's residence when extensive travel is required and report of safe arrival is necessary. If personal calls are made on University authorization codes or calling cards, you will be required to reimburse the University for both the cost of such calls and an additional \$10.00 per call. Repeated violation of this restriction may also result in disciplinary action.

By using a personal long distance telephone authorization code or personal calling card, you may make personal long distance calls or personal long distance fax calls from University telephones. You may use your personal calling card or you can apply to the University's personal long distance provider for a personal long distance authorization code at any time during the year. For more information on personal authorization codes, contact the Office of Telecommunications at 438-8731.

Chapter 7: Emergencies

SEVERE WEATHER OR EMERGENCY SITUATIONS

Definitions

Severe weather includes events such as ice storms and major accumulations of snow. Emergency situations are defined as incidents on campus, which impact University personnel or affect property/services. Emergencies can be limited to portions of campus or may affect the entire campus. Examples of such on-campus emergencies are: power or steam outages, fires, and broken water mains.

Prior to Working Hours

The University will usually remain open for classes and maintain regular work schedules in the event of most severe weather and emergencies. When severe weather or emergencies occur prior to working hours, you are expected to make reasonable efforts to report to work at the regularly scheduled time.

Sometimes classes are cancelled, but the University is open, and you should report for work. If the University is open but you are unable to report on time for work due to a weather/emergency situation, you should notify your supervisor. You may request to use vacation, dock time, or banked compensatory time for the time missed due to the weather/emergency. If the conditions are such that employees should not report to work, employees are advised via announcements over local radio and television stations.

During Working Hours

When severe weather/emergencies occur during working hours, but the University remains open for operation, you may, with approval of your supervisor, leave work early and charge the time missed to vacation, compensatory, or dock time. If severe weather or an emergency situation forces cancellation of classes and work schedules, employees are eligible for pay for those hours, which normally would have, been worked on that day during the period of closure.

When localized non-weather related emergency situations (i.e., lack of heat, electricity, or air conditioning) occur during work hours, supervisors and employees should use the following considerations to guide their actions:

1. If the workspace is safe and inhabitable, work should be conducted at the work site.
2. If the workspace is too dark, too hot, too cold, unsafe, or otherwise uninhabitable as determined by the supervisor, he/she should seek to relocate personnel to alternate space on campus to conduct University business (i.e., strategic planning, training, etc.)
3. If the workspace is uninhabitable, alternate workspace is not available and supervisors cannot identify other options, employees may be sent home and will normally be eligible for pay during the period of absence approved by the supervisor. It is advisable to discuss this option with the Office of Human Resources prior to implementation.

Essential Services

Positions within a variety of departments (i.e., University Police, Maintenance, Food Service, Health and Safety, Residential Life, Grounds, Telecommunications, and Health Service) are designated by the administration as essential to the safe and effective operation of the campus. These positions are exempted from the provisions noted above. In the event of severe weather or other emergencies, employees in essential services may be expected to remain at work or come to work. Safety of employees is essential. If travel conditions exist which endanger the safety of an employee in an essential service, the supervisor should be made aware of situations immediately.

Special Circumstances

The director of the Laboratory Schools and the Dean of University Libraries may make decisions separate from the rest of the campus. If you work in one of these areas, you may be expected to work when the rest of the campus is closed (generally the library) or your operation may be closed when the rest of the campus is open (generally the Laboratory Schools).

Appendix A: Definitions

TERM	DEFINITION
Class	A group of positions with similar duties and background requirements, in which each position is given same job title and filled by same tests of ability.
Classification	Assignment of a position to a class.
Compensatory Time	Non-cash compensation for overtime worked, at rate of 1.5 hours off for one hour worked.
Demotion	When a status employee is subject to: a reduction in salary, a reduction in percentage of time worked, an appointment to a position in a lower class in a promotional line, an appointment to a position in a class outside a promotional line with a lower pay potential, or an appointment to a non-status position.
Discharge	Conclusion of proceedings for separation of a status employee from the University system.
Dismissal	Employer initiated termination of an employee during the first six months of employment in a classification.
Dock Time	Time away from work without pay and without use of vacation, sick leave, or compensatory time.
Essential Services	<ul style="list-style-type: none"> • Services designated by Environmental Health and Safety as essential to the life/safety of students, faculty and staff. Includes services such as the Heating Plant, Food Service, University Police, and Environmental Health and Safety.
Exempt Employee	Excluded from overtime provisions of the Fair Labor Standards Act; typically managers and administrators.
Extra Help Employee	Hired to work without benefits for a limited time (up to 900 hours) and without requirement of a civil service examination.

Flex Time	A workday beginning and ending earlier or later than usual to accommodate employee or department needs.
Full Time	A work schedule of 37.5 to 40 hours per week; considered to be 100%.
Learner	An employee in a position that has been approved by the State Universities Civil Service System as a Learner position through the submission of a predetermined and scheduled program of training.
Non-Exempt Employee	Paid by the hour and eligible for overtime under provisions of the Fair Labor Standards Act.
Overtime	Pay at 1.5 times the regular rate for hours worked in excess of 7.5 per day or 37.5 per week (or 8.0 per day/40 per week).
Part-Time	A work schedule of less than 100%.
Probationary Period	Six- or twelve-month interval at the beginning of new employment or new classification for an employee in a status position to demonstrate satisfactory performance.
Promotion	Movement to a position at a higher pay level.
Promotional Line	Classifications of a job family that have been approved by the State Universities Civil Service System as constituting the official promotional line for testing, register placement, and retreat purposes.
Provisional Employee	An employee who possesses the qualifications for the position as stated in the class specifications, but who has not had the opportunity to complete the testing process. This type of appointment only takes place under certain limited situations.
Reassignment/Transfer	Lateral movement from one position to another within the same classification.

Reallocation	Reassignment of an existing position to a class, which is a part of a different promotional line, or to a class, which is not a part of any promotional line.
Reclassification	Assignment of an existing position to a higher classification within a promotional line.
Register	Names of candidates listed in order of examination score.
Release Time	Time away from work with pay granted by the employing supervisor.
Resignation	Voluntary separation from employment.
Status Appointment	Assignment of a certified candidate to a position with a continuing need. Includes provisional, learner, and trainee appointments for purposes of this handbook.
Status Employee	One who successfully completed a probationary period.
Temporary Employee	A non-status certified candidate hired to work no more than three months.
Termination	Separation from employment by resignation, layoff, dismissal, for any reason.
Trade Time	Non-cash compensation at the rate of one hour off for one hour worked.
Trainee	An employee in a position that has been approved by the State Universities Civil Service System as a Trainee position through the submission of a predetermined and scheduled program of training.

Appendix B: Civil Service Grievance Procedures

(Employees not represented by a labor union have access to this grievance procedure.)

Grievance

A grievance is defined as any dispute or difference between the employer and the employee with respect to the meaning, interpretation, or application of the provisions of University rules or procedures.

Any grievance filed by a civil service employee shall be filed in accordance with the procedures in this handbook.

An employee-selected representative, other than an attorney, may be involved with the employee at any step within the grievance procedure. Either party may be represented by legal counsel in arbitration proceedings.

The time limits set forth may be extended by mutual consent of both parties. If at any step within the grievance procedure the employer fails to respond within the time limits herein set forth, the employee(s) may appeal the grievance to the next step within five (5) working days.

If at any step within the process the employee fails to advance the grievance to the next step within the specified time frame, the employer has the option of considering the grievance null and void.

PROCEDURE

STEP 1:

Within five (5) working days after the first occurrence, or within five (5) working days after the employee, through the use of reasonable diligence, should become aware of the circumstance(s) or condition(s) causing a grievance, the employee(s) orally presents the grievance to the immediate supervisor. The immediate supervisor provides an oral answer within five (5) workdays after such presentation. For purposes of this procedure, workdays are considered to be Monday through Friday.

STEP 2:

If the grievance is not settled in Step 1 and the employee wishes to appeal the grievance to Step 2, it is referred in writing within five (5) additional workdays to the department head. The written grievance, on a standard form available from the Office of Human Resources, must be signed by the employee and must contain a complete statement of the facts, the provision or provisions of University rules or procedures which the employer is alleged to have violated, and the relief requested. The department head meets and conducts such other discussions as necessary in an attempt to resolve the grievance with the employee and a representative at a time mutually agreeable to the parties. If no settlement is reached, the department head provides a written answer to the grievance within five (5) workdays following the meeting.

STEP 3:

If the grievance is not settled in Step 2 and the employee wishes to appeal the grievance to Step 3, it is referred to the assistant vice president for Human Resources at the Office of Human Resources within five (5) workdays after the department head's written response outlined in Step 2. A meeting between the assistant vice president for Human Resources or her/his designee, the supervisor and/or department head, and the employee is held at a time mutually agreeable to the parties. If no settlement is reached, the assistant vice president for Human Resources or her/his designee provides a written answer to the grievance within ten (10) workdays following the meeting.

A grievance not settled in Step 3 may be processed for arbitration in accordance with the following provisions:

ARBITRATION

The following matters are subject to arbitration: Grievances which are related to the meaning, interpretation, or application of University rules or procedures.

The following matters are not subject to arbitration: (1) Board of Trustees Regulations and By-Laws, their meaning and/or interpretation, (2) statutory powers granted the Merit Board and University Civil Service Rules including matters related to demotion, discharge and dismissal during a probationary period, their meaning and/or interpretation.

This arbitration procedure is available to the employee(s) only after all remedies provided in the grievance procedure have been exhausted. A grievance, which is not settled in accordance with the foregoing grievance procedure, may be referred to arbitration by submitting a written notice to the assistant vice president for Human Resources within ten (10) workdays after receipt of the answer in Step 3 of the grievance procedure. Only by mutual agreement may the parties concurrently submit more than one (1) grievance to the same arbitrator. The Board of Arbitration shall be composed of one (1) representative appointed by the University, one (1) appointed by the employee(s), and a third party chosen by the two. The two representatives shall meet and select the third impartial member within ten (10) days after any question or difference has been referred to the Board of Arbitration for a decision. The member chosen by the two representatives shall serve as the chairman of the board.

A decision approved by any two (2) members of the Board shall be accepted by the University and the employee(s) as a final settlement of the difference.

The cost of services of the third member of the Board, court reporter, transcripts and all other costs incurred by the Board of Arbitration, except compensation to the two (2) original appointees, shall be borne equally by both parties; however, neither side shall be responsible for the expense of the other's witnesses or representatives.

The arbitrator(s) shall have no authority to amend, modify, nullify, ignore, add to, or subtract from the provisions of this employee handbook or other existing rules. The arbitrator(s) shall only consider and make a decision with respect to the particular issue necessary to resolve the grievance without recommendation or comment on any other matter. The arbitrator(s) shall be

without power to make a decision or render an award contrary to or inconsistent with or modifying or varying in any way the application of laws and rules and regulations having the force and effect of law. No liability shall accrue against the employer for a date prior to the date the grievance was presented in Step 1. The arbitrator(s) shall submit in writing her/his decision and award within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision and award shall be based solely upon the arbitrator's(s') interpretation of the meaning or application to the facts of the grievance presented. Past practices may be considered in interpreting an ambiguous provision of this employee handbook or of University rules or procedures where it applies directly to such provision, but past practices, regardless of their nature, may not be considered by an arbitrator(s) for the purpose of creating an employee right or University obligation or liability. Subject to the provisions of this section, the decision of the arbitrator(s) shall be final and binding on the employer and the employee(s) involved.

*The Civil Service Statute is House Bill 831 passed by the 67th General Assembly, as amended. Civil Service Rules refer to the last published "handbook" as published by the State Universities Civil Service System of Illinois, as amended.

Appendix C: Civil Service Handbook Benefits Chart

	STATUS (Full & Part-Time)	PROVISIONAL (Full & Part-Time)	APPRENTICE (Full & Part-Time)	TRAINEE (Full & Part-Time)	LEARNER (Full & Part-Time)	EXTRA HELP	TEMPORARY
Vacation	Yes	Yes	Yes	Yes	Yes	No	No
Holidays(1)	Yes	Yes	Yes	Yes	Yes	No (2)	No(4)
Jury/Witness Duty	Yes	Yes	Yes	Yes	Yes	No	No
Compensation Time	Yes(3)	Yes(2)	Yes(2)	Yes(2)	Yes(2)	No	No
Sick Leave	Yes	Yes	Yes	Yes	Yes	No	No
Bereavement Leave	Yes	Yes	Yes	Yes	Yes	No	No
Tuition/Fee Waiver	Limited	Limited	Limited	Limited	Limited	No	No
Military Leave	Yes	Limited	Yes	Yes	Yes	No	No
May Apply For Unemployment Compensation Benefits	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Workers' Compensation	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Disability/Retirement Participation	Yes	Yes	Yes	Yes	Yes	No	No
Group Health/Life Insurance	Yes(4)	Yes(3)	Yes(3)	Yes(3)	Yes(3)	No	No
Tax Sheltered Annuities	Yes	Yes	Yes	Yes	Yes	No	No

(1) Negotiated employees will be compensated in accordance with their collective bargaining agreements, State Universities Civil Service System Statute, and Board of Trustees Regulations.

(2) If required to work, employees will be compensated at time and one-half (1.5) their regular rate of pay.

(3) Exempt employees are rarely eligible to receive this benefit. Negotiated employees are eligible only if provided for in the negotiated Agreement.

(4) Part-time employees with an appointment percentage less than 50% are not eligible for Group Health/Life Insurance.