

CIVIL SERVICE HANDBOOK DISCLAIMER:

The link to the “Civil Service Employee Handbook” is provided to you only for your convenience; however, the Handbook is NOT an official GSU document. The Handbook is not prepared by, or maintained by Governors State University and cannot be relied on for official statements of GSU policies, employment benefits, practices or procedures

If you have any questions concerning eligibility for a particular benefit, or the applicability of a GSU policy or practice to you, you should address your specific questions to the Human Resources Department.

Some of the subjects described in the Handbook are covered in detail in official policy and procedure documents, Board of Trustees Regulations and State of Illinois Civil Service Statutes. You should refer to these documents for specific information.

The procedures, practices, policies, and benefits of Governors State University may be modified or discontinued from time to time. It is your responsibility to keep current of all GSU policies and procedures and to review College policies and procedures in detail and to request any clarification needed from your supervisor or the Human Resources office. Violation of College policies or procedures may result in disciplinary action, including termination of employment.

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WELCOME TO GOVERNORS STATE UNIVERSITY

It is our pleasure to have the opportunity to welcome you to Governors State University. You are now on the team of one of the leading educational institutions in the State of Illinois. As you assume your responsibilities in our growing and successful institution, we hope that you will share the spirit that has been part of Governors State University since 1969.

We feel that people are our greatest asset. Your individual effort as a Governors State employee ensures that our institution will continue to grow and prosper.

While this handbook is not intended to create a contractual agreement between the Board of Trustees and its employees here at Governors State University, it has been developed to assist employees in accessing various benefits and improving their understanding of their rights and responsibilities while employed at the university.

- The many sources used in this handbook include:
- The By-laws, Governing Policies and Regulations of the Board of Trustees
- The Illinois Administrative Code
- The Illinois Revised Statutes
- Certain current collective bargaining agreements; and various federal laws

Where possible, the handbook references the above sources. If the handbook is silent on a policy or procedure, or in the event of any contradictions or inconsistencies, the Board of Trustees Regulations and the Statute of Rules of the State Universities Civil Service System or the applicable collective bargaining agreement, whichever is appropriate, shall prevail.

Once again, welcome to our university community.

INTRODUCTION

Officially established as a state university in 1969, Governors State University (GSU) opened the doors of its temporary warehouse facility in September of 1971 to 700 junior, senior and graduate-level students. In 1973 and 1974, the university moved to its permanent facility on 753 prairie acres in what was then Park Forest South, thirty-five miles south of Chicago's Loop. GSU is fully accredited by the North Central Association of Colleges and Secondary Schools. Today the university has more than 6,000 students. It is a commuter university with innovative and flexible programs geared to the community college graduate, the post-baccalaureate student, and those who are employed yet seeking new career development. The university derives its support from the citizens of the State of Illinois and from its students; they deserve our respect and courtesy at all times.

You are an employee of the Governors State University Board of Trustees (BOT) who reports to the Illinois Board of Higher Education. Civil Service employees at Governors State

University are members of the State Universities Civil Service System (SUCSS) and are entitled to all the rights of the system, as well as being subject to all its requirements. Created by House Bill 831, effective January 1, 1952, the State Universities Civil Service System's purpose is to establish a sound personnel program for the state colleges and universities in Illinois. Governed by a merit board, it ensures that all employment procedures occur on the basis of merit and fitness, as is primarily determined through examination rules. The Human Resources Office has the major responsibility for adherence to the administration of the State Universities Civil Service System Statute and Rules. Copies of "SUCSS Statute and Rules" are available online at <http://www.sucss.state.il.us/>

Employees of Governors State are represented by the Civil Service Senate, a campus group consisting of 24 elected senators from the Civil Service constituency. In addition to the role of the senate in university governance, it is an advisory body to the representative on the State Universities Civil Service Employees Advisory Committee (EAC) and is represented by a non-voting seat on the BOT.

GSU has one elected representative to the State Universities Civil Service Employees Advisory Committee. This statewide committee makes recommendations to the Merit Board, the governing board of the State Universities Civil Service System. Eligible employees are encouraged to vote to elect their representative.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

Governors State University provides equal opportunity for examination and appointment regardless of age, race, color, sex, national origin, ancestry, religious or political affiliation, physical or mental handicap related to ability, or unfavorable discharge from military service as those terms are defined by applicable state and federal law and regulations. Furthermore, the university is pledged to the affirmative action process in order to ameliorate patterns of growth or employment, which indicate underutilization of members of minority groups and women.

Responsibility for the university Affirmative Action Policy has been delegated to the Associate Vice-President of Human Resources and Diversity, who serves as the Affirmative Action Officer.

NONDISCRIMINATION STATEMENT

Governors State University demonstrates its commitment to nondiscrimination on the basis of sex, race, age, national origin, sexual orientation, religion, disability, or status as a Vietnam veteran in its Discrimination Grievance Procedure.

COLLECTIVE BARGAINING STATEMENT

All provisions of Public Act 83-1014 Illinois Educational Labor Relations Act, apply to collective bargaining by the Board of Trustees on behalf of Governors State University.

Several exclusive representative organizations represent different Civil Service classifications at Governors State University. If your classification is covered by a collective bargaining agreement, you will be informed at the time of employment.

EMPLOYMENT PROCEDURES

APPLICATION FOR EMPLOYMENT

Applicants must complete an Application for Employment by visiting www.govst.edu/hr and applying to a specific job vacancy/posting. Applications are reviewed to determine if the applicants meet the minimum qualifications, as determined by the State Universities Civil Service System.

TESTING

Following the application review process, the applicant will be notified and the appropriate examination(s) will be scheduled for the applicant.

Within 10 working days after an examination is completed, the applicant will receive official notice of the test score. The test score includes veteran's preference points when applicable. This score determines the applicant's position on the Civil Service register of candidates. Examinations are kept on file in Human Resources for two months after the examination date. An applicant who has questions relating to the scoring of his/her examination should contact the department of Human Resources for clarification. If an applicant wishes to appeal his/her test results, he/she must write to the Examination Section, State Universities Civil Service System, 1717 S. Philo Road, Suite 24, Urbana, IL 61801.

Applicants may check on their standing on the Civil Service register at any time by inquiring at the Human Resources Office.

Applicants may apply to retake an examination to improve their scores. An examination can be retaken up to three times within any twelve-month period with at least one month between retakes. For the typing skills portions of a test, you may retake the test three times within the six-month period following the original testing, and there must be at least a one-day period between retests.

An applicant taking and passing a test who wishes to have the score transferred to another university within the State Universities Civil Service System must make the request in writing to the Human Resources Office.

EMPLOYMENT REGISTERS

At each place of employment covered by the State Universities Civil Service System, there are specific registers maintained from which positions are filled. For appointment purposes, registers have precedence in the following order: reemployment, promotional, restoration, and original entry.

The reemployment register contains names of status employees who have been laid off. When a job vacancy occurs where there is a reemployment register, the employees who have been laid off will be given first priority, with the greatest seniority taking precedence in filling the vacancy.

From a combination of either the promotional register, which has applicants within a

promotional line, or the original entry register, the individuals with the three highest scores at the time a position is declared vacant are certified as eligible to fill the vacancy and are referred for interview.

Applicants can remain on the employment registers for two years following date of most recent examination or date restored to the register. Continuation beyond the two-year period is available upon written request from the candidate. Restoration of names as well as removal of names from the register is permissible for a variety of reasons, which are outlined in Section 250.60(h-k) of the State Universities Civil Service Statute and Rules.

CIVIL SERVICE APPOINTMENTS

The Director of Human Resources issues notices of appointment for all Civil Service employees, status and non-status. These notices remain in effect until employment is terminated or conditions of employment are changed, in which case a superseding notice is issued.

STATUS APPOINTMENTS

A status appointment is one made to a position, which the university intends to continue on a regular basis for six (6) months or more. It entitles the employee to all benefits of university employment. Less than full-time employees with 50 percent or more appointments are eligible to receive prorated benefits.

NON-STATUS APPOINTMENTS

There are several types of non-status appointments: extra-help, learner, trainee, temporary, and provisional. Extra-help appointments are utilized to meet temporary needs. These appointments are initially for up to ninety (90) working days. There are no fringe benefits, and pay is for actual hours worked only. Conditions under which an extra-help appointment employee may be hired or rehired are a) the work assignment cannot be easily assigned to a status employee as straight-time or overtime work; b) an extra-help appointee, upon reaching 900 hours or five months of accumulated employment, must be terminated and cannot resume employment in any extra-help employment until thirty (30) days have elapsed. Extra-help appointments may be terminated at any time during the term of the appointment. For other non-status, appointments see the State Universities Civil Service Statute and Rules.

PROBATIONARY PERIOD

An employee who has been certified to a status position is required to serve a six-month or one year probationary period. If the probationary period is interrupted by an unpaid leave of absence, layoff, or suspension, a comparable amount of time is added to the probationary period.

Service during the probationary period is part of the examination, and during this time, if the employer determines that the employee has failed to demonstrate the ability and qualifications necessary to furnish satisfactory service, the employee may be dismissed.

Status employees are not required to serve more than one probationary period in the same classification nor is an employee required to serve an additional probationary period if the

status notice of an appointment change indicates "change in title only." However, for any other change (promotion, reclassification, reallocation, or lateral transfer (see p. 53 for definitions) where the employee moves from one classification to another, a probationary period in the new class is required.

SENIORITY

After completion of the probationary period, a status employee accrues seniority in the class retroactive to the original date of employment. Time worked in a higher class within a promotional line also is considered a part of total seniority in a lower class. (See SUCCS Section 250.120 for further explanation of seniority).

PROMOTION AND REASSIGNMENT

Governors State University is a growing university; as a result, opportunities for promotion and reassignment occur. Our policy is to promote from within the university whenever possible. A promotion may occur as a result of new positions or the reclassification or reallocation of existing positions. Promotion may be accomplished through a job audit. To be eligible for a promotion, an employee must meet the minimum requirements for the classification and achieve a passing score on the examination for the class. **A PASSING SCORE ON A PROMOTIONAL EXAMINATION DOES NOT GUARANTEE PROMOTION.** The passing score places you on the promotional register along with fellow employees.

If an employee wishes to be reassigned in the same classification from one unit to another, they may request consideration for reassignment by obtaining a Request for Reassignment from the Human Resources Office. As openings occur and hiring units express interest in interviewing reassignments, individuals may be contacted for referral. As reassignment candidates, employees would be referred at their current salaries. If reassigned, employees are not required to serve an additional probationary period.

JOB AUDIT

Civil Service positions are audited every three years to meet requirements of the State Universities Civil Service System. Employees, supervisors, or unit heads may request audits on a twenty-four month basis. Audits are not performed during a probationary period, or during reorganizations.

1. Job descriptions should be prepared by the incumbent using forms and instructions available from the Human Resources Office. The employee should sign and date the form.
2. The incumbent's immediate supervisor should verify, sign, and date the job description. Any changes, additions, or deletions made by the supervisor should be initialed by the incumbent. Major changes should be attached separately.
3. The unit head should review, sign, and date the form.
4. In the case of vacant positions, the immediate supervisor should prepare, sign, and date the job description. When the position is filled, the incumbent should review the job description, sign, and date the form.
5. The Human Resources Office will contact the incumbent to set up an interview appointment. The incumbent should inform the supervisor of the audit date and reschedule, if necessary. Both parties must be-present during the audit.

6. Audit results will be sent to the incumbent, the immediate supervisor and unit head in writing.
7. If the audit results in change in status, the effective date of audit recommendation implementation is based on a) unit head's written approval; and b) approval of wage range, if new classification. If an audit recommendation cannot be implemented, the unit head is responsible for restructuring the position so that it is appropriately classified.
8. The audit procedure generally takes 30 days unless unusual circumstances intervene.
9. Employees should contact the examination section regarding minimum qualifications and testing for promotional opportunities.
10. If you have questions regarding audit procedures, contact the Human Resources Office.

WORK STANDARDS

HOURS OF WORK

Full-time work schedules: the basic full-time workweek is 37.5 hours (7.5 hours per day). Some designated positions require eight (8) hours a day. Your supervisor will inform you of your work schedule. Employees filling exempt positions as defined by the Fair Labor Standards Act will work as required by the position, but the supervisor and/or unit head will assign their basic workweek.

From time-to-time, employees in positions that would be defined as nonexempt based on the overtime provisions of the Fair Labor Standards Act may be required to work overtime. All overtime must be authorized in advance by the supervisor. All approved overtime worked in excess of 7.5 hours a day or 37.5 hours a week will be compensated at time and one-half either in cash or by allowing compensatory time off. Employees in classifications covered by collective bargaining agreements and prevailing rates will be compensated according to those agreements.

COMPENSATORY TIME PROCEDURES FOR NONEXEMPT CIVIL SERVICE EMPLOYEES

Compensatory time is defined as time off from work granted to full-time nonexempt employees in lieu of cash payment for work in excess of a regular schedule of 7.5 hours daily or 37.5 hours per week. Compensatory time off from work shall not be available for hours worked in excess of 40 hours per week. Full-time non-exempt employees with a regular schedule of 8 hours daily or 40 hours per week shall be ineligible to accrue compensatory time for hours worked beyond that schedule. Part-time non-exempt employees may accrue compensatory time on a straight time basis for hours worked in excess of those scheduled but only up to 37.5 or 40 per week, depending upon classification.

The following procedures shall be monitored by all supervisors:

1. No work shall be performed in excess of the regularly scheduled hours unless expressly assigned by the supervisor. Employees shall not "volunteer" time in excess of their regularly scheduled work day or work week.
2. Any time worked by an employee in excess of a regular schedule of 7.5 hours daily or 37.5 hours in a week, but not totaling more than 40 hours, shall be paid, at the discretion of the university, either in compensatory time or in cash at one and one-half times the employee's hourly rate.

3. Any hours worked by an employee totaling more than 40 in a work week shall be paid in cash at one and one-half times the employee's hourly rate.

REST PERIODS

It is the practice of the university to permit two rest periods per day for nonexempt employees, one during the morning and one during the afternoon, individually not to exceed fifteen (15) minutes. The rest period is a privilege, which is granted for the employee's well-being. The break is to be scheduled by the supervisor and is to be preceded by and followed by an extended work period. There are no provisions for the accumulation of rest periods to be taken as late arrivals, early departures, extended lunch periods, or time off in some other way. Employees are required to make every effort not to abuse this privilege.

CIVIL SERVICE PERFORMANCE EVALUATIONS

The university maintains an employee performance evaluation program designed to assist employees to achieve their full work potential and to provide open communication with supervisors. During the probationary period, an employee's work performance is formally evaluated at least twice; unsatisfactory performance may result in dismissal. Employees who have successfully completed the probationary period are evaluated annually; the annual performance evaluation assists the employee in knowing how well he or she is doing on the job and may be one of the bases for recommendations for salary increases, promotion, or discipline.

CIVIL SERVICE EMPLOYEE CONDUCT AND DISCIPLINARY ACTIONS

In accordance with existing Civil Service rules and generally expected standards of employee conduct, what follows are some types of behavior that may result in disciplinary action, up to and including discharge. This list is not intended to be inclusive, but should function as a guide to both the employee and supervisor.

- Unauthorized and unexcused absence
- Leaving work without authority
- Habitual lateness
- Key duplication and/or unauthorized possession of keys
- Misrepresentation of absence
- Failure to follow work schedule
- Failure to follow time schedule
- Falsification of records
- Refusal to do work assigned
- Insolence
- Failure to adhere to departmental regulations
- Insubordination
- Smoking in prohibited places
- Disregard of safety regulations
- Careless workmanship resulting in spoilage, waste, or delay
- Theft
- Unauthorized use of institutional property
- Gambling on institutional property

- Creating or contributing to unsanitary conditions
- Horseplay or scuffling
- Fighting
- Sleeping during working hours
- Drinking intoxicating liquors on institutional time or property
- Inability to perform satisfactorily assigned duties as a result of drinking alcoholic beverages
- Malicious damage to property, tools, or equipment
- Immoral or indecent conduct
- Conviction of an offense involving moral turpitude
- Illegal use or possession of weapons, drugs and/or narcotics

The university subscribes to the use of discipline as one tool to correct employee conduct and/or behavior. Such discipline will normally be issued in a progressive manner dependent upon the facts and circumstances of individual cases. Prior discipline may be considered in individual circumstances (or under such time limits as prescribed within individual collective bargaining agreements). Employees may "appeal" disciplinary actions through the appropriate grievance procedure.

SANCTIONED DISCIPLINARY ACTIONS INCLUDE:

Oral Reprimand

Involves a discussion between the supervisor and employee regarding an infraction, with an emphasis on correcting the employee's behavior. A confirmation of an oral reprimand may be kept in the employee's personnel file.

Written Reprimand

For more serious or repeated cases of rules infractions, the supervisor will counsel the employee as to the correct and expected behavior, as well as record the circumstances of the violation in memorandum form, giving the original to the employee and placing a copy in the personnel file.

Suspension

The suspension of an employee shall be based on the recommendations of the supervisor and shall be subject to the approval of the Human Resources Director or his/her designee to ensure consistency of action throughout the institution. The Human Resources Director will issue all suspensions.

Discharge

When less severe actions fail to correct an employee's job-related behavior, or when the offense requires immediate separation from employment, a "discharge action" shall be taken. The supervisor normally recommends the action, which shall then be subject to the approval of the Director of Human Resources, who initiates the discharge procedures.

GRIEVANCE PROCEDURE FOR NON-NEGOTIATED CIVIL SERVICE EMPLOYEES

A. General Policy

It is the intent of the university to extend to each employee the right to seek resolution

of any complaint or grievance arising in the course of his/her employment. These procedures are designed to address all complaints and grievances, including allegations of violation of Board of Trustees regulations for Civil Service employees; university policy, practices, and procedures; and State Universities Civil Service Statute and Rules.

These procedures are intended to result in a prompt and definitive resolution of complaints and grievances. Moreover, each supervisor and each employee has an obligation to make every effort to resolve employment related problems as quickly as possible when they arise. Procedures for this process must meet the test of providing a decision, which is both prompt and definitive.

B. Definition of Terms

- 1. Complaint** - dissatisfaction expressed by a non-negotiated Civil Service employee because he/she believes a broad policy or regulation; a university policy, procedure, or practice; or the State Universities Civil Service Statute and Rules has been violated and that the violation adversely affects him/her.
- 2. Grievance** - A written statement filed with the director of Human Resources alleging that Board of Trustees policies or Regulations; or university rules or procedures or practices; or State Universities Civil Service Statute and Rules has been violated and that the violation adversely affects him/her. A grievance shall be filed only after informal resolution efforts have been unsuccessful and shall identify insofar as possible the specific rights alleged to have been violated.
- 3. Grievant** - A non-negotiated Civil Service employee at Governors' State University who submits a complaint or grievance pursuant to these procedures.
- 4. Day** - Day means a regularly scheduled workday. It excludes emergency closings.
- 5. Civil Service Grievance Standing Committee** - A committee composed of five (5) voting members and five (5) alternates from categories as follows: two (2) exempt Civil Service employees, two (2) alternates, two (2) nonexempt Civil Service employees, two (2) alternates, one (1) administrative/support employee, and one (1) alternate to be recommended by the Civil Service Senate and appointed by the vice president for Administration and Planning before November 15, to serve from December 1 to November 30. In addition, the vice president shall appoint an individual to serve, without a vote, as advisor and secretary to the committee. Committee members serve staggered terms of one year, two years, and three years. The committee cannot function with fewer than four (4) members present.

C. Complaint Procedures

Step 1 - Any Civil Service employee who believes that his/her rights as a Civil Service employee of Governors State University have been violated must discuss the complaint with his/her supervisor within, ten (10) days of discovery of the violation in order for it to be considered within these procedures.

Step 2 - If, after discussion with the supervisor, the complaint is not resolved, the employee must discuss the complaint with the next highest administrator (usually the unit head or vice president) and the director of Human Resources or his/her designee, within ten (10) days of discussion with the supervisor. A record of the

occurrence (not the content) of the meeting will be made by the vice president and a copy provided to the grievant.

Step 3 - If the discussion in Step 2 does not, resolve the complaint satisfactorily, the employee may within ten (10) day of the discussion file a formal grievance with the director of Human Resources.

D. Grievance Procedures

1. The grievance is a written document and shall provide the following information:

- a) Name and address of grievant
- b) Nature and date of alleged violation
- c) Names of those responsible for alleged violation (where known)
- d) Desired remedy (grievant option)
- e) Relevant background information

2. The director of Human Resources shall transmit the grievance to the chairperson of the grievance committee.

3. The chairperson of the Civil Service Grievance Committee will, upon receipt of the grievance, request that all needed documentation from supervisors, the Human Resources Office, and/or other involved persons be delivered to him/her within ten (10) days. This documentation is to be distributed to committee members before the first meeting of the Grievance Committee. [If the committee does not receive all requested information, the president or his/her designee shall be informed by the chairperson as to which information has not been received. The president will either require that the information be supplied or explain why it cannot be provided.]

4. The chairperson will send a copy of the grievance with all documentation to the grievant, his/her supervisor and the person being grieved against. The person being grieved against will then have ten (10) days to make a written response. The chairperson will send a copy of the response to the grievant.

5. The Grievance Committee shall hold a hearing for the purpose of receiving further information with regard to the grievance. Said hearing shall be preceded by at least five (5) days' notice in writing to the grievant and the person grieved against and may involve, in addition, such other persons as the Grievance Committee may choose to invite.

6. At said hearing evidence shall normally be received in the following order, subject to modification by the committee, as appropriate:

- a) Statement from and evidence on behalf of the grievant
- b) Statement from and evidence on behalf of the person grieved against
- c) Questions from the committee members
- d) Rebuttal evidence on behalf of the grievant
- e) Rebuttal evidence on behalf of the person grieved against
- f) Questions from committee members

7. Both the grievant and the person grieved against may call such witnesses and present such documents as may be relevant to the grievance, subject to the ruling of the chairperson. Either party, at his/her own expense, is entitled to be accompanied by independent counsel whose exclusive function shall be to advise his/her client and who shall not be permitted to question witnesses, address the committee or otherwise participate in the hearing. If either party is to be

accompanied by counsel, the other party must be notified at least five (5) days in advance. At the request of either party, the hearing may be postponed for up to two (2) weeks to allow for counsel to be present.

8. Only, the chairperson of the grievance committee will tape all of the hearings. A copy of the official tape, of the hearing may be provided, upon request to the grievant at his/her own expense.

9. All hearings will be closed unless otherwise requested by the grievant. Committee deliberations will be closed and will not be recorded. At any time during consideration of the grievance, the Grievance Committee may consult with the director of Human Resources.

10. The committee shall make every attempt to resolve the grievance within twenty (20) days of receipt of documentation.

11. Within five (5) days after the hearing, the Grievance Committee shall issue a written report, signed by all members of the committee, containing findings of fact and a recommended decision. Any member who disagrees with any portion of the report may submit a concurrent minority report. The final report and any minority report will be sent to the grievant~ the person grieved against, the Office of the Civil Service Senate and Vice President for Administration and Planning. All copies of the documentary evidence received by the Grievance Committee, which, following the decision by the Vice President shall be delivered to the Office of the President, to be held for a minimum of six (6) months and then destroyed as deemed appropriate by the President shall accompany the report.

12. The Vice President for Administration and Planning shall consider the report of the Grievance Committee (and any other minority report) and may review the documentary evidence and tape recordings of the hearing and shall render his/her decision within twenty (20) days after receiving the Grievance Committee report.

13. If the decision rendered by the Vice President for Administration and Planning is unsatisfactory to the grievant, the grievant may appeal the decision to the president. This appeal must be submitted, in writing, within ten (10) days of receipt of the decisions by the Vice President for Administration and Planning. The president shall render a decision within ten (10) days after receiving the grievant's appeal. This decision shall be final and binding.

E. Retaliatory Action

Any retaliatory action taken by a representative of Governors State University against an employee as a result of that person's seeking redress under these procedures, or cooperating in an investigation, is prohibited and shall be regarded as a separate and distinct grievable matter under these procedures.

F. Resort to the Other Procedures

If, prior to filing a grievance hereunder, or while a grievance is in progress, an employee seeks resolution of the matter in any other forum, whether administrative or judicial, the university shall have no obligation to entertain or proceed further with the matter pursuant to this grievance procedure.

WAGE AND SALARY ADMINISTRATION

Civil Service employees receive compensation under one or more of the plans shown below.

Open Range

The university, upon following review of the State Universities Civil Service System, establishes ranges of compensation for each classification. The university's compensation policy for open range employees is appended to this handbook.

(Appendix B)

Prevailing Rate

Certain craft employees receive the same rate of compensation paid to employees engaged in work of a similar nature in the locality in which the work is being performed. The SUCSS designates the crafts and classifications eligible for prevailing rate compensation.

Negotiated Rate

Employees in negotiated classifications are compensated in accordance with the provisions of the appropriate bargaining agreement as approved by the Board of Governors State Universities.

Overtime

Open range employees are entitled to overtime pay at the rate of time and one-half for hours worked in excess of the established full-time daily or weekly work schedule, whichever is greater. Prevailing rate and negotiated rate employees are paid for overtime worked in accordance with the appropriate area negotiated labor agreement.

PAYROLL DIRECT DEPOSIT

Required from all employees who are paid from state appropriated funds on Governors State University payroll.

Procedure

1. Obtain a State of Illinois Authorization for Deposit of Recurring Payments form (Exhibit 3D-E) from the Human Resources.
2. Complete items A through F on the form and attach a deposit slip and voided check to the upper portion of the form.
3. Submit the form with your deposit slip to Human Resources.
4. Your paychecks will be automatically deposited to your account at your financial institution each pay period beginning with the earliest possible pay period.

MANDATORY CONTRIBUTIONS TO AND REFUNDS FROM THE STATE UNIVERSITIES RETIREMENT SYSTEM

Eligible Employees: All employees with appointments of at least four months or one academic term.

Excepted Employees: Employees with student help or graduate assistant appointments.

Refer to: Illinois Revised Statutes, Chapter 108~, Article 151 Illinois Public Act 87-008; and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985.

By law, Illinois public university employees with continuous appointments of at least four months or one academic term, whichever is less, must contribute eight percent (8%) of gross earnings to the State Universities Retirement System (SURS).

Employees classified as Police Officers must contribute nine and one-half percent (9 1/2%) of gross earnings. Provisions apply to all part/full-time employees. The employee's percentage of appointment must be only greater than zero.

NOTE: The federal law referenced above requires all employees hired after March 31, 1986 to pay the Medicare tax, currently 1.45%. Employees contributing to SURS do not pay the social security tax, only the Medicare tax if hired after the date mentioned.

An employee whose term of appointment has ended may apply to SURS for a refund of contributions.

Procedure for Refund

1. Obtain an application for refund from the Human Resources Office. Only one such application may be made each year.
2. Carefully read the section attached to the application titled TAXABILITY OF SURS REFUND.
3. Complete, sign, date, have your signature notarized, and forward the application to SURS.

MANDATORY PAYMENT OF SOCIAL SECURITY AND MEDICARE TAXES

Eligible employees: All employees with appointment of less than four months or one academic term, whichever is less.

Excepted employees: Employees with student help or graduate assistant appointment. Refer to: The Federal Budget Reconciliation Act of 1990; the Federal Consolidated Omnibus Budget Reconciliation Act of 1985; and Illinois Public Act 87-008.

Employees hired after March 31, 1986 have had to pay the Medicare tax even though they may contribute to the State Universities Retirement System. Employees hired after June 30, 1991 with appointments of less than four months or one academic term, whichever is less, are liable to pay both the social security tax and the Medicare tax. These employees do not contribute to the State Universities Retirement System.

EMERGENCY CLOSING – LEAVE OF ABSENCE

1. If an emergency arises in which the safety, health or welfare of employees is a matter of concern, the President of the university, or her/his designee, may order employees to absent themselves from work with pay.
2. Status civil service employees ordered to absent themselves from work under such circumstances shall not lose seniority because of such absence.
3. Any employee not excused from work under such circumstances who fails to report for work as scheduled may be denied compensation for such absence.
4. Employees who are on sick leave and/or accrued leave during an emergency closing will be charged with sick leave and/or accrued leave; these employees will not derive any additional pay relative to the emergency closing. Employees who are using sick leave and/or accrued leave the day preceding and the day following an emergency closing will be charged for sick leave and/or accrued leave for the closing.
5. Employees' time reports must reflect their correct status during any emergency closing.

Procedure for Determining if University is Closed Before or After Your Work Schedule

1. Each unit is responsible for having an Emergency Notification Plan. The Plan is updated annually. It is a list of "who telephones whom" by name and home telephone number. The emergency notification plans should be on file in the university President's office by September 1 of each year.
2. Employees may telephone the "GSU 24-Hour Information Line," (708) 534-4909 to learn whether or not the university is closed.

3. The following regional radio stations broadcast announcements of emergency closings at the university.

AM Frequency

WBBM, Chicago, 780

WGN, Chicago, 720

FM Frequency

WLLI, Joliet, 96.7

TELEVISION

CBS Ch. 2

NBC Ch. 5

ABC Ch. 7

WGN Ch. 9

WFLD/FOX Ch. 32

CLTV

(check your local cable listings)

EMERGENCY SITUATIONS

DIAL 911

All campus safety and security is coordinated by the GSU Police in the Department of Public Safety. They can be contacted for any emergency, 24 hours a day, seven days a week by dialing 911 from any campus telephone. Department of Public Safety officers are all state-level commissioned police officers. They provide emergency medical services for the university community.

Procedure

DIAL 911 to report any suspicion or evidence of smoke or fire;

- to report any suspicious, potential, or actual criminal activity;
- to report any hazardous condition on campus; to report any motor vehicle accident;
- to request emergency medical services, fire or other police services;
- to report elevator failure;
- to report flooding and water leaks; to report possible toxic fumes.

Note: You may obtain a copy of the GSU Staff Safety Manual from the Department of Public Safety.

The non-emergency telephone number for the Department of Public Safety is (708) 534-4900.

CAMPUS ACCESS

CAMPUS FACILITIES AND SECURITY

As a commuter" institution, Governors State University has established hours of operation for the use of its facilities. Electronic alarm systems provide security and fire hazard notification, which are constantly monitored by police dispatchers in the Department of Public Safety. During closed periods, faculty and staff must check in with the university police before being allowed access to any campus facilities. During closed periods, entry by students is strictly regulated by the use of an After Hours Building Permit procedure. Special security procedures are in effect during holidays and other low occupancy periods.

Campus Access and Facilities Policy and Procedures

The University maintains a strong commitment to campus safety and security. The following Campus Facilities Access and Security Policy and Procedures allow for emergency notification and assistance if required. All campus occupants can summon immediate help from the Department of Public Safety via any campus telephone at any time. As an added precaution, all students and staff are advised to keep their respective areas closed and locked during closed periods. Most campus buildings and public facilities are accessible to members of the campus community, guests, and visitors during normal hours of operation:

Monday through Friday: 6:00 a.m. to Midnight

Saturday: 6:00 a.m. to 6:00 p.m.

Sunday: Noon to 9:00 p.m.

The exceptions to normal operating hours include scheduled classes and special events. Excluded are most holidays during which the university is usually closed. Specific units may also have established hours of operation within general university operating hours listed above. All exterior doors are secured and locked each day by the

end of normal operating hours. Access to facilities while closed is available only to:

* Authorized GSU staff members who enter through a special access entrance after checking in and wear an authorized GSU photo ID, or DPS issued Staff Building Pass for the duration of their stay during any closed period. Such staff must check out and leave through this same area when finished. Any staff already in campus buildings and staying after closed hours must report via telephone or in person to DPS and follow the identification and exit procedures previously listed.

* Students who complete and file an After Hours Access Permit with prior approval from their instructor and the appropriate Division Chairperson. Students already in campus buildings and staying after closed hours must have an After Hours Access Permit on file, report their presence in person at DPS (in order to pick up a Student Building Pass), and follow identification and exit procedures.

Special requests to DPS for access to any unoccupied or secured area will not be allowed unless proper identification and authorization can be established. Persons in violation of this policy may be subject to Illinois Criminal Trespass sanctions.

BENEFITS

The Board of Trustee Universities authorizes Civil Service employee benefits in the following areas:

1. Accrued Leave (Vacation)
2. Holidays
3. Sick Leave and Extended Sick Leave
4. Parental Leave
5. Bereavement Leave
6. Leaves of Absence Emergency Leave
7. Compulsory Disability Leave
8. Educational Benefits
9. Workers' Compensation
10. Insurance
11. Unemployment Compensation Retirement
12. Retirement
13. Tax Deferred Annuities

VACATION (ACCRUED LEAVE, ANNUAL LEAVE)

GENERAL PROCEDURE

ACCRUED LEAVE (Vacation)

Non-Exempt

All nonexempt employees in status positions earn accrued leave according to the following schedule:

Years of Service* Completed

At Least	Not More Than	Equivalent Leave Days Earned Per Year
0	3	12
3	6	15
6	9	18
9	14	21
14	-	25

Nonexempt employees must report usage of vacation leave in one-half (1/2) day increments.

1. In all cases, vacation leave must be earned before it is taken. Earned vacation is credited to an employee at the end of each month.
2. Requests for vacation of any duration shall be approved prior to being taken.
3. Requests for vacation of more than three days should be requested at least ten working days prior to the planned use.
4. Unit heads should approve requests for vacation based on operational needs, within five working days of receipt. Requests for vacation submitted far in advance of planned use may have to be approved contingent on future operating needs of the unit. Unit heads shall not unreasonably deny requests for vacation.

NOTE: Civil service employees in status positions serving an initial probationary period shall not take vacation leave except for good cause and upon approval of the unit head and personnel director. No vacation leave is

available or payable for employees whose service is terminated prior to completion of the initial probationary period.

*The service year is determined by the addition of all previous periods of state service, which qualified, for earning of accrued leave benefits. Acceptable proof of such previous service is required.

Exempt

All exempt employees in status positions earn accrued leaving according to the following schedule:

Years of Service* Completed

At Least	Not More Than	Equivalent Leave Days Earned Per Year
0	3	25
3	6	26
6	9	27
9	-	28

Exempt employees must report vacation usage in one-half (1/2) day increments.

*The service year is determined by the addition of all previous periods of state service, which qualified, for earning of accrued leave benefits. Acceptable proof of such previous service is required.

Accrued leave may be accumulated up to two times the appropriate level of annual accrued leave. If this maximum is reached, accrued leave benefits cease to be earned except as the accumulation is reduced.

Accrued vacation may be used in conjunction with bereavement leave under special circumstances and with prior approval by the employer representative.

SICK LEAVE

Procedure

1. If an employee is unable to perform assigned duties due to injury or illness, he/she should immediately notify his/her supervisor of the anticipated term of absence.
2. An employee may use up to five days of earned sick leave per calendar year for absences due to illness or injury of a parent, spouse or child. Immediate notification to the supervisor is again required.
3. The university may require acceptable evidence of disability, illness or injury before allowing any sick leave benefits. If such evidence is required, the employee will be notified verbally or in writing by the supervisor.

All Civil Service Employees in Status Positions, Negotiated and Non-Negotiated

Civil service employees in status positions should refer to Board of Trustees Regulations, Section II, Employees, Subsection c., Civil Service Employees, item d. Sick Leave for accrual rates and permissible uses of accrued sick leave.

EXTENDED SICK LEAVE

Policy

The president of the university may grant an employee sick leave with full pay for a period of up to 60 calendar days, if the employee: (1) has completed at least three full years of service at the university; (2) has exhausted all sick leave benefits; (3) is a participant in the State Universities Retirement System (SURS); and (4) is entitled to and has applied for disability benefits under the SURS.

Procedure for Civil Service Employees:

1. The employee, or her/his designee, may contact the Human Resources Office for an Application for Disability Benefits from the State Universities Retirement System. The complete application must be returned to the Human Resources Office.
2. The employee, or his/her designee, may request extended sick leave benefits from the director of Human

Resources. The request may be verbal or written, based on need.

3. The director of Human Resources shall forward a memorandum outlining the request and affirming that the employee meets the eligibility requirements to the university president for written approval for extended sick leave of up to 60 calendar days.
4. Copies of the president's written decision shall be promptly forwarded to 1) the employee; 2) the employee's unit head; and 3) the Human Resources Office, which shall provide payroll input.

BEREAVEMENT LEAVE

Policy

An eligible employee will be granted leave with pay of three days per occurrence, to be taken within five consecutive work days of the date of occurrence, in the event of the death of the employee's

- husband
- wife
- mother
- mother-in-law
- father
- father-in-law
- brother
- brother-in-law
- sister
- sister -in-law
- first cousin
- child/step-child residing in home
- son-in-law
- daughter-in-law
- grandmother
- grandfather
- grandchild
- aunt
- uncle
- niece
- nephew
- member of employee's immediate household

Bereavement leave shall be taken in not less than one-half day increments and may not be accumulated.

If special circumstances call for leave of longer than three days, the employee may elect to use accrued vacation or sick leave, which must be approved by the employee's unit head. In the absence of accrued vacation or sick leave, the employee may submit a request for an unpaid leave of absence, which is subject to approval of the unit head and president in the case of faculty and administrative employees not covered by a collective bargaining agreement or the unit head and the director of Human Resources in the case of status civil service employees.

Procedure

1. The immediate supervisor should be notified by the employee of the employee's need to take bereavement leave as soon as the employee has knowledge of such need.
2. The employee is responsible for discussing with the supervisor/unit head if more than three days of leave are needed due to special circumstances.
3. The employee will not take leave in excess of three days without prior approval.

Leaves of Absence

The Director of Human Resources, upon recommendation of the employee's supervisor, may grant leaves of absence without pay for reasons other than disability, covered by the State Universities Retirement System, to employees in status positions, after accrued leave is reduced to not more than five days. Each request for a leave of absence will be considered on the basis of its individual merit and the operational needs of the employer. Reasons for leaves of absence may be advanced study, personal convenience, non-occupational medical reasons, such as temporary disability caused or contributed to by pregnancy in the absence of accrued sick leave, etc.

Unpaid leaves of absence require completion of a "Request for Leave of Absence" form by the employee, if available. The unit head's signature on the form is required. The request is not valid until signed by the director of Human Resources. Leaves of absence with or without pay may be granted for reasons of jury service and military service. (See BOT "Regulations," Section II, Subsection J., Item 8. for further information.)

The employee should arrange to meet with the benefits counselor in the Human Resources Office well in advance of beginning an approved leave of absence to discuss insurance and retirement obligations while on leave.

The Group Insurance Plan provides that the state-paid health, life, and dental coverage on an employee will remain in effect while the employee is on an approved leave but is not compensated on the BOT payroll (e.g., workers' compensation, non-occupational medical disability caused or contributed to by pregnancy, or educational). The employee, however, is obligated to make payment for any optional health, life, and dental insurance coverage directly to the Department of Central Management Services.

An employee who is granted an approved leave of absence for personal reasons must make direct payment for employee basics (that portion which is normally paid by the state) as well as any optional health, life, and dental insurance coverage directly to the Department of Central

Management Services.

If an employee carries optional ReliaStar Life Insurance, the Human Resources Office will inform the company of the leave, and the company will bill the employee directly.

If the employee carries accidental death and dismemberment through one of several providers, the Human Resources Office Benefits Manager will inform the employee of the premium amount due and the respective address which the employee will submit payment.

If an employee wishes to continue to accrue service credit in the State Universities Retirement System while on an unpaid leave of absence other than a disability type leave of absence, the employee must complete an "Election of Pay While on Approved Leave of Absence" in the Human Resources Office. The employee would make the 8 percent contribution directly to the retirement system in either a lump sum (to cover the entire leave period) or on a monthly basis. The check, payable to the State Universities Retirement System, should be mailed directly to:

State Universities Retirement System
1980 Fox Drive
Champaign, IL 61820

To protect the group health and life insurance and retirement system benefits while on an approved unpaid leave of absence, it is important that an employee discuss his/her obligations with the benefits counselor in the Human Resources Office prior to beginning the leave.

Civil Service employees accrue seniority while on leave not exceeding a total of 30 work days within any calendar year unless the employee is on disability leave under the State Universities Retirement System or Workers' Compensation. Full seniority is credited to employees while on leave covered by Workers' Compensation and by SURS.

PERSONAL LEAVE

Policy and Procedure for Civil Service Employees Who Are Covered by the Agreements With Local # 743, I.B.O.T., Clerical/Technical, FOP Labor Council # 104, Police & Telecommunicators, and SEIU Local #73 , Building Service Workers, IUOE Local # 399, Operating Engineers will consult their Collective Bargaining Agreements concerning personal leave. But in all cases:

1. The employee shall notify the supervisor prior to using personal leave.
2. Personal leave days shall be deducted from the employee's accrued leave.

Policy and Procedure for Other Eligible Employees

Employees who need time away from work for personal reasons may request the use of accrued vacation. In the absence of an accrual, an unpaid leave of absence may be requested.

1. A Request for Vacation should be completed and submitted to the supervisor.
2. Vacation days shall not be taken in the absence of prior approval.
3. Approval of vacation requests shall be based on operational needs of the unit and shall not be unreasonably denied.
4. In the absence of an accrued vacation balance, the employee may complete a Leave of Absence Request and submit it to the supervisor.

5. Leaves of absence require unit heads' and Vice Presidents' approval as well as the president's approval in the case of faculty and administrators or the Director of Human Resource's approval in the case of civil service staff.
6. Leaves of absence shall not be taken until fully approved except under extraordinary circumstances.
7. Leaves of absence shall not be granted unless the employee's vacation accrual is reduced to five or fewer days except in the case of disability.
8. Unpaid leaves of absence incur a cost to the employee for insurance basics (that portion which is normally paid by the state) as well as any optional life, health and dental insurance coverage.
9. If the employee wishes to continue to accrue service credit in the State Universities Retirement System, the employee must complete an election to Pay While on Approved Leave of Absence."
10. An employee who is going off the GSU payroll for any reason should consult with the benefits coordinator in the Human Resources Office.

Military Leave of Absence

Procedure

1. Immediately upon receipt of military orders, notify your supervisor of date military service begins and ends (if known).
2. Complete a Leave of Absence form, sign, and submit a copy to your unit head with a copy of your military orders.
3. Following all approvals, a copy of the Leave of Absence form will be provided to you.
4. Contact the Benefits Coordinator in the Human Resources Office to determine the status of all benefits while on military leave.

You, or your supervisor if you are absent, are responsible for proper coding of your time record(s).

Disability Leave

There are two types of disability leave available to eligible employees:

1. Non-occupational illness or injury whether or not compensable by the State Universities Retirement System (SURS).
2. Occupational illnesses or injury compensable under the Illinois Workers' Compensation Act and the Illinois Workers' Occupational Diseases Act.

Both types of disability leave require that a physician's written statement affirming the employee's inability to perform assigned duties and the duration of such inability, if known, be submitted to the Human Resources Office.

NOTE: It is unnecessary to request disability leave for non-occupational illness or injury if there

is a sufficient sick leave balance to cover the time away from work. The university, however reserves the right to require written verification by the employee's physician of the employee's inability to perform assigned duties.

Procedures for Non-occupational Disability - Leave Not Compensable by SURS

1. An employee who has a temporary disability, including that caused or contributed to by pregnancy, and is unable to perform assigned duties should a) submit the physician's written statement that includes the date work should be stopped and the date work may be resumed, if known, to the employee's immediate supervisor or unit head; and b) complete a Leave of Absence form and submit to supervisor or unit head.
2. The unit head, after signing the Leave of Absence form, will forward it to the appropriate office as described on the form with a copy of the physician's statement.
3. Following action by the appropriate office, a copy of the form will be forwarded to the employee and the unit head.
4. Prior to or on the first day work is resumed by the employee, a written statement by the employee's physician releasing the employee to return to work on a specific date must be submitted to the Human Resources Office. The employee's unit head must send a written confirmation that the employee has returned to work on a specific date.
5. The Human Resources Office will cause the employee to be placed back on the active payroll.

Procedures for Non-occupational Disability Leave Compensable by SURS

An employee is eligible for compensation after two years of participation in SURS in accordance with the law and applicable SURS regulations.

1. An employee who becomes disabled for a long or unknown term, and who has exhausted accrued sick leave should notify the supervisor and/or unit head and the Human Resources Office.
2. The Human Resources Office will provide an application for disability benefits under SURS, which the employee should complete and return to the Human Resources Office. The employee should also complete a Leave of Absence form, if available to do so. If unavailable, the form should be completed by the supervisor and unit head.
3. The employee's physician must submit a written opinion of the disability to the Human Resources Office.
4. The Human Resources Office will arrange to have the employee examined by a physician selected and paid by the university and that physician will submit a written opinion as to the employee's disability.
5. The Human Resources Office will forward both medical opinions to SURS. SURS may require the employee to be examined by a physician of its choice. In that event, SURS will notify the employee directly.
6. There is a 60-day waiting period before SURS disability benefits begin. Eligible

employees may request extended sick leave for that waiting period. For information on eligibility, see section on Extended Sick Leave in this handbook.

Procedures for Occupational Disability Leave

The Illinois Workers' Compensation Act and the Illinois Workers' Occupational Diseases Act cover employees. It is the responsibility of the employee to initiate any claim for workers' compensation benefits.

The following procedures must be followed for on-the-job injury, accident, or any job-related disease:

1. Immediately report injury or accident to the Human Resources Office. At that time, forms will be provided which must be completed when filing a workers' compensation claim. Accidents occurring prior to 8:30 a.m. or after 5 p.m. should be reported to the Department of Public Safety (DPS), at which time an "Employee's Notice of Injury," form should be completed. Additional forms must be obtained from the benefits coordinator and completed before the claim is submitted for approval.
2. Report the injury to your supervisor, foreman, or person in charge.
3. All forms pertaining to the claim should be returned to the Human Resources Office as soon as possible. Claims cannot be submitted for approval until all forms are received.

The risk management division of the Department of Central Management Services decides Compensability.

If you are injured on the job, you must notify your employer of your injury no later than 45 days after you were injured. If any dispute arises as to entitlement to benefits, a claim may be filed with the Illinois Industrial Commission. In most cases, a claim must be filed with the Industrial Commission within three (3) years of the date of accident. If you are unsure, whether you are entitled to benefits, or how to apply for such benefits, write or call:

Illinois Industrial Commission
160 North LaSalle Street, 12th Floor
Chicago, IL 60601
(312) 435-6611 or 1-800-972-4604

EDUCATIONAL BENEFITS

The Board of Trustees' shall grant tuition and fee waivers to status civil service employees of Governors State University. The following credit hour maxima shall apply to employees who enroll:

	Academic	
	Term	Annual
Full-time employee	6 c.h.	18 c.h.
¾ time employee	4 c.h.	12 c.h.
½ time employee	3. c.h.	9 c.h.

The employer representative may make limited exceptions on employee eligibility on an individual basis. These maxima are employee benefit limitations and do not apply to

enrollment in approved work-related training programs, the purpose of which is to improve service. The fees, which will be waived by the university, include registration, application fees, credit evaluation fees, admission fees, activity fees, graduation fees, and textbook rental fees. In addition, service fees, such as those imposed to secure revenue for bond retirement, will be waived by such universities for an employee of the university granting the waiver. For employees who enroll in courses at state universities in Illinois other than Governors State University, the credit hour maxima and fees, which will be waived, will determine by the institution in which such employees enroll.

Employees are encouraged to enroll in courses having scheduled class hours outside their scheduled work hours. For courses held during the employee's work schedule, the employee may be excused to attend classes subject to a maximum of 4 clock hours per week or the number of clock hours required to attend one course, whichever is greater. Requests for excused absences to attend classes must be submitted to the supervisor for approval prior to enrollment and request for waiver of tuition. When such approval is granted, employees shall "make-up" time at the discretion and approval of the supervisor by (i) working outside of regularly scheduled hours during the work week in which the excused absence occurs, or (ii) deducting the time spent in class from the employee's accumulated vacation leave. Daily overtime compensation shall not be earned for make-up time worked under (i) above.

The natural, adopted, foster, or stepchildren and the spouse of any status employee under full-time employment (including employees on sick leave or compulsory disability leave) who dies while in service at a Governors State University shall be entitled to a waiver of tuition and fees (as defined in paragraph (1) above) up to and including the baccalaureate degree. Should both parents be full-time employees, the death of one parent shall make the child eligible for the waiver of tuition and fees. Children of a divorced employee are eligible for waiver of tuition and fees if such employee was contributing to their support at the time of death.

STUDENT FINANCIAL AID/EDUCATIONAL BENEFITS

In compliance with Ch. 144, par. 1008h of the Illinois Revised Statutes, each university's policies and procedures for the award of tuition waivers shall provide that each eligible child of Governors State University employee who has been employed for at least 7 years by the Board of Trustees shall, upon proper application and verification of eligibility, be offered a 50% tuition waiver for any academic year for which he or she:

1. is under the age of 25 at the commencement of the academic year during which the partial tuition waiver is to be effective. Eligibility for this purpose will be verified on a year-by year basis;
2. qualifies for admission under the same admissions requirements, standards, and policies which the university to which the waiver will be applied generally applies to applicants for admission to its respective undergraduate programs;
3. is the natural, adopted, foster, or stepchild of a current BOT employee who has been employed for a total of at least 7 cumulative years by the Board of Trustees. Academic years shall count as calendar years for those employees normally employed on an academic year basis. Employment which is or was

- contingent upon an individual's status as an enrolled student shall not be counted as part of this 7 cumulative years of employment;
4. has, if the application is for a renewal of the award, maintained satisfactory academic progress toward graduation as this would be determined by the established rules of the university to which the waiver will be applied; and
 5. has not expended a total of 4 years of undergraduate 50% tuition waiver benefits as provided under this section. For purposes of this subsection, 4 years shall be considered to be either 12 academic terms or the number of hours necessary to complete an undergraduate degree as defined by the university to which the waiver will be applied, whichever is completed first.

TIME AWAY FROM WORK FOR RELIGIOUS BELIEF PRACTICES

On January 1, 1986, the Illinois Human Rights Act was amended to require state universities to permit employees to take time off from work in order to practice religious beliefs. Refusal to permit such time off from work is a civil rights violation. The law does not require the state universities to pay employees who take time off from work in order to practice religious beliefs. The law does require, if operational needs permit, that work hours lost without pay for religious reasons be deferred to work hours outside the regular work schedule.

Procedures

All employees who intend to take time off from work in order to practice religious beliefs must provide written notice to appropriate supervisors five days prior to the intended absence.

EXEMPT EMPLOYEES (faculty, administrative, exempt civil service)

may:

1. Charge the absence to accrued leave if an accrued leave balance is available, OR
2. Arrange with the appropriate supervisor to complete required work at another time, OR
3. Request an unpaid leave of absence.

NONEXEMPT civil service employees

may:

1. Charge the absence to accrued leave if an accrued leave balance is available, OR
2. Charge the absence to previously earned compensatory time, OR
3. Request an unpaid leave of absence, AND
4. Request that the work hours lost without pay be rescheduled and worked at another time, e.g., before or after the regular daily work schedule on the day the absence occurs or reduction of the meal period to not less than thirty minutes per day in a workweek.

NOTE: Deferred work hours may be worked in the same work week as the absence and shall be compensated at the employee's regular rate of pay; or deferred work hours may be worked in differing work weeks) as long as the employee does not exceed 40 hours worked during the make-up work week(s) and shall receive their regular compensation for the deferred work hours.

- Supervisors shall not unreasonably deny requests for deferred work hours if unit operational needs permit such deferral.

TERMINATION

Voluntary termination of employment (resignation for personal reasons or retirement) by all employees is accomplished through the following procedure.

Procedure

- The resigning employee should notify the supervisor and the Human Resources Office in writing as far in advance as possible of the intent to resign and the effective date. The last day worked should be the effective date of resignation.
- The resigning employee must visit the Human Resources Office on or shortly before the last day worked to begin "processing out" of employment. Final paychecks or other disbursements will not be made until the employee completes this process.
- Disbursements of accrued, unused vacation and for unused sick leave accrued after December 31, 1983 at the rate of one-half of current compensation will be made on two payrolls following the last payroll for work performed.

Procedures for **involuntary termination** of employment (position abolishment or for cause) vary by category of employment. Employees are encouraged to familiarize themselves with these procedures and may review the following documents.

An employee with a status appointment may be dismissed at any time during the probationary period if the supervisor determines that the employee has failed to demonstrate the necessary abilities to furnish satisfactory service.

Employees who have completed the probationary period and are considered status employees may be discharged for cause. The employee will receive written charges stating justification for the discharge. Upon receipt of the Written Charges for Discharge, the employee has the right to appeal the action before the Merit Board of the State Universities Civil Service System (Section 250.110e of the "SUCSS Statute and Rules.")

When it becomes necessary for the university to layoff one or more employees, the employee with the least amount of seniority in the class is laid off first and additional layoffs are made in ascending order of seniority. Seniority is earned at the place of employment. The Human Resources Office will determine whether an employee has bumping rights in his/her current classification. If the employee has bumping rights, the employee is reassigned to a vacant position or bumps the least senior employee in the class. If the employee does not have bumping rights in his/her current classification, the employee is laid off unless bumping rights are available in lower or previously held classifications. When layoff is expected to exceed thirty (30) consecutive workdays, the employee will receive a Written Notice of Layoff fifteen (15) workdays prior to the effective date of layoff (See Section 250.110c of the "SUCSS Statute and Rules. ")

Civil Service Staff in Status Positions Serving an Initial Probationary Period will refer to State Universities Civil Service System Statute and Rules, Section 250.90 concerning Probationary Period.

ELIGIBILITY FOR PARTICIPATION IN THE STATE OF ILLINOIS GROUP HEALTH INSURANCE PLANS

MEMBER ELIGIBILITY

Individuals eligible for participation in the State's health plans are generally classified as follows: full- and part-time employees; annuitants; certified and non-certified survivors; provisional employees; and COBRA participants. Listed below are member classifications with criteria for eligibility.

Employees:

- a. Full-time and part-time employees of the State who are eligible to participate in the State Universities Retirement System are eligible for benefits under the State Group Health Insurance Program.
- b. Other covered employees are:
 - 1) Individuals receiving ordinary or accidental disability benefits or total permanent disability under the Workers' Compensation or Occupational Disease Act for injuries or illnesses contracted in the course of employment with the State of Illinois.
 - 2) Persons on approved leaves of absence.
 - a. Employees on an approved leave are eligible for State-paid insurance and may continue their insurance coverage by direct payment to the Department of Central Management Services' Premium Collection Unit.
 - b. Employees on an approved leave may request waiver of all coverage for which they are liable for premium payment. Employees who choose to waive their insurance coverage will be reinstated into the insurance program upon their return to active status. Evidence of insurability will be required to add dependents and/or purchase optional life coverage.

Part-time Employees

Part-time employees are persons employed on or after January 1, 1980, (does not apply to those eligible for the Program before January 1, 1980) and working half time or more. In order to participate, part-time employees must pay a portion of the State cost, in relation to the percentage of hours worked. Part-time employees may elect not to participate in the Program. In situations where the spouse of an eligible but nonparticipating part-time employee is a member of the Program, the eligible part-time employee may be enrolled as a dependent for health, dental and life covered by the spouse.

Criteria for part-time employee eligibility are as follows:

Working 50% or more measured on a yearly basis.

Eligible to participate in the State Universities Retirement System.

Paid salary through Comptroller's Office or local university payroll.

If the employee does not elect to participate, he/she shall not be eligible to enroll as a member until the following year's Benefit Choice Period, unless a change in family status occurs, i.e. death, divorce, marriage, birth, change in spouse's employment, etc.

Annuitants

Annuitants are those employees who retire or had retired on or after January 1, 1966 under one of the State retirement systems. Generally, annuitants are classified as follows:

- a. Immediate Annuitant: A person beginning to receive retirement benefits within one year from being removed from active payroll.
- b. Deferred Annuitant: A person who terminates and is vested in the State Universities Retirement System, but not eligible to begin receiving an annuity due to age.

Annuitants are eligible as members on the effective date of the commencement of their retirement or annuity benefits.

Any premium for optional coverage will be deducted from the annuitant's retirement check.

Survivors

Survivor(s) include: a spouse, child(ren), or dependent parent(s), of the deceased member, who is certified as eligible to receive an annuity from the State Universities Retirement System.

Survivor also includes the surviving dependent(s) of a person who satisfies the definition of an employee except that such person(s) are ineligible to participate in the State Universities Retirement System.

Dependent eligibility

Individuals eligible for participation in the State's health plans as dependents are generally classified as follows: spouses; unmarried children from birth through age 18; unmarried children age 19 through 22 meeting special conditions; unmarried children age 19 and older who are mentally or physically handicapped; and other eligible dependents. Listed below are the classifications with definitions of eligibility.

1. **Spouses** - Employees' spouses are eligible. This does not include ex-spouses or common law spouses.
2. **Unmarried children from birth through age 18** Natural and adopted children are eligible.
3. **Sponsored Dependent** Stepchild who lives with the employee in a parent-child relationship. Recognized (paternity/maternity) child who lives with the employee in a parent/child relationship. Child for whom the employee has legal guardianship. For sponsored dependents, special documentation is required. Certification that the

child lives with the employee in a parent-child relationship must accompany enrollment of stepchildren and paternity/maternity children. In the case of legal guardianship, a copy of the court ordered guardianship as well as documentation that the reason for legal guardianship was due to death of the child's parents or that the parents had been adjudged unfit by a court of law.

4. **Unmarried children ages 19 through 22 meeting all the specified conditions:**

Enrolled as a full-time student in an accredited school.

Financially dependent upon the employee.

Eligible to be claimed as a dependent by the employee for Illinois State income tax purposes.

5. **Unmarried child ages 19 or over that is mentally or physically handicapped meeting all of the specified conditions:** Financially dependent upon the employee.

Eligible to be claimed as a dependent for Illinois State income tax purposes by the employee.

Has been continuously disabled from a cause originating prior to age 19.

6. **Other Eligible Dependents**

Other dependents such as an employee's mother, father, son, daughter, grandmother, grandfather, brother, sister, grandchild, niece/nephew if they meet the following conditions:

Eligible to be claimed as a dependent for Illinois State income tax purposes by the employee

Continuously enrolled as a dependent prior to February 11, 1983.

PLEASE NOTE: When both a husband and wife are eligible as members, each must enroll as a member.

Eligible members cannot be carried as a dependent on a spouse's coverage, unless such member is a non-participating part-time employee or is ineligible for state basic coverage. All eligible dependents must be enrolled under one spouse. The only exception to this is that one spouse may carry all dependents under health and the other spouse may insure all dependents for life.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

Continuation of health and dental insurance after termination of employment

Qualifying Events

Maximum Continuation Period

Employee:

a) Termination of employment for any reason, including termination of disability benefits, layoff, and expiration of maximum leave of absence coverage period, except for gross misconduct. 18 months

b) Loss of eligibility due to reduction in hours worked. 18 months

Dependent:

- | | | |
|----|---|-----------|
| a) | Employee's termination of employment as stated above. | 18 months |
| b) | Employee's reduction in work hours. | 18 months |
| c) | Employee's death. | 36 months |
| d) | Divorce or legal separation from employee. | |
| | 1. Ex-spouse under age 55 | 36 months |
| | 2. Ex-spouse 55 or older the date ex-spouse reach qualifying age or otherwise become eligible under Medicare. | |
| e) | Ceases to satisfy plan's eligibility requirements for dependant status | 36 months |

The employee or qualified dependent has 45 days from the date continuation of coverage is elected to pay all back premiums. The State does not contribute to any portion of the premium for continuation of coverage.

Contact the Department of Central Management Services' COBRA Unit or your agency's Group Insurance Representative for COBRA rates.

RETIREMENT UNDER THE PROVISIONS OF THE STATE UNIVERSITIES RETIREMENT SYSTEM (SURS)

Refer to your copy of SURS Members Guide for details or contact SURS directly at P.O. Box 2710, Station A, Champaign, Illinois 61825-2710, telephone (217) 333-3860.

Eligibility

Thirty-five or more years service credit, regardless of age; or

At least age 55 with eight or more years of Illinois service after September 1, 1941. Benefits will be reduced if you retire between ages 55 and 60; or

At least age 62 with five or more years of service after September 1, 1941.

NOTE: You must begin receiving your retirement annuity by April 1st following the year you reach age 70 1/2 if you are not employed at that time. All retirement annuities are paid for life.

Procedure

1. Approximately three months before the effective date of your retirement, obtain and complete an Application for Retirement Annuity (Exhibit 20-A) from the Human Resources Office or from SURS.

2. Return the application along with photocopies of your marriage certificate and your and your spouse's birth certificates to the Human Resources Office or to SURS.

3 SURS will contact you directly after receiving the documents in (2.) above with information on your retirement annuity, taxes, other deductions and so forth.

STATE EMPLOYEES DEFERRED COMPENSATION PLAN

The state of Illinois offers a deferred compensation plan administered by the Department of Central Management Services. The tax deferred compensation plan is a way of accumulating long-term savings to supplement income; it offers a strong financial advantage over after-tax investments, with high restrictions on access to funds.

To receive a package with a full explanation of the plan, necessary forms and prospectuses, contact the benefits coordinator in the Human Resources Office, or call or write:

State Employees Tax Deferred Compensation Plan
Department of Central Management Services
604 Stratton Office Building
Springfield, Illinois 62706
(217) 782-7706

Board of Trustees – Governors State University Tax Deferred Annuity-Plan

The Board of Trustee – Governors State University approves companies to offer tax-deferred annuity (403b) plans to its employees in accordance with the federal Internal Revenue Code.

The names of the currently approved companies, their representatives and phone numbers are posted on the bulletin board in the Human Resources Office. For more information, you may call the benefits coordinator in the Human Resources Office.

CHILD CARE PROGRAM

(Day Care Program for Children)

The Child Care Program of the Family Development Center offers several options for childcare at competitive rates to students, faculty, staff, alumni and campus community center members.

EMPLOYEE ASSISTANCE PROGRAM

The BOT Employee Assistance Program Operating Procedures

General Purpose and Philosophy

The Board of Trustees recognizes that external pressures may adversely affect an employee's work performance by impacting the employee's physical, psychological and emotional health.

For this reason, the Employee Assistance Program (EAP) has been developed to offer professional assistance to any eligible employee experiencing stress.

In addition, the Employee Assistance Program represents the Board of Trustees commitment to the wellness of its employees. The BOT presumes that employees will want to help themselves overcome personal difficulties that may impede their ability to perform satisfactorily on their jobs. The Employee Assistance Program services are being offered as a positive approach that can provide employees alternatives for solving their problems and help to alleviate situations before serious job performance problems arise. Employees are encouraged to contact the EAP directly and are assured of the strictest confidentiality in doing so.

PRAIRIE TRAIL CREDIT UNION

As a regular employee of Governors State University, you are eligible to join the Prairie Trail Credit Union. .

The Prairie Trail Credit Union offers a broad range of savings and loan programs via payroll deduction as well as other services.

Procedure

1. To establish an account with the Prairie Trail Credit Union, call or write a Member Service Representative as follows:

Call: 1-(815) 725-5901

Write: Member Service Representative
Prairie Trail Credit Union
2350 West McDonough Street
Joliet, IL 60436-9905

2. The Member Service Representative will provide you with the necessary forms and information to open a savings account as well as information concerning the full services of the Prairie Trail Credit Union.

3. Once your account is open, if you wish to change the amount of payroll deduction for savings or loan repayment, visit the Human Resources Office to complete the authorization form.

UNION MEMBERSHIP

The Board of Trustees, on behalf of Governors State University, is a party to seven collective bargaining agreements with:

1. Fraternal Order of Police Labor Council Lodge 104, representing Police Officers I, II, and III.
2. International Brotherhood of Teamsters, Local 743, Unit A, representing

- clerical/technical civil service staff
3. Unit B representing maintenance/grounds civil service staff
 4. International Union of Operating Engineers, Local 399, representing Plant Operating Engineers.
 5. Service Employees International Union, Local 73, representing Building Service Workers I.
 6. University Professionals of Illinois, B.O.G. Council, Local 4100, Unit A representing tenured/tenure-track faculty.
 7. Unit B representing temporary faculty and academic support professionals.

Union membership is a matter of employee choice. Each collective bargaining agreement has provisions for dues deductions for members. Employees who choose not to become union members are subject to fair share deductions and remain covered by the provisions of the applicable collective bargaining agreement.

Procedure

1. If you wish to become a member of your representing union and do not know the name of your representative, call the Human Resources Office to learn the name of your local union representative.
2. Your local union representative will provide you with a dues deduction authorization form.
3. The dues deduction authorization form, when completed, should be sent to the Human Resources Office.

Union Dues Revocation

The Board of Governors Universities, on behalf of Governors State University, has seven collective bargaining agreements covering approximately two-thirds of the employee population. All of these agreements have provisions for dues or fair share deductions.

If you wish to revoke your authorization for dues deduction, take the following steps:

- Obtain two copies of Revocation of Payroll Deduction cards from the Human Resources Office.
- Complete both cards and submit to the Human Resources Office.
- The Human Resources Office will forward one card to the union representative; the other card is authorization to stop deducting union dues.
- Fair share deductions will begin immediately after stopping dues deductions.
- Union membership ceases when an employee stops paying union dues; however, the employee remains covered by the provisions of the collective bargaining agreement.

UNEMPLOYMENT COMPENSATION

The Unemployment Insurance Act (Illinois Revised Statutes, Chapter 48, Sections 300-820)

provides unemployment compensation to eligible involuntarily unemployed persons. Eligibility is not determined by the university, but by a claims adjudicator of the Illinois Department of Employment -Security. In general, persons whose employment is terminated for cause are ineligible.

Procedure

1. If you are involuntarily unemployed, contact your local unemployment insurance office. It may be found in the business pages of your local telephone directory under

Illinois, State of
Department of Employment Security
Unemployment Insurance Office

Take the actions recommended by your local unemployment insurance office.

GOVERNORS STATE UNIVERSITY CIVIL SERVICE EMPLOYEE OF THE MONTH/YEAR PROGRAM GUIDELINES

Effective 03/21/2006

Objective:

To establish an incentive program that recognizes Civil Service employees of Governors State University who demonstrate exemplary work, make significant contributions, and/or perform or demonstrate outstanding service to the unit or university community.

Development:

A selection committee comprised of six university employees, one Civil Service Senator, one exempt civil service, one non-exempt civil service, one administrator, one faculty member, and the previous year's Employee of the Year shall be appointed by the Executive Committee of the Civil Service Senate. The appointment shall be for a minimum period of two years, with the exception of the Employee of the Year.

Eligibility for Employee of the Month/Year:

1. Any status civil service employee with at least a 75% appointment, who has served Governors State University for at least twelve consecutive months in a civil service position .
2. An employee who receives the Employee of the Month award shall be ineligible for consideration for a minimum of three years.
3. Employee of the Year is automatically inducted into the EOY Hall of Fame. Employee of the Year shall be awarded once in a lifetime.

4. The selection committee considers nominations for a period of four consecutive months from the date the nominations are received in Human Resources.
5. Nominations will be accepted from students, alumni, faculty, administrative/professional, Civil service employees, extra help employees, and the GSU community at large.
6. The guidelines shall adhere to the evaluation process. An employee whose current work record, showing documentation that the performance evaluation form is less than satisfactory will be disqualified for consideration.

Program Procedures:

1. Nominations will be sent to the Human Resources representative for forwarding to the Selection Committee.
2. The Human Resources representative will forward the nomination forms to the Selection Committee who will review and evaluate all nominations, and through secret ballot determine the Employee of the Month. (The forms will be sent to the committee for voting purposes with the name of the person submitting the nomination whited out as well as the name of the nominee.) The representative will notify the Director of Human Resources of the identity of the Employee of the Month.
3. The Employee of the Month will receive a letter and certificate of recognition from the Director of Human Resources; a copy of the letter will be placed in the employee's personnel file and provided to the unit.
4. An e-mail announcement about the Employee of the Month/Year will be sent to the university community.
5. A photograph of the Employee of the Month will be displayed in the Hall of Governors on Engbretson Hall.
6. The Employee of the Month will have designated parking close to Building C doors.
7. The Employee of the Month will receive a voucher for two tickets to a Center for Performing Arts show.
8. The employee of the Month will receive a monetary award of \$150.00 presented by the Office of Human Resources.
9. The Employee of the Year will be nominated by students, faculty, administrative/ Professional, civil service staff, extra help employees and the GSU community at large From the pool of the Employees of the Month who received the award for November through October of the prior year. The nominations will be reviewed by the Employee of the Year Selection Committee which will be comprised of the Employee of the Month committee and Presidents of the Faculty, Student and Administrative/Professional Senates or their designees.

10. The Employee of the Year will receive a monetary award of \$500.00 and an inscribed plaque presented on Civil Service Day in December, along with other possible gifts offered by GSU affiliated entities. The Employee of the Year also will have their photograph displayed in the Hall of Governors on Engbretson Hall, and an announcement will be made to the university community. The Employee of The Year will have their name inducted into the Hall of Fame.

11. The Employee of the Year will serve on the Selection Committee for the following year.

Comments

Success of the Civil Service Employee Recognition Program requires participation of all constituencies of the university and support of the Governors State University Foundation.

CIVIL SERVICE COMPENSATION POLICY FOR NON-NEGOTIATED EMPLOYEES (Revised Spring 1986)

I. OBJECTIVES

Competent personnel must be attracted and retained to meet the goals mandated for Governors State University. To accomplish these goals, it shall be the University's policy to provide fair and reasonable compensation to employees.

The University will strive to pay wages, which are competitive with other employers in the Chicago metropolitan area for positions of equal duties, responsibilities and qualifications, subject to the availability of funds. It also is important that salaries be paid not only on a competitive basis considering other employers, but that salaries are equitable within the University and within each division.

II. COVERAGE

This compensation policy is intended to cover all Civil Service positions except those covered by negotiated, established, or prevailing rates. All policies and procedures set forth in the compensation policy are subject to the statutes and rules of the State Universities Civil Service System and the Board of Trustees "Regulations" governing Civil Service employees, and other university policies.

III. CIVIL SERVICE COMPENSATION ADVISORY COMMITTEE

There shall be established a Civil Service Compensation Advisory Committee composed of three exempt employees and two nonexempt employees from a non-negotiated classification each to be appointed for three year staggered terms. The first and the first only committee will be appointed by the Task Force on Compensation and Working Conditions for Non-negotiated Civil Service Employees and will be composed of two exempt employees and one nonexempt employee who will serve the three year terms; one exempt and one nonexempt member will serve two year terms. Each appointment thereafter shall be for three years. Appointments will be recommended by the Director of Human Resources according to affirmative action guidelines for approval by the vice president for administration and planning. The committee will report to the Director of Human Resources and will be responsible for policy recommendations, and for periodically reviewing this policy's implementation.

IV. SALARY DETERMINATION FOR NEW EMPLOYEES

The salary for each new employee shall be directly determined by the qualifications of the individual. New employees who meet the minimum qualifications shall be hired at the minimum of the range of the classification. Where new employees exceed the minimum qualifications, beginning salaries shall be determined on one percent of the base for each twelve-month term of directly related experience and each twelve-month term of directly related education, and such starting salaries shall be within the first quartile of the salary range. Where the related experience and education places a new employee's beginning salary in the second quartile of the salary range, approval of the Human Resources Director is required. Where the related experience and education places a new employee's beginning salary at or above the midpoint of the salary range, written approval of the Vice President for Administration and Planning is required.

V. PROMOTION, RECLASSIFICATION, REALLOCATION UPWARD, OR TEMPORARY UPGRADE; REASSIGNMENT, LATERAL TRANSFER, OR DEMOTION; VOLUNTARY REDUCTION, RECLASSIFICATION, OR REALLOCATION DOWNWARD

The instrument for reclassification or reallocation of a position will be a "desk audit" conducted by the Director of Human Resources or his/her designee. Requests for position audits may be made by the employee or the employer at intervals of not less than twelve months, or sooner if reasonable cause can be shown. The results of the audit shall be provided in writing to the employee and the employer.

1. Promotions, Reclassification, or Reallocation Upward, Temporary Upgrade:

A status employee who has accepted a promotion, or an employee whose position has been reclassified or reallocated upward or who has received a temporary upgrade shall receive one percent of the base for each twelve-month term of directly related experience and each twelve-month term of directly related education beyond the minimum qualifications or ten percent of current salary, whichever is greater.

2. Reassignment:

No increase in salary shall be granted when an employee's assignment is changed to a position in the same classification as the one being vacated.

3. Lateral Transfer:

When a status employee changes from one class to another class with approximately the same wage range, there shall be no increase or decrease in salary. When a new employee changes to a new class before completion of his/her probationary period in a former class, the employee must complete the probationary period required in the new class.

4. Demotions, Voluntary Reduction, Reclassification, or Reallocation Downward:

The salary of an employee whose position has been classified or reallocated downward or who has been demoted as defined in Civil Service Rule 11.6 or who has voluntarily accepted appointment to a lower class in a lower wage range shall be reduced to an amount equal to that paid an employee in the same classification with similar years of experience and education. The salary of a status employee who accepts a voluntary reduction to a lower classification due to

seniority rights resulting from a layoff shall be reduced by ten percent or to an amount equal to that paid an employee in the same' classification with similar years of experience and education, whichever is a lesser reduction. Under no circumstances shall the employee receive more than the salary in the higher class or exceed the maximum of the range.

Employees demoted during a probationary period following promotion, reclassification, or reallocation shall have their salary reduced to the same amount received in their former classification.

VI. EVALUATION OF PERFORMANCE AND SALARY ADJUSTMENT

All employees hired in a status position prior to the effective date of a fiscal year increase shall receive that fiscal year increase. A satisfactory performance evaluation shall be the basis for salary increases granted under Board of Governors State Universities fiscal salary year salary increase guidelines.

Salary adjustments as a result of fiscal year increases and satisfactory performance shall be in addition to salary adjustments made in accordance with, the provisions of Section IV and V of this policy.

No salary adjustment shall be made which places an employee's salary below the minimum or above the maximum of the range of the position.

VII. EDUCATIONAL SALARY ADJUSTMENT

For degrees earned in a field directly related to an employee's class after initial hire, the employee shall receive up to the maximum credit allowable after subtracting previous salary credited for education under Sections IV and V. This provision is not retroactive to degrees earned prior to date of implementation of this policy.

Salary adjustment is computed on the base of salary range in effect at the time the degree is conferred. An eligible adjustment will be effective in the pay period following receipt of an employee's written request for a salary adjustment, accompanied by an official transcript from the accredited college or university awarding the degree.

VIII. IMPLEMENTATION CRITERIA

The Civil Service-Compensation Policy shall become effective upon written approval of the president of the university and supersedes all previous compensation policies and procedures relating to open range Civil Service Employees. This revised policy is effective April 7, 1986.

IX. GRIEVANCE PROCEDURE

All matters pertaining to grievances arising out of this policy shall be addressed to the appropriate non-negotiated Civil Service Grievance Committee.

X. DEFINITIONS

Class - A group of positions sufficiently similar in type and kind of duties, responsibilities so that all have been given the same job title, same entrance exams, and same pay range.

Demotion - As defined in the Civil Service Rule 250.110f)

Lateral Transfer - Moving an employee from one class to a different class that has a wage range approximately that of the former class.

Promotion - The appointment of an employee to a class that has a higher wage range than the former class.

Reallocation - The, change in the classification of an existing position to a different promotional line or to a class that is not a part of any promotional line. This action results from a significant increase or decrease in assigned duties and responsibilities.

Reclassification - A change in the classification of an existing position within a promotional line. This action results from a significant increase or decrease in assigned duties and responsibilities.

Reassignment - Moving an employee from one position to another in the same class.

Status Employee - An employee who has successfully completed a probationary period in a class.

Temporary Upgrade - In accordance with Civil Service Rule 250.100(b), the temporary assigning of a status employee to a position in a higher classification/range for a period not to exceed 30 consecutive days of work. The employee must meet the minimum qualifications for the higher classification and pass the test for that classification.