

**Civil Service Council (CSC) Meeting**

**April 1, 2003**

**APPROVED**

Present: Vicki Bryan, Martha Burk, Julie Caplinger, Paul Collins, Barb Dallinger, Lin Hinds, Christa Lawhun, Andy Monninger, John Moss, Melody Palm, Theresa Sanchez, Pat Schnitker, Elaine Thoennes, Ron Thompson, Jack Wylie, Tammy Carlson, Marcia Strum, Dave Turner, Pam Burress  
Guests: Julie Jenson, 33 staff members

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Martha Burk opened the meeting at 12:10pm after moving to the Circus Room to accommodate the large number of guests. We would like to thank the Bone Student Center for their gracious accommodation.

Martha introduced Julie Jenson from Human Resources who joined us today in response to the many questions received about layoffs and bumping. Julie distributed a handout with a list of websites for additional information as well as an example of a layoff/bumping situation. The definition of a layoff "is a stoppage of work, required by management, because of reduction in the amount of work, discontinuance of a particular kind of work, lack of available funds, lack of available space for the execution of work planned, interruptions caused by unfavorable weather, an emergency or catastrophic situation." Layoff order is determined first by status and then by service and seniority. Bumping is defined as "an employee exercises seniority rights in layoff".

**Example: For Illustration Purposes Only**

The Department of Aviation has decided to eliminate a position classified as a Human Resource Assistant III (HRAIII). The individual in the position has 7 years, 5 months of seniority. The only other HRAIII position on campus is Julie in Human Resources. She has 3 years, 6 months seniority as an HRAIII. The HRAIII has decided to bump Julie. Julie is placed on the reemployment register for HRAIII.

Julie seniority is then compared to the least senior HRAII. The seniority Julie has as an HRAIII (3 yrs, 6 mths) is added to her seniority as an HRAII. Julie was an HRAII for 2 years, so her total seniority for bumping at the II level is 5 years, 6 months. The least senior HRAII has six years seniority, so Julie cannot bump this individual. Julie is placed on the reemployment register for HRAII.

Next we go to HRAI. Julie was never classified as an HRAI but her seniority at the higher levels count, so she is considered to have 5 years, 6 months seniority as a I. There are no HRAI positions at this time, so Julie is placed on the reemployment register for HRAI.

Prior to being a Human Resource Assistant, Julie was an Account Technician I for 3 years, 7 months. The least senior Account Technician I has 3 years, 8 months of seniority, so Julie does not have bumping rights. She is placed on the reemployment register for Account Technician I.

Accounting Clerk is the next lower classification in the Account Technician promotional line. Julie was never an Accounting Clerk, but her 3 years, 7 months seniority as an Account Technician I count as seniority for the Accounting Clerk. The least senior Accounting Clerk has 2 years seniority, so Julie has bumping rights. She decides to exercise her bumping rights, so the least senior Accounting Clerk is given 30 days notice and the process begins for that individual. Julie's wage does not exceed the maximum wage for Accounting Clerk, so her wage will stay the same.

Since Julie is on Reemployment registers for HRAI through III and Account Technician I, any vacancies in those classifications will be offered to Julie and any other individuals on reemployment registers for those classifications, based on seniority.

More examples can be found the Human Resources web site <http://www.hr.ilstu.edu/>.

**Websites Pertaining to Layoff and Seniority**

- State Universities Civil Service System Homepage  
<http://www.state.il.us/sucss/>
- Statute and Rules Home  
[http://www.state.il.us/sucss/sucss\\_statute\\_rules.htm](http://www.state.il.us/sucss/sucss_statute_rules.htm)
- Layoff Section of Statute and Rules (Under Separations Section 250.110)  
<http://www.state.il.us/sucss/documents/Statute%20and%20Rules/Rule%20110.pdf>
- Seniority Section of Statute and Rules (Section 250.120)  
<http://www.state.il.us/sucss/documents/Statute%20and%20Rules/Rule%20120.pdf>

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- Procedures Manuals Home  
[http://www.state.il.us/sucss/sucss\\_manuals.htm](http://www.state.il.us/sucss/sucss_manuals.htm)
- Layoff Section of Procedures Manual (Part of Employment and Separation Manual)  
[http://www.state.il.us/sucss/documents/Procedures%20Manual/Employment/Manual%204\\_7.pdf](http://www.state.il.us/sucss/documents/Procedures%20Manual/Employment/Manual%204_7.pdf)
- Seniority Section of Procedures Manual (Also Part of Employment and Separation Manual)  
[http://www.state.il.us/sucss/documents/Procedures%20Manual/Employment/Manual%206\\_2.pdf](http://www.state.il.us/sucss/documents/Procedures%20Manual/Employment/Manual%206_2.pdf)

#### Additional Comments or Questions:

- Employee is given a 30-day notice. They also receive a copy of job description for other positions to review before they decide to go on layoff or accept another position.
- Employee put on permanent layoff has option of being placed on reemployment register for all promotional lines for which they qualify, retirement options, resign from position/University, exercise bumping right, and can test for new classifications. If individual tests for new classification, they are placed at top of register and guaranteed an interview, not a position. If individual exercises their bumping rights they are still on the reemployment register and are allowed refusal of two offers. Employee on layoff can only take positions currently filled or positions with vacancy approved by President to fill.
- Health Insurance – for those on permanent layoff they can use COBRA benefit for at least 18 months. Cost for COBRA can be found on the Human Resources website. CMS doesn't allow regular insurance to continue. If spouse has insurance, they can add laid off individual under change in family status guidelines. These rules are only for permanent layoffs, active layoff is handled differently. See [http://www.hr.ilstu.edu/benefits/group\\_insurance.shtm](http://www.hr.ilstu.edu/benefits/group_insurance.shtm)
- Wages – Open range wage maximums are posted on HR website. Union wages, i.e. clerical employees, HR can look up for you.
- Layoffs are not the University's first choice. Other options such as part-time, 9 months, one month off, etc. will be considered.
- A laid off individual remains on reemployment register indefinitely as long as they don't resign or refuse two positions.
- Determination of what positions are eliminated is made by department/college or division. This varies by division. Human Resources does not decide.
- Can administration (those above director of department) change position to 9 months? Depends on the department. Hope to have as an option not mandated.
- What about reclassifications? If department was doing an internal reclassification they won't reclassify and stop the audit to prevent replacing current department employee with someone on reemployment register. Upgrades are not affected but in light of possible layoffs, HR has cautioned employees and unions of effect, they should think about it and look at other options.
- Student workers – students cannot replace certified Civil Service employees. Department cannot layoff a CS employee and hire student(s) to do same work. If a CS employee resigned before the hiring freeze, the department could choose to reorganize and fill position with student workers.
- Extra Help – extra help employees must be laid off before any status employees. Some exceptions may apply depending on type of extra help position. An example of an exception might be ticket takers or ushers at Athletic events.
- What about additional work load? As President Boschini stated when he addressed the Council, you can only do so much.
- Could employees laid off fill in for those on medical leave? Usually these are short-term situations. Need to be handled on a case-by-case basis. If an employee is interested, Human Resources will try to place.
- How many employees were lost in last layoff situation in 1989? We don't have exact numbers, but a small number actually left the University. Most were by retirements, resignations, or leaving vacant position vacant.

Minutes for March 18 were approved (Christa, Paul).

#### On-Going Issues

- **Consensual Relations: Conflicts of Interest Related to Personal Relationships in the Instructional Context and Outside the Instructional Context** – Additional paragraph was read. Motion to endorse was passed (Ron, Christa).
- **Distinguished Service Award** – Committee is meeting tonight.
- **Release Time Memo** – Held over to next meeting.

#### Committee Reports

- **Activities**
  - *Candle Fundraiser* – We received a check for \$250 for our profit on fundraiser. We purchased the banker's lamp for a raffle prize.
  - *Conklin's Theatre Trip – April 12* – This activity was cancelled due to low number of reservations.
  - *Spring Bus Trip* – Due to date conflicts, a motion was passed to cancel the spring bus trip and plan one for the fall. (Christa, Lin)
  - *Raffle* – Andy is working on getting tickets printed and they will be available by April 15. We will order 1500 tickets. Tickets will be \$1 each or 6 for \$5. The Council will have two tables at the Civil Service/AP Staff Awards Ceremony to display prizes and sell raffle tickets. Lin, Julie, Barb, Marcia, and Vicki have volunteered to staff the tables. Christa will be the photographer.
  - *Picnic* – Discussed issues about holding picnic this year. Motion to cancel due to lack of funds for tables was put on hold until Marcia and Paul look into obtaining a donor for the tables.

- **Campus Communication Committee** – No report.
- **NCA** – An orientation meeting was held for all team members on Thursday, March 27, and team activity will begin soon.
- **OpenLine** – Discussed information to submit for April OpenLine: cancellation announcements for bus trip and Conklin's, new April meeting date for Council, Lin-raffle, Barb-candle fundraiser, Martha-HIPAA volunteer, and Julie-support our troops.

#### **New Business**

- **HIPPA** – Committee will only meet as problems arise. A Civil Service staff member is needed as representative for this committee. The representative does not need to be on the Civil Service Council. If you are interested, please contact Martha Burk.
- **Transfer of Files** – A request was made for all past officers or committee chairs to pass on their files and information to current Council officers.
- **Foundation Scholarship Funding FY04 and FY05** – The Council received information from the Foundation stating that due to the economic conditions our next fund allocation will need to cover a two-year period, both FY04 and FY05.
- **April 15 Council Meeting** – Due to the Civil Service/AP Awards Ceremony on Tuesday, April 15 at 1pm, a motion was passed to make every attempt at rescheduling our regular meeting for another date in April (Lin, Ron). Note: After the meeting, the date of April 8, at Noon, was confirmed with the location being Milner's Conference Room, Room 311, inside the Administration Office Suite.

#### **Reminders**

- Deadline for next OpenLines – April 1, May 6
- Civil Service/AP Staff Awards Ceremony – April 15, 1-3pm

The meeting adjourned at 1:10pm (Paul, Christa)

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The next regular Civil Service Council meeting will be held Tuesday, April 8, at Noon, in the Milner Library Conference Room, Room 311 inside the Administration Office Suite.