

CAMPUS AUXILIARY SERVICES

**EMPLOYEE HANDBOOK
2016-2017**

UIC

**OFFICE OF THE VICE CHANCELLOR FOR
STUDENT AFFAIRS**

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WELCOME

Welcome to Campus Auxiliary Services at the University of Illinois at Chicago. As a Campus Auxiliary Services (CAS) employee, you are an important part of our organization. CAS employees have an outstanding reputation for providing effective and courteous service to the campus community. We are proud that we provide an integral array of services to our campus.

What this means to you as a CAS employee is that you have a great impact on the success of our organization. One of the principal objectives of Campus Auxiliary Services is to develop a staff whose productivity, commitment, expertise, and teamwork will continue to make the University a great place to learn, live, and work. Your dedication and commitment will assist in accomplishing these ambitious objectives.

As a major research University of growing national and international stature, UIC depends on every employee to help drive and shape its future success. In recognition of University values and standards of excellence, five Core Competencies have been identified that are fundamentally important to the performance of each UIC employee.

Core Competencies are the foundation from which employees build and enhance skills, knowledge, and abilities. Additional competencies, beyond the core five, are identified for employees functioning in Manager and Executive roles.

All employees are expected to exhibit an initial level of proficiency in each Core Competency and to demonstrate increasing proficiency as their career at UIC advances.

- **Beginner** *Non-management* 3 years or less tenure
- **Intermediate** *Non-management and managers* with more than 3 and less than 5 years tenure
- **Advanced** Individuals in a *management role* with 5 or more years tenure in a management role

UIC CORE COMPETENCIES

- **Accountability:** Accepts responsibility for actions and engages in appropriate behavior to address work-related issues.
- **Communication:** Sets the tone of the work environment, and effective collaboration is dependent on the practice of good communication skills.
- **Cooperation:** Enhances the results of your work and your colleague's work.
- **Customer Service:** Manifests through timeliness, professionalism, and customer perceptions of how well their needs are met.

- Integrity: Permeates every action by UIC employees. Its hallmarks are honesty and compliance with the laws, rules, and policies to which UIC must adhere.

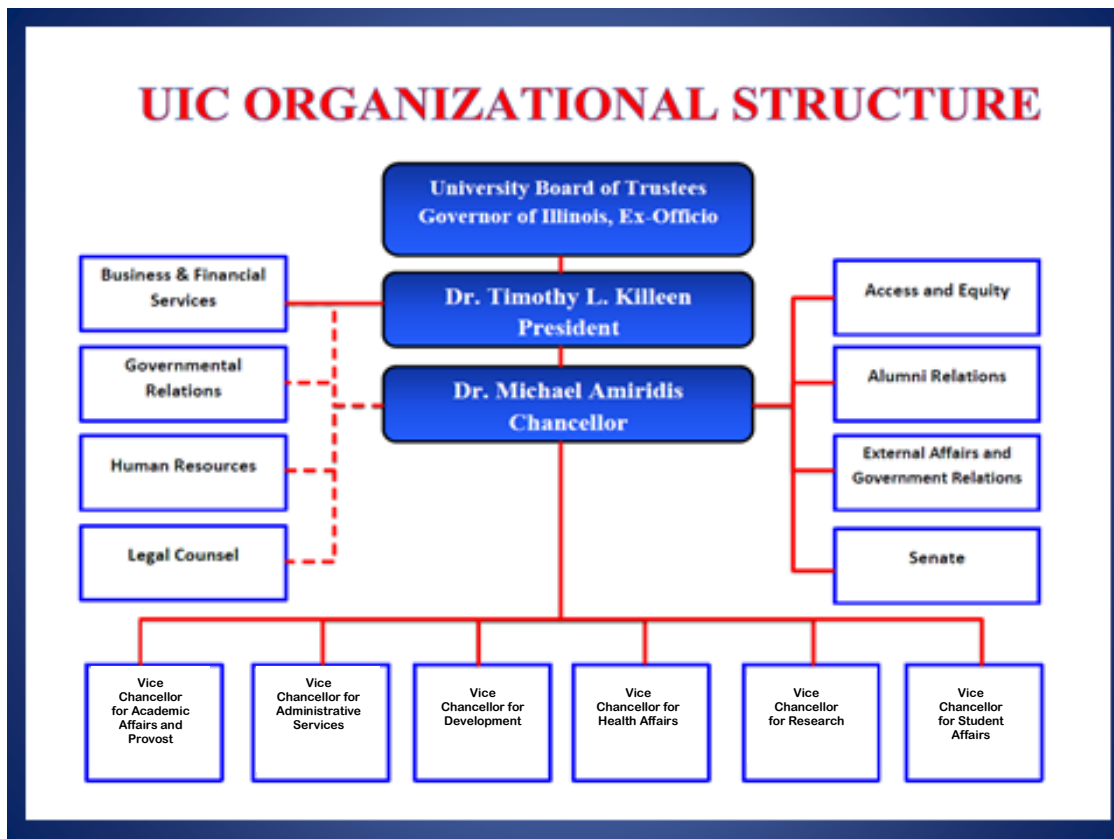
This handbook explains what you can expect from us, as well as what is expected of you. If you have any questions, your supervisor, Department Director, or Human Resources Office will be glad to answer them.

MISSION STATEMENT AND OPERATIONAL PHILOSOPHY

Campus Auxiliary Services enhances learning and development through programs, services, and facilities that engage students in a dynamic and diverse campus community and foster lifelong success to the benefit of society. CAS operates programs, services, and facilities guided by the campus values of Knowledge, Openness, Access, Excellence, Collaboration, and Caring as well as the Student Affairs core values of Ethical Behavior and Personal Integrity, Community, Civility, Service, Diversity, Fiscal Responsibility, Student Learning, and Innovation.

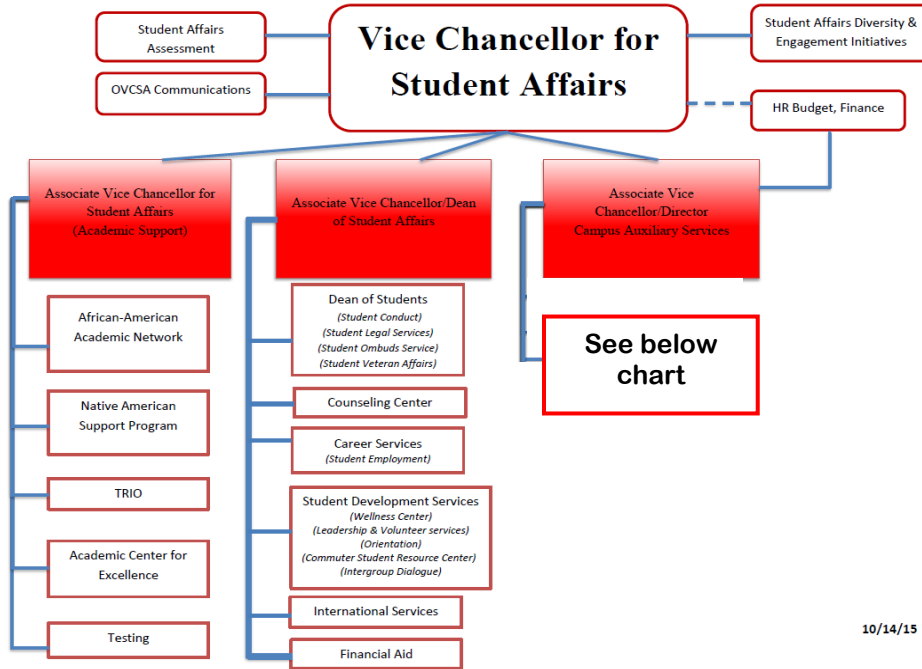
ORGANIZATIONAL STRUCTURE

A high level view of the UIC organizational structure can be found below.

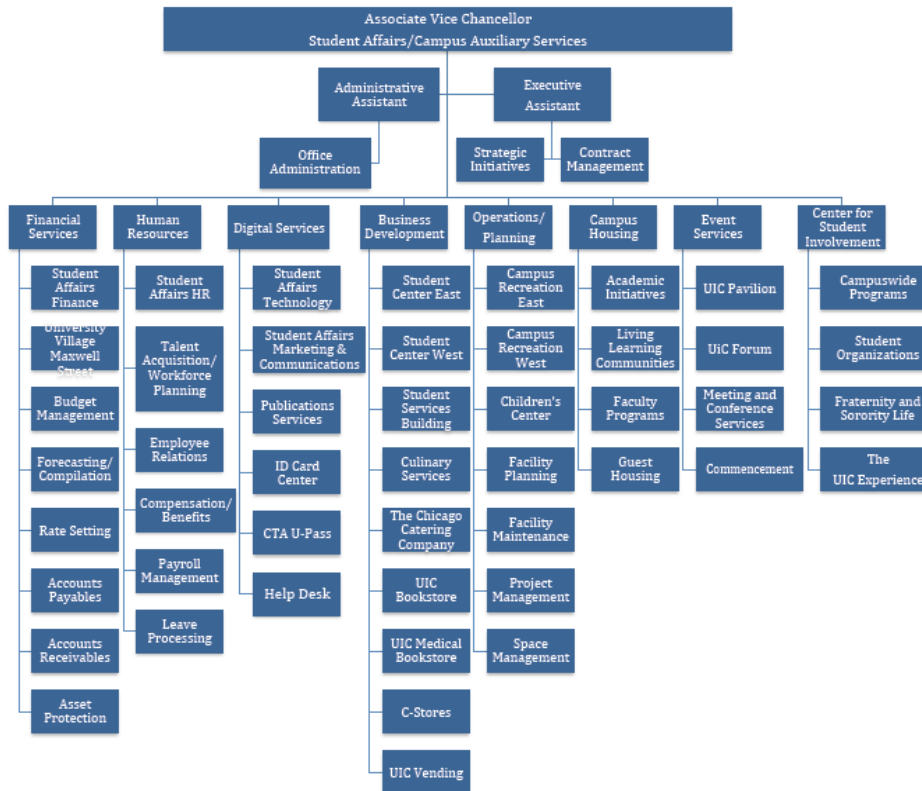


Below is a listing of units reporting to the Vice Chancellor for Student Affairs. A more detailed breakdown of the Campus Auxiliary Services organizational structure is also included.

UIC Student Affairs Functional Org Chart



10/14/15



02/16

UIC POLICIES AND PROCEDURES

The UIC Human Resources Policy and Procedure Manual is intended to promote the effective management of human resources on the Chicago campus and to ensure compliance with higher directives such as those contained in federal or state legislation and university policy.

The Chancellor, as the chief executive officer at each campus, is responsible for the administration of campus human resources operations and ensuring compliance with University-wide policies, rules, and regulations and with those State University Civil Service System responsibilities delegated by the University to the campuses. Each chancellor may delegate responsibility to other staff members except where specifically prohibited by the State University Civil Service system Statute and Rules or by the policies contained in Policy and Rules. The Chancellor at the Chicago campus has designated the Assistant Vice President for Human Resources to develop, revise, issue, and enforce policies relating to human resources at Chicago. This individual is also responsible for interpreting personnel policy applications and intent.

All policies and procedures are subject to review and modification according to the needs of the Campus or of the University without prior notice to staff.

The UIC Human Resources Policy and Procedures Manual is available on the UIC Human Resources website.

http://www.uic.edu/depts/hr/relations/policies_procedures.shtml

The UIC Human Resources Department will periodically update the Manual.

STATE OF ILLINOIS POLICY

The major documents containing State of Illinois policy or laws that govern Human Resource practices at the University are:

- State Universities Civil Service System Statutes and Rules;
- Illinois Department of Central Management Services State of Illinois Group Insurance Representative and Preparer Manual; and
- State Universities Retirement System Procedures Manual.

The UIC Human Resources Policy and Procedures Manual does not supersede any federal, state or university publications. Rather, the reader is referred to the appropriate document(s) for additional clarification on questions concerning policy.

UNIVERSITY POLICY

The four major policy documents and other sources containing University policies that govern Human Resource practices at UIC are:

- The University of Illinois Statutes;
- The General Rules Concerning University Organization and Procedure;
- University of Illinois Policy and Rules for Civil Service Staff; and
- The University of Illinois Business and Financial Policies and Procedures.

Other sources, such as labor union bargaining agreements, provide guidance that governs UIC in its human resource practices.

DEPARTMENTAL POLICY

UIC departments develop policies and procedures that are unique to their operations. Departmental policies and procedures are reviewed by UIC Human Resources staff members to ensure staff member compliance to state and university policy.

All employees are expected to become familiar with and adhere to all state, University, and department policies and procedures.

Following are listed some UIC university and department policies.

ORIENTATION OF NEW SUPPORT STAFF AND ACADEMIC PROFESSIONALS

POLICY

All newly-hired and newly-eligible support staff and academic professional employees must attend the New Employee Orientation program as soon as possible after being hired. Orientation programs are presented weekly and are designed to acquaint new employees with the UIC Mission, organizational structure, employment policies, campus resources, applicable safety and security rules, and employment benefits.

The employee's immediate supervisor or department representative must conduct the unit-level orientation for the new employee. This orientation must address, at a minimum, work schedule, reporting relationships, performance standards, the probationary period, evaluation(s), use of work tools, and similar topics, as applicable.

PROCEDURE

Employee	Signs up for a Benefits Orientation session in NESSIE New Hire and makes selections within 10 days of start date.
Benefits Center	Conduct orientation for newly-hired and newly-eligible support staff and academic professional employees.
Hiring Unit	Conduct unit-level orientation for new employee

AFFIRMATIVE ACTION

The University of Illinois is a covered federal contractor or subcontractor subject to the requirements of the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA), as amended and Section 503 of the Rehabilitation Act of 1973, as amended. As such, the University of Illinois is bound by the terms of VEVRAA and Section 503, and shall not discriminate against individuals with disabilities, and is committed to take affirmative action to employ and advance in employment protected veterans and individuals with disabilities.

As a Federal contractor, UIC is subject to regulatory requirements under the laws enforced by the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). The OFCCP enforces Executive Order 11246; Section 503 of the Rehabilitation Act of 1973; and the affirmative action provisions of Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act.

The University of Illinois at Chicago (UIC) maintains an Affirmative Action Plan for the purpose of proactively seeking employment and advancement in employment of qualified protected veterans and individuals with disabilities. Upon request, the University of Illinois at Chicago will make accessible to you its Affirmative Action Plan for protected veterans and individuals with a disability. If you are interested, please submit a written request to the Office for Access and Equity at oe_eeo@uic.edu or 809 South Marshfield Ave., Chicago, IL 60612. We will then schedule a time for you to review the Affirmative Action Plan.

NONDISCRIMINATION STATEMENT

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

For additional information or assistance with the equal opportunity, affirmative action, and harassment policies and procedures of the University of Illinois at Chicago, please contact:

The Office for Access and Equity (M/C 602)
717 Marshfield Avenue Building
809 South Marshfield Avenue
Chicago, IL 60612-7207
(312) 996-8670

STATEMENT ON SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

The Statement on Sex Discrimination , Sexual Harassment, and Sexual Misconduct supplements the University of Illinois Nondiscrimination Statement and sets forth the University's position regarding conduct that violates or is otherwise inconsistent with Title IX of the Education Amendments Acts of 1972 ("Title IX"), Title VII of the Civil Rights Act of 1964 ("Title VII"), as amended, and related laws. Title IX states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Discrimination on the basis of sex (i.e. sex discrimination) includes sexual harassment, sexual assault, and sexual violence.

The University of Illinois prohibits and will not tolerate sex discrimination , sexual harassment, and other sexual misconduct (including sexual assault, sexual violence, and

sexual abuse) of or by students, employees, or visitors and will take action to provide appropriate remedies when such conduct is discovered. The University is committed to providing an educational and work environment that is free of all forms of sex discrimination, sexual harassment, and sexual misconduct. The furtherance of the commitment, the University will impose appropriate sanctions and take other corrective actions to address conduct that is inconsistent with this Statement. The University will respond to every report or complaint of sex discrimination, sexual harassment, and sexual misconduct. To implement this statement, each campus office shall implement its own misconduct (including sexual assault and sexual violence) that reflect current law, information regarding how to report conduct that may be prohibited by this Statement and/or any campus-specific policies, and general information about how reports are investigated and addressed. Given the nature of sex discrimination, sexual harassment, and sexual misconduct, specific investigations and remedies will be determined on a case-by-case basis.

For additional information regarding campus-specific policies and procedures that prohibit sex discrimination, sexual harassment, and sexual misconduct in all of its forms, and to address other equal opportunity, affirmative action, and discrimination/harassment issues, please contact:

Caryn A. Bills, Director
Office for Access and Equity (Title IX, ADA and Section 504 Coordinator)
717 Marshfield Building, M/C 602
809 South Marshfield Avenue
Chicago, Illinois 60612-7207
(312) 996-8670
cabw@uic.edu

To view complete policy:

<https://www.hr.uillinois.edu/cms/one.aspx?portalId=4292&pageId=5690>
<http://sexualmisconduct.uic.edu/report.shtml>

PROTECTION OF MINORS

POLICY

The University of Illinois at Chicago requires certain safeguards intended to better protect minors when they are on UIC premises participating in UIC programs and activities designed to include minors, or when they are in the care of UIC staff. UIC and its employees shall comply with applicable federal and state laws to provide a safe environment for

minors. This includes compliance with the “Abused and Neglected Child Reporting Act” (ANCRA) and the additional requirements of this policy.

ANCRA mandates that all personnel of an institution of higher education must immediately report cases of suspected child abuse or neglect of minors (children under the age of 18) directly to the Department of Child and Family Services (DCFS) at 1-800-25-ABUSE (1-800-252-2873) as soon as abuse or neglect is suspected.

All UIC Personnel, Volunteers, and Contractors are required to be familiar with and comply with the provisions of this Policy and any related UIC policies and/or procedures. In addition, non-university organizations and entities that operate non-university programs and activities on campus (i.e. Registered Student Organizations, lessees, etc.) are required to be familiar with this Policy and shall take appropriate precautions to protect minors participating in or attending their programs and activities.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/100/hr105.pdf

UNIVERSITY CODE OF CONDUCT

Introduction

This Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the University including executive officers, faculty, staff, and other individuals employed by the University using University resources or facilities, and volunteers and representatives acting as agents of the University. This is not an attempt to define specifically what one should and should not do, but to communicate the University's expectations of proper conduct and what professional conduct the University values.

Conduct

Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University.

With regard to professional conduct, those acting on behalf of the University should practice:

Integrity	by maintaining an ongoing dedication to honesty and responsibility
Trustworthiness	by acting in a reliable and dependable manner
Evenhandedness	by treating others with impartiality
Respect	by treating others with civility and decency
Stewardship	by exercising custodial responsibility for University property and resources
Compliance	by following State and Federal laws and regulations and University policies related to their duties and responsibilities
Confidentiality	by protecting the integrity and security of university information such as student records, employee files, patient records, and contract negotiation documents.

Questions related to the Code of Conduct should be directed to the University Ethics Office:
Toll-free Ethics Help Line 866-758-2126 ● ethics_officer@uillinois.edu

THE UNIVERSITY STATEMENT ON DRUG-FREE WORKPLACE

POLICY

1. The University of Illinois is committed to maintaining a drug-free workplace in compliance with applicable state and federal laws. The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on University premises. Violation of this policy may result in employment discipline as defined for specific employee categories by existing University policies, statutes, rules, regulations, employment contracts, and labor agreements. Any employee convicted of a drug offense involving the workplace shall be subject to employee discipline or required to complete satisfactorily a drug rehabilitation program as a condition of continued employment.
2. The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their responsibilities, and endanger the safety and well-being of fellow employees, students, and members of the general public. Therefore, the University encourages employees who have a problem with the illegal use of controlled substances to seek professional advice and treatment. A list of sources for

drug counseling, rehabilitation, and assistance programs may be obtained from either the appropriate personnel office or University Health Services. Employees may obtain this information either anonymously through self-referral or by direction of their supervisor. Employees who are engaged in work under a Federal contract may be required to submit to tests for illegal use of controlled substances as provided by the law or regulations of the contracting agency.

3. As a condition of employment, the employee will abide by this statement and notify his/her supervisor if he or she is convicted of a criminal drug offense occurring in the workplace within five days of the conviction. The University will notify the granting or contracting federal agency within ten days of receiving notice of a conviction of any employee working on a federal contract or grant when said conviction involves a drug offense occurring in the workplace. A copy of this statement must be given to all employees at the time of initial employment.
4. This statement and its requirements are promulgated in accordance with the requirements of the "Drug-Free Workplace Act of 1988" and shall be interpreted and applied in accordance with this law and the rules and regulations promulgated pursuant thereto.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/300/hr306.pdf
<http://www.go.uic.edu/aod>

TOBACCO-FREE CAMPUS

The University of Illinois at Chicago (UIC), subject to State of Illinois statutes, is committed to creating and maintaining a healthy, productive environment for its students, faculty, staff, and visitors. Compelling evidence exists that links long-term exposure to secondhand smoke with increased health risks for nonsmokers. The presence of tobacco products on campus poses a health risk for everyone at UIC.

No person shall smoke in: (1) any building used by and open to the public (a "public place"); or (2) any area that employees are required to enter, leave, or pass through during the course of employment or in any (a "place of employment"); or (3) within 15 feet of any entrance to a public place or place of employment. No person may smoke in any vehicle owned, leased, or operated by UIC, the State or a political subdivision of the State. Smoking is prohibited in indoor public places and workplaces.

POLICY

In recognition of environmental tobacco and smoke health risks, the University intends to provide a tobacco-free environment for its faculty, staff, students, patients and visitors. UIC is a tobacco-free campus (including smokeless tobacco products). Tobacco Products” is defined as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), chew, electronic cigarettes, and smokeless tobacco products. Tobacco product use is prohibited on all campus grounds, in all campus-and Campus Auxiliary Services owned properties, and in all university-owned vehicles, and in private vehicles while on campus. This tobacco-free policy will be clearly posted and can be referenced in the policy and procedures section on the Human Resources website (www.hr.uic.edu), on the campus website (www.uic.edu), and in other relevant publications. Key components of the policy will also be shared with families, alumni, patients and visitors, and will be posted on signage around campus (e.g., “Welcome to our Tobacco-Free Campus”).

Assistance with Tobacco Dependence

Assistance to faculty, staff and students who may need help in quitting tobacco is available through the Tobacco Treatment Center located with the Pulmonary and Digestive Clinic in the Outpatient Care Center, Suite 3C; to schedule an appointment, please call 312-996-1682 or 312-996-3800. For telephone counseling without an appointment, call the Illinois Tobacco Quit Line at 1-866-QUIT-YES.

SLEEPING AT THE WORK PLACE

Sleeping at the work place is not allowed at any time. Employees cannot take naps before the start of the work shift, breaks, lunch, after the end of work shift, or any other time in any location at UIC.

CARE and USE of UNIVERISTY RESOURCES

POLICY

Employees will exercise care in the use of University personnel, property, and funds. Employees will not use University time, personnel, facilities, or property for other than officially approved activities. The following web sites provide more information about the care and use of University resources:

<http://www.ethics.uillinois.edu/policies/index.html>

http://www.obfs.uillinois.edu/manual/central_p/sec9-2.html

http://www.obfs.uillinois.edu/manual/central_p/sec9-7.html
<http://www.uic.edu/depts/accc/policies/>

EMPLOYEE RESPONSIBILITIES FOR UNIVERSITY ASSETS

University employees are to manage University assets so they are used only for authorized purposes, in accordance with University rules, policies, and applicable law. It is a violation of this policy for any employee to receive or use a University asset for a non-university purpose or gain, except as provided within University policy, without prior written authorization from the appropriate University administrator. Violations of this policy are further clarified for academic staff members in the *Interim Guidelines and Procedures on Conflict of Interest Policies*.

It is the responsibility of each campus unit to implement systems of internal control to avoid mismanagement, fraud, theft, or personal use of University assets.

To view complete policy:

<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=913589>

USE OF UNIVERSITY TELEPHONES

University employees may use University telephones solely for conducting University business or other authorized uses as defined in this policy.

To view complete policy:

<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=913597>

GIFTS AND GRATUITIES

Gifts, per the Ethics Act, are any items given by a prohibited source (someone who does or seeks to do business with the University and any members of their immediate family living with them) to an employee. The items can range from t-shirts and baseball caps to clocks, gift certificates, and other high-priced goods. While there is an exception allowing employees to accept gifts totaling less than \$100 in value over the course of a calendar year from any one prohibited source, it is important to recognize the limitations of departmental policies as well as public perception in the acceptance of such gifts.

POLICY

Employees should not accept gifts and gratuities of any kind, whether merchandise, cash, or services. Particular discretion and caution should be exercised by employees who work

in sensitive areas. This includes: those involved in the purchase of equipment, commodities, and services as well as those employees who have influence in the selection of types of equipment, commodities, or service or their vendors; the review and acceptance of sponsored programs, projects, or contracts; the awarding of grants, scholarships, and similar awards; the admission to academic programs. The following web sites provide more information about gifts and gratuities:

<http://www.ethics.uillinois.edu/cms/one.aspx?portalId=1109782&pageId=1116880>
<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=930334>

DISCLOSURE OF WRONGFUL CONDUCT AND PROTECTION FROM REPRISAL (WHISTLEBLOWER)

This policy is intended to protect any employee who engages in good faith disclosure of alleged wrongful conduct to a designated University official or public body. More specifically it:

- encourages employees to disclose serious breaches of conduct covered by University policies or law,
- informs employees how allegations of wrongful conduct can be disclosed,
- protects employees from reprisal by adverse employment action as a result of having disclosed wrongful conduct (employees who self-report misconduct are not afforded protection by this policy), and provides individuals who believe they have been subject to reprisal a fair process to seek relief from retaliatory acts.

Nothing in this policy is intended to interfere with legitimate employment decisions.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/300/hr303.pdf

THE PROBATIONARY PERIOD

Probationary periods begin on the date of appointment to a status position and expire at the close of business on the last working day after the completion of six or twelve months of service, based on criteria of the job classification, regardless of the percentage of time of employment during the probationary period. Both a full-time employee and half-time employee complete a probationary period within the same six -month period. When a probationary period is interrupted by an unpaid leave of absence, layoff, or suspension, a comparable amount of time will be added to the probationary period before it is considered completed. The probationary employee's progress should be evaluated periodically

throughout the probationary period. CAS Human Resources will send a probationary period evaluation form to the department at the following intervals: six month probationary period (one, three and just before the completion of six month of service) and 12 month probationary period (four, eight and just before the completion of twelve month of service).

DISMISSAL DURING THE PROBATIONARY PERIOD

POLICY

The probationary period is used by the university to observe and evaluate the employee's work, to obtain the most effective adjustment of a new employee to the position, and to determine whether an employee demonstrates the ability and qualifications to provide satisfactory work. Periodically, throughout the probationary period, the supervisor should discuss with the employee his/her progress on the job. An employee who is dismissed during a probationary period shall be given the reason(s) for his/her dismissal. The dismissal and reason(s) for dismissal are not reviewable unless discrimination is alleged.

PROCEDURES

Supervisor	Completes Probationary Evaluation Form and indicates that the employee is not passing probation and the reasons why. Reviews the form with the employee and informs the employee of the terminal date. Distributes copies of the Form to the employee, department personnel files, and the HR Service Center. If employee has seniority retreat rights, contact the Employment Office to discuss next steps.
HR Service Center	Processes the termination and updates the employee's permanent personnel files.

DRESS CODE

All employees must come to work clean, neatly groomed and dressed professionally. Each department may require specific guidelines based on job classifications.

SAFETY IN THE WORK PLACE

All employees must become knowledgeable and abide by all safety rules. Each department shall establish safety rules specific to the needs of operation which may include equipment usage, wearing proper protective equipment, familiarity of Material Safety Data Sheets

(MSDS) or building security. All employees must immediately report any lost keys to their supervisors.

ON THE JOB INJURY

The University provides benefits under the Illinois Workers' Compensation Act and the Illinois Occupational Disease Act for an employee who suffers an accidental injury or a disabling occupational disease arising out of, and in the course of, the employee's employment at the University.

An employee who fails to give the employer notice of an on-the-job injury or disablement may be denied the benefits otherwise available to the employee under these two Acts. Notice of accident must be given to the employer within 24 hours.

A University committee on accident compensation has been created by the University to implement this policy. Questions concerning the status of a claim shall be directed to the Claims Management Office: 100 Trade Centre Drive, Suite 103, MC-686, Champaign, IL 61820, (217) 333-1080; e-mail WorkComp@uillinois.edu; Website: http://www.obfs.uillinois.edu/risk/workers_compensation/

PROCEDURE

While in the employ of the University you must report all injuries, regardless of severity, to your supervisor. This procedure will safeguard your interests under the Illinois Workers' Compensation and Occupational Diseases Act. Failure to report may affect your right to compensation.

Immediately report accident to supervisor. Notice to a fellow worker who is not a supervisor or otherwise a part of management is not considered notice to the employer.

Promptly seek medical care as needed at:

Weekdays 7:00 am – 4:00pm
University Health Services
835 S Wolcott Avenue, #E144 Chicago, IL 60612
(312) 996-7420

After hours and weekends:
University of Illinois Hospital Emergency Department
1740 W. Taylor Street Chicago, IL 60612 (312) 996-7298

Complete First Report of Injury/Illness

Employee must thoroughly complete and sign the First Report of Injury/Illness form within 24 hours.

Supervisor thoroughly completes the supervisor section of the First Report of Injury Form within 24 hours. Faxes (217) 244-5152 or e mails the report to WorkComp@uillinois.edu Office of Claims Management.

First Report of Injury/Illness form download from the Human Resource Web site http://www.uic.edu/depts/hr/quicklinks/hrforms/first_report_injury_illness.pdf or the Office of Business and Financial Services - Risk Management <http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=917400>

View UIC Workers' Compensation Policy:
<http://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=917474>

View entire Workers' Compensation procedure and responsibilities:
<http://www.obfs.uillinois.edu/risk/workers-compensation/procedures-responsibilities/>

Workers' compensation leave and Family and Medical Leave run simultaneously.

FITNESS FOR DUTY

POLICY

All University of Illinois at Chicago employees are required to be fit for work during their entire work schedule. Employees must be able to perform their jobs in a safe, secure, productive, and effective manner. Employees who are not fit for work may present a safety hazard to themselves, to other employees, to the University, and to the public.

In appropriate circumstances, an employee of the University may be required to be examined by a physician or a nurse at the University Health Service (UHS) in order to determine the employee's fitness to perform assigned duties and responsibilities. UIC reserves the right to require employees to undergo psychological/psychiatric evaluation and treatment, as well as tests for illegal drugs or alcohol. Employees who refuse to comply with recommended evaluations may be disciplined up to and including discharge.

UNIVERSITY PROPERTY DISPOSAL

No one is permitted to remove from the buildings and grounds any property belonging to the University, even though the equipment may appear to be of no value, unless all relevant policies and procedures are followed. This includes removal of property designated as scrap or recycling and applies to all unneeded equipment regardless of historical cost, tagging status, or inclusion in Banner Fixed Assets.

Retaining or hoarding unneeded equipment limits its potential re-use by other University units or state agencies, and is a violation of Sec 5010.610 of the IL Administrative Code.

Units must dispose of unneeded equipment in a timely manner, in compliance with Sec 5010.400 of the IL Administrative Code. Units are responsible for paying any costs associated with the disposal of equipment.

USE OF CELLULAR PHONES AND PERSONAL LISTENING DEVICES

The use of personal listening devices including cellular phones with or without ear buds or headphones are not authorized during work hours. The appropriate time to use these devices is during break and lunch periods.

COMPUTER USAGE

All users have the responsibility to use the ACCC (Academic Computing and Communications Center) computing services in an efficient, ethical, and legal manner. Users of the ACCC computer facilities are expected to abide by the following policies, which are intended to preserve the utility and flexibility of the computer system, protect the work of students, staff, and faculty, and preserve the right to access networks to which the University is connected.

You will be assigned an ACCC computer account to access ACCC computer facilities. The University reserves the right to access your account and the system to the extent necessary to investigate security breaches or other infractions of these rules. Your own password will allow access to your account and you may not allow any other person to use your account for any reason. In addition, it is your responsibility to protect your account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.

You are expected to refrain from installing or using unauthorized software, and in particular, software that creates security risks on University computer facilities. Unauthorized transferring of copyrighted materials to or from the ACCC computer system without express

consent of the owner is a violation of federal law. In addition, use of the Internet for commercial gain, profit, or advertisement is not allowed from UIC.

Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network is forbidden. All users need to be aware that obscene, defamatory, or any other material which violates University policy on non-discrimination will not be tolerated at UIC. The University reserves the right to take whatever action it sees as appropriate to prevent, correct, or discipline behavior that violates this policy.

The ACCC will investigate apparent or alleged violations of these guidelines. The Academic Computing and Communications Center also reserves the right to immediately suspend user privileges for potential violations of these guidelines to the extent necessary to protect the security and integrity of the ACCC computer system. When appropriate, at the discretion of the ACCC, cases of apparent abuse will be reported to the Vice Chancellor of Student Affairs (student cases), to the Assistant Vice President for Human Resources (academic professional and support staff cases), or to the Provost (faculty cases). These respective offices are responsible for determining any further disciplinary actions.

CHILDREN AND PETS IN THE WORKPLACE

The presence of children and pets of employees in the workplace is not allowed. They are a distraction, a potential safety hazard, and create a situation of additional risk for which the University is not insured.

WORK SCHEDULES

POLICY

The Chancellor sets the daily starting and ending times for the Campus. All University support staff work on one of two regularly recurring 5-day-per-week schedules:

1. 8 hours/day and 40 hours/week
2. 7.5 hours/day and 37.5 hours/week

Any permanent deviation from an employee's assigned number of work hours requires the approval of the Assistant Vice President of Human Resources (AVPHR). Permanent deviations will be considered only to meet special operational needs. Temporary deviations may be approved by department heads only to meet temporary special operational needs. Supervisors should give reasonable (usually two weeks) notice to employees if there are to be any changes in their work schedules. Exempt employees are expected to be present

during the operational hours of their units and at other hours as required by the needs of those units.

MEAL BREAKS AND REST PERIODS

POLICY

Supervisors may authorize rest periods appropriate to the needs of the operations and the employees involved, but such rest periods may not be cumulative, made the basis for a late starting or an early quitting time, or used to extend regularly scheduled lunch periods. A rest period will not exceed 15 minutes and will not be provided to an employee scheduled for less than one-half day of work.

Each employee expected to work seven and one-half continuous hours or longer shall be permitted at least 30 minutes (unpaid) for a meal period that begins no later than five hours after the start of the work period. Negotiated agreements may have different provisions. For example, the SEIU #73 clerical bargaining agreement states "subject to operational necessity and whenever practicable, the supervisor will give two rest periods not to exceed 15 minutes each for each full-time shift." It also states "Part time employees may receive rest periods on a pro-rata basis."

REPORTING TIME

Campus Auxiliary Services negotiated, extra help and student employees are required to swipe using a Kronos clock or computer to record their hours worked.

Employees are prohibited from giving their iCard or UIN information to another employee for the purpose of clocking out for work or lunch. The same way, employees are prohibited from accepting someone else's iCard or UIN information for the purpose of recording time in Kronos.

Each employee is responsible for recording their own time each work day. Four swipes must be recorded each day and at the exact designated times: Start of work shift, out for lunch, back from lunch, and end of work shift.

Kronos calculates minute to minute for all civil service hourly employees. Each employee must adhere to their assigned schedule and ensure no unauthorized overtime is worked. There is no rounding or grace periods.

Start of work shift swipe: Employees are allowed to swipe no more than three (3) minutes prior to the start of work shift.

Lunch break: It is not acceptable to shorten meal period, creating unapproved overtime, nor is it acceptable to extend meal period, without prior approval from supervisor.

End of work shift swipe: Swiping out late beyond your designated end time and swiping out early before your shift end are prohibited unless previously approved by your supervisor.

Work shift adjustments: Swiping in late at the start of your work shift and swiping out late at the end of your work shift the same amount of minutes to avoid unpaid time is strictly prohibited.

Employees are not allowed inside building during hours of closure unless stipulated in work scheduled or approved by supervisor.

Any number of adjustments to start times, meal periods and end times without supervisory authorization can warrant disciplinary action as it may result in unauthorized overtime or alter the employee's designated work schedule.

MISSED PUNCHES

Missed punches and swipes are not permitted in CAS. You must either swipe using your iCard , pin punch using your UIN or timestamp utilizing your computer (if designated as timestamp employee) for every required punch. If you miss more than one punch per pay period, it is considered excessive and may be subject to disciplinary actions.

UNAUTHORIZED OVERTIME

Unauthorized overtime may result from the following inconsistent punches:

- Swiping in prior to your designated start time.
- Shortening a lunch period
- Swiping out late beyond your designated end time.

You are responsible for ensuring you are in sync with the time on the Kronos clock to avoid early or late punches. All overtime must be approved by a supervisor or it will be considered unauthorized, which could result in disciplinary action.

TARDINESS

Employees are expected to be ready to start their work shift in uniform, if appropriate. Tardiness is not acceptable for **ANY** category employee or for any length of time, however, there are times when being tardy is unavoidable. These times are recognized and includes approved “extreme weather” days (as defined by Vice Chancellors), emergency conditions, and unforeseen, but verifiable delays such as delays in public transportation due to accidents or malfunctions or any situation not under the employees control that is substantiated. At the department’s discretion, tardiness must be verified and substantiated as unavoidable to be approved.

Benefit time cannot be used to cover tardiness. Three (3) days tardy of three minutes or more, within a two (2) week pay period is considered excessive and subject to progressive discipline for status employees and immediate termination for probationary or extra help employees. Any pattern of excessive and unexcused tardiness could lead to progressive discipline.

VACATION AND PERSONAL LEAVE FOR SUPPORT STAFF

Approval or disapproval of time off shall be left to the judgment of the department depending on the workload, departmental operations, staffing, and seniority. You should not expect to be excused in an absence without having the time approved in advance. Vacation request as a result of emergency situation is subject to approval. In each case, call-in procedures must be followed and documentation must be provided.

Employees in a trainee, apprentice, learner, provisional, or status appointment accrue vacation and personal leave for each hour in pay status exclusive of overtime. The amount of vacation and personal leave is earned based upon the hours in pay status and the number of service years completed.

Approval of Use of Accumulated Leave for Personal Reasons

Within the total amount accumulated, and University operations permitting, leave of not more than two days at one time will be granted for any reason upon advance request of the employee to their supervisor. In determining whether to give such approval, the department will take into account staffing requirements needed to ensure the necessary continuity of operations. Where the need for such leave is occasioned by factors beyond the control of the employee and arise too suddenly to permit advance approval, post-approval may be granted.

Approval of Use of Accumulated Leave for Vacation Purposes

Leave for vacation purposes will be arranged with due regard for the operating needs of the University. Each Department/Unit Head is responsible for vacation scheduling within the department that will best serve the needs of the University and also satisfy employees' vacation preferences. Employees who are exempt under the Fair Labor Standards Act (FLSA) and other employees who earn vacation and personal may take leave in full or partial days (except for approved Family Medical Leave which may be deducted in 15-minute increments).

Department/Unit Heads and their designees can only approve vacation leave use up to the amount accumulated by the employee. Employees cannot borrow from, use, or loan another individual employee earned benefit such as vacation or sick leave.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/800/hr802-02.pdf

In the case of an unforeseen emergency, all vacation requests will be subject to approval by the department. Documentation is required on your next scheduled work shift in order for benefit time to be applied. If documentation is not provided, time will be recorded as unexcused and unpaid.

CAMPUS HOLIDAYS AND FLOATING HOLIDAYS

The University recognizes the following seven presidentially-designated holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and Independence Day. When a holiday falls on Saturday, the preceding Friday will be treated as the holiday. Similarly, when a holiday falls on a Sunday, the following Monday will be treated as the holiday.

In addition to these University holidays, each UIC staff member is entitled to a combination of campus-designated and floating holidays. Employees should adhere to the appropriate guidelines that follow with regard to these campus-designated holidays:

Employees working in the University of Illinois Hospital, Clinics, Office of the Vice Chancellor for Administrative Services, all departments under the Department of Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunication Services, Facility and Space Planning, UIC Police Department, Campus Auxiliary Services, Biologic Resources Laboratory, and the Division of Specialized Care for Children will have

four floating holidays which will take the place of specific campus-designated holidays. Employee choice of floating holidays is subject to departmental approval.

Number of Floating Holidays Earned - Employment Dates Falling Between:

July 1 – September 30: 1

October 1 – December 31: 1

January 1 – March 31: 1

April 1 – June 30: 1

Total for Academic Year: 4

All floating holidays must be taken within the fiscal/academic year in which they are earned; they do not accrue. All floating holidays earned, but not taken within the fiscal/academic year, will be forfeited.

If the number of floating holidays used by an employee at the time of termination exceeds the number earned for the periods employed during the fiscal/academic year, the employee will be required to reimburse the University for floating holidays observed, but not earned, or have accrued vacation levels reduced by the amount of overuse.

Full-time support staff, academic professionals, and faculty employed are eligible for the amounts shown above. For part-time employees between 50% and 99% of full-time service, floating holidays must be pro-rated.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/800/hr804.pdf

SICK LEAVE

POLICY

You are expected to follow your department's call in procedure. Failure to adhere to department call in procedure will result in an unexcused, unpaid absence. If you leave a message when you call-in, clearly state the reason for your absence and how long you anticipate being out. Text messaging is prohibited as a way to communicate your absence to your department.

Sick Leave Use and Approval

Employees must have their supervisor's approval to charge an absence against accumulated sick leave. Supervisors may require employees to provide evidence to

substantiate the reason for the absence, including a physician's certificate, if the absence exceeds three consecutive work days or if the supervisor believes that the employee does not have a valid reason for requesting sick leave. Employees who request or are on extended leave for illness, injury, or disability, including maternity, may be required to obtain a medical opinion from the University Health Service or provide a medical opinion acceptable to the Health Service in support of the leave, its continuance, or the employee's ability to return to work.

Accrued sick leave may not be used for the purpose of vacation. Accumulated and unused vacation and personal leave may be used in lieu of an approved leave of absence without pay. Part-time employees may use their accumulated sick leave for the same reasons as full-time employees during any work week for their hours of absence.

To view entire Sick Leave Policies

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/800/hr801-04.pdf

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/800/hr801-05.pdf

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/800/hr801-06.pdf

EXTREME WEATHER/EMERGENCY CONDITION

As a matter of policy, the campus is never closed. The residential, healthcare, and research aspects of UIC operations make this a requirement.

In the event of extreme weather conditions, the campus will continue to operate during regularly scheduled hours. Staff are expected to report to their respective offices or workstations. Staff who are not able to commute to campus and who wish to be paid may request that the time missed be charged to vacation time, or make other arrangements. Alternate arrangements are subject to approval by the supervisor and unit head and must meet all University rules and regulations. Policy questions should be directed to Human Resources, Labor and Employee Relations, at (312) 355-5510.

Cancellation of Individual Classes

In individual cases, an instructor may need to cancel a class. Instructors must notify college and departmental offices of such cancellations. All students registered in the class must be informed promptly by e-mail or Blackboard, and the work must be made up later in the semester.

Cancellation of All Scheduled Classes

In accordance with Executive Notice 94-3, all classes will be canceled if, in the judgment of the Chancellor or the Provost, the health and safety of students, faculty, or staff would be seriously jeopardized. In this case, the Vice Chancellors will notify units that report to them. Campus will be notified via Urgent e-mail and sms text messaging to subscribed mobile phones; the UIC.edu website; and the UIC Information Line, (312) 413-9696. Notice will be sent to local radio and television stations for public announcement.

Should you hear on radio or television that the campus is “closed,” know that while classes have been canceled, buildings and offices are open and some special events may take place as scheduled. Faculty and staff with non-instructional responsibilities are not excused when classes are canceled.

UI Hospital Operations During an Emergency

UI Hospital operates continuously regardless of weather. Staff and students assigned to patient care and support functions are expected to report even when classes have been canceled at UIC.

Support and Administrative Functions

Emergency conditions may warrant the suspension of non-essential operations such as university mail delivery or transportation services. The Vice Chancellor for Administrative Services will consult with representatives of campus components likely to be affected by service interruption and notify the other vice chancellors.

CALL-IN PROCEDURE

Each department has specific call-in procedures that must be followed. At minimum, all employees are expected to call in at least one (1) hour prior to the start of their shift to their immediate supervisor. If no one answers, leave a detailed voice mail message stating the reason for absence. If an employee is going to be late, an estimate of arrival time should be provided. When an employee calls in for a reason covered under the employee’s approved FMLA, the message must clearly state that this is an absence for reasons covered under the FMLA. Failure to follow proper call in procedure may result in an unexcused unpaid absence

Employees are asked to use these examples as a guide.

1. My name is Jimmy Jones. I’m not coming to work today.

2. My name is Jimmy Jones. I have been ill the entire weekend for FMLA reasons. I am starting to improve but I will rest one more day. I will use a sick day "FMLA". I expect to return to work tomorrow.
3. My name is Jimmy Jones. I cannot come to work today because my car broke down. I will be there tomorrow.
4. My name is Jimmy Jones. My house has flooded. I could not get an appointment with a plumber until tomorrow. So, I will not be in to work today or tomorrow. If anything changes, I will call and let you know.

Message 1 does not give sufficient information, therefore it is not acceptable

Messages 2 and 3 are acceptable only if the employee does not anticipate the absence to be no longer than one (1) day. The employee is clearly stating the reason that kept him/her from coming to work and does not anticipate being absent for more than one day. In addition, message 2, is clearly stating that the absence is covered under FMLA.

Message 4 gives sufficient information. The employee is anticipating that the absence will be longer than one (1) day and is clearly stating the reason for the absence. Therefore, it is acceptable.

Where it is not anticipated that the absence will be for more than one (1) day the employee shall notify the supervisor each additional day during the entire absence and follow the same procedure.

EXCUSED AND UNEXCUSED ABSENCES

Employees are expected to be at work unless they have a pre-approved day off (vacation, floater, and approved leave) or it is a University holiday. Time off will be approved or disapproved on an individual basis, according to the department's operational needs and your accrued benefit time.

Approval or disapproval of time off shall be left to the judgment of the department depending on the workload, departmental operations, staffing, and seniority. You should not expect to be excused in an absence without having the time approved in advance. Vacation request as a result of emergency situation is subject to approval. In each case, call-in procedures must be followed and documentation must be provided.

Any unexcused and unpaid absences are subject to disciplinary action.

FUNERAL LEAVE (BEREAVEMENT)

Employees in trainee, learner, apprentice, provisional, or status appointments will be granted upon request paid leave of three (3) scheduled work days to attend the funeral and for travel and bereavement time, upon the death of a member of the employee's immediate family or upon the death of a member of the household; and one (1) day to attend the funeral or memorial service of a relative other than the above who is not a member of the employee's household.

Immediate family is defined as: father, mother, sister, brother, spouse, children, grandparent, and grandchildren. Biological, adopted, foster, legal wards, step, in-law, in loco parentis, or immediate family of a certified domestic partner are considered as immediate family under this policy.

Other relative is defined as: aunt, uncle, niece, nephew, or cousin of the employee. Such relatives are regarded as members of the immediate family only if in residence in the employee's household.

For purposes of application of funeral leave, relationships existing due to marriage will terminate upon the death or divorce of the relative through whom the marriage relationship exists. Current marital status will be defined in accordance with Illinois State Law.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/800/hr805-02.pdf

JURY DUTY

POLICY

Support Staff Employees - Support staff employees will be granted leave of absence with pay at the employee's regular rate for non-overtime scheduled hours when called for jury duty, and may retain funds paid to them in compensation for such duty. Employee on a normal workday schedule, e.g., 8:00 a.m. to 5:00 p.m., who is serving jury duty, is expected to report for work whenever the employee's services are not required by the court. If, after being excused by the court, four (4) or more hours remain in an employee's schedule for that workday, an employee must call the supervisor in advance for instructions regarding the completion of the workday unless other arrangements are approved by the supervisor.

A support staff employee on a night shift, e.g., commencing at 10:00 p.m. or later, will be granted jury duty leave for the shift immediately preceding a day on which the employee is required to report for jury duty. At the conclusion of the required jury duty, the employee is expected to report for work at the beginning of the first shift that commences eight (8) or more hours after being excused from jury duty, e.g., if the employee is excused at or before 2:00 p.m., the employee will report on the employee's next scheduled shift.

A support staff employee on a morning shift, e.g., commencing at 6:00 a.m. or later, or on an afternoon shift, e.g., commencing at 2:00 p. m. or later, will be granted jury duty leave for the shift occurring on the same calendar day as that on which the employee is required to report for jury duty. Nevertheless, an employee on an afternoon shift who reports for jury duty and who is excused before the time that the employee's shift commences must call the supervisor for instructions regarding the completion of the work day unless earlier arrangements are approved by the supervisor.

Support staff employees with part-time appointments will be granted leave with pay for the hours or days that the employee is excused for jury duty and for which the employee was scheduled to work.

Support staff employees on a leave of absence for jury duty when a University holiday occurs will receive their normal holiday pay. Actual jury duty service on the holiday will not result in additional compensation or time off since jury duty service is not University employment.

Academic Employees - All academic employees (faculty and academic professionals) are given leave with pay for the duration of jury duty, and may retain funds paid to them in compensation for such duty. Management of jury duty is a departmental matter and all arrangements are made between the department/unit head and the employee. Academic employees with part-time appointments will be granted leave with pay for the hours or days that the employee is excused for jury duty and for which the employee was scheduled to work.

PROCEDURE

Employee:	Requests leave of absence with pay when called for jury duty.
Department/Unit Head :	Approves the request and instructs employee on conditions of paid leave for jury duty.

FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993, and as amended in 2009 and 2013, Family and Medical Leave shall be granted to an employee for the birth or adoption of a child; for the care of a son, daughter, spouse, or parent who has a serious health condition; when unable to perform the function of his or her position due to a serious health condition; for the care of a son, daughter, spouse, parent or next of kin who is a covered servicemember with a serious injury or illness incurred: (a) in the line of duty on active duty; and (b) that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating; or because of a qualifying exigency arising out of the fact that a son, daughter, spouse, or parent is on a covered active duty or call to active duty status in support of a contingency operation as a member of the National Guard, Reserves, or Regular Armed Forces. Covered active duty requires deployment to a foreign country. Eligible employees may take leave to care for a servicemember's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.

Employees who have been employed by the University for at least 12 months and who have performed at least 1,250 hours of service during the previous 12-month period, are eligible for up to 12 workweeks (up to 26 workweeks to care for a covered servicemember) of unpaid family and medical leave during each consecutive 12-month period for which eligibility criteria have been met. Periods of employment with the University separated by a break in service will be counted when determining the 12 months of service provided that the break in service does not exceed seven years. For breaks in service that are seven years or longer, service time will be counted if one of the following applies: break in service due to National Guard or Reserve military service obligation; or written agreement by the University of Illinois indicating intent to rehire the employee after the break in service. The initial 12-month period is measured forward from the date the employee first takes FMLA leave. The next 12-month period begins the first time FMLA leave is taken after completion of any previous 12-month period.

An employee shall be entitled, on return from leave, to be restored to the position held by the employee when the leave commenced, or to an equivalent position with equivalent benefits, pay and other conditions of employment.

The workweeks of Family and Medical Leave to which eligible employees are entitled shall be based on the number of hours in the employee's normal workweek schedule at the percentage of the appointment. For example, a sixty-four-percent-time employee scheduled to work twenty-four hours per week would be entitled to leave for twelve 24-hour workweeks, or 288 hours (or, if leave is to care for a covered servicemember, twenty-six 24-hour workweeks, or 624 hours).

Only the amount of leave actually taken may be counted toward the 12 or 26 weeks of leave to which an employee is entitled. The taking of leave intermittently or on a reduced leave schedule shall not result in a reduction in the total amount of leave to which the employee is entitled. The amount of time taken for family and medical leave shall be reported in increments consistent with university leave reporting policies and procedures. FMLA leave balances shall not accrue or carry over to the next 12-month leave period.

Interpretation of specific requirements of the Family and Medical Leave policy are subject to provisions contained in the full text of the Act. Questions regarding the provisions of the Family and Medical Leave Act and the Department of Labor Regulations for its implementation should be directed to the campus/central human resources offices.

To view complete policy:

<https://nessie.uihr.uillinois.edu/PDF/policy/UnivFMLAPolicy.pdf>

While on FML, employees have the option to utilize SICK, VAC or FLHL benefit time interchangeably. Employees must monitor their benefit balance to ensure enough hours are available prior to selecting. To access benefit time, employees must accurately select benefit time that has sufficient balance for EACH absence. Failure to include this information at the time of call off may result in a partial or non-payment for day of absence.

DISABILITY LEAVE OF ABSENCE

POLICY

To qualify for a Disability Leave of Absence an employee must be unable to perform the duties of the assigned position for a period exceeding 60 calendar days and the employee must have been a participant in the State Universities Retirement System (SURS) for at least two years. Benefits are available for any disability that begins on or at the completion of two years of credit with SURS unless the disability is caused by an accident. The employee must exhaust all sick leave benefits before payment of disability benefits occurs. The employee may use vacation leave before beginning disability benefits. Nevertheless, vacation leave use must be requested by the employee and approved by the supervisor. If the disability is expected to be permanent, the employee may use vacation leave before disability benefits begin. Upon recovery from illness, pregnancy, or expiration of sick leave benefits, Retirement System benefit payments, or family and medical leave, the employee will be returned to a position in the employee's classification, if the employee is physically and mentally fit to perform such duties.

PARENTAL LEAVE

POLICY

Upon request, an eligible employee shall be granted parental leave with pay for up to two weeks immediately following the birth of a child or immediately following the release of the child from a health care facility. Parental leave for an adopted child under the age of 18 may be taken in full either at the time of initial placement or at the time of legal adoption.

Parental leave is limited to one leave per twelve-month academic appointment year. The leave cannot be taken on an intermittent schedule or on a reduced leave schedule for a period lasting longer than two weeks.

An employee who resigns employment before or at the expiration of the parental leave normally shall be required to reimburse the University for the cost of wages paid during the leave.

Parental leave is automatically counted toward the twelve week entitlement under the Family and Medical Leave Act for eligible employees.

MILITARY LEAVE

POLICY

An eligible employee, who is a member of any reserve component of the United States Armed Forces or the Illinois State Militia up, shall be granted a leave for required training.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/800/hr807.pdf

VICTIMS ECONOMIC SECURITY AND SAFETY ACT (VESSA)

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA) of 2003, and as amended in 2009, leave shall be granted to an employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim.

View entire Victims Economic Security and Safety Act policy:

http://www.uic.edu/depts/oe/docs/Academic_VE SSA_Policy.pdf

PERSONAL EMERGENCIES DURING WORK HOURS

When a personal emergency arises during employee's work hours requiring that he/she leaves work, the employee must seek approval for early dismissal. The employee must personally contact their immediate supervisor. Text messaging is NOT an acceptable form of communication with any supervisor. Failure to get authorization of early dismissal could be considered as leaving the work site without authorization.

PAYROLL AND PAYCHECKS

The Payroll Services Office facilitates the accurate and timely payment of employees on three campuses: Urbana, Chicago and Springfield. Payroll Services offices also manage payroll schedules, earnings, deductions, taxes, and time reporting.

All employees at the University of Illinois are paid either on a bi-weekly or monthly basis. Bi-weekly employees are paid every other Wednesday approximately 10 days after the pay period end date. Monthly employees are paid on the 16th of the month following the service dates of the 16th through the 15th. If the 16th of the month falls on a weekend or holiday then the pay date is the last work day prior. View your current or past earnings statements on NESSIE.

EMPLOYMENT VERIFICATION

The University provides an on-line system which can be accessed 24 hours a day 7 days a week, enabling a third party to verify your employment or employment and wages, at any time of the day and any day of the week.

To keep the system secure, you are required to authorize the third party to receive your information. This can be done via the [NESSIE](#) system. Active employees must use this approach for all employment verifications.

If you need technical assistance with the on-line system, please contact the UIC HR Helpdesk at (312) 413-4848. To view complete instructions:
https://www.hr.uic.edu/employment_verification/

COUNSELING AND DISCIPLINE

VERBAL COUNSELING/WARNING and LETTER OF WARNING

The University seeks to establish and maintain standards of employee conduct and management practices which, in the interests of the University and its employees support and promote effective operations.

The University will strive to insure consistent and uniform treatment in disciplinary matters for all employees. Discipline is to be applied consistently, impartially, fairly, and firmly. Decisions on discipline should not be made in an arbitrary or capricious manner, but rather as a result of informed and unbiased investigations.

Verbal Counseling/Warning - Verbal counseling/warning is an initial and informal step in the positive progressive discipline process. Since verbal counseling/warning is informal, no record of the meeting should be placed in the employee's official personnel file.

Letters of Warning - Letters of Warning are issued when infractions of performance standards and/or employee conduct occur, usually after verbal counseling or warning has been issued to an employee. Letters of Warning are maintained in the employee's permanent file.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/1000/hr1001.pdf

DISCIPLINARY SUSPENSION

Disciplinary Suspensions shall be in compliance with Civil Service System Rule 250.110 (d). A Disciplinary Suspension of not more than thirty (30) calendar days may be imposed upon an employee only after the supervisor has discussed the specific reason(s) for the suspension with the employee in a pre-disciplinary action meeting and has consulted with the Human Resources Employee Relations Officer.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/1000/hr1002.pdf

DISCHARGE PROCEEDINGS

Discharge proceedings are executed when (1) infractions, previously documented as part of the correction action and progressive discipline process, reoccur, or (2) a serious infraction occurs, regardless of the employee's previous disciplinary history.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/1000/hr1004.pdf

SUSPENSION NOTICE PENDING DISCHARGE

POLICY

An employee who has been served with Written Charges for Discharge may be suspended without pay by the University during all or any part of the period that the discharge proceeding is pending and until final disposition thereof, if the University is of the opinion that the employee's presence on the job might constitute a substantial risk of injury to life or property, or might cause a disruptive effect on University operations.

Employees may not be suspended until the Written Charges are issued. Any such suspension without pay shall take effect on the date or on any date thereafter that the University serves Written Notice of Suspension, which may be served with the Written Charges for Discharge, upon the employee.

To view complete policy:

https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_policies/1200/hr1203.pdf

EMPLOYEE RESOURCES

Campus Auxiliary Services Human Resources

Susan E. Kovacs, Executive Director

312-413-1272/sekovacs@uic.edu

Tina Harlin-Smith, Director of Employment

312-355-3355/tharlin@uic.edu

Lisa Days-Martin, HR Associate

312-355-3357/lmartin@uic.edu

Renee Fitzpatrick, HR Associate

312-355-3352/rlfitz@uic.edu

Graundia Smith, HR Associate

312-355-3350/graundia@uic.edu

Campus Auxiliary Services Payroll

Paula Lang, Payroll Manager

312-413-5971/pmlang@uic.edu

Caryn Hall, Assistant Payroll Manager

312-413-5613/carynh@uic.edu

Janice Norwood, Payroll Specialist II

312-413-5970/janisor@uic.edu

Employee Assistance Services

Free, confidential professional counseling for employees

312-996-3588

Office of Access and Equity

312-996-8670/oe@uic.edu

University Police

Emergency 5-5555

Non-emergency 6-2830 TDD# 413-9323

Building Management Office

East Side Address: 312-996-1799

West Side Address: 312-996-7468

Emergency service: 312-996-7511 (Service desk)

Ethics Helpline 866-758-2146

EMPLOYEE WEBSITES

UIC Human Resources Main Page

<http://www.uic.edu/depts/hr>

UIC CAS Human Resources Main Page

<http://www.uic.edu/depts/cas/hr/>

UIC Policies and Rules

http://www.uic.edu/depts/hr/relations/policies_procedures.html

ACKNOWLEDGEMENT AND RECEIPT OF EMPLOYEE HANDBOOK

The Campus Auxiliary Services (CAS) Employee Handbook describes important information about the University and CAS policies.

The UIC Chancellor has designated the Assistant Vice President for Human Resources as the individual to develop, revise, issue, and enforce policies relating to human resources at our campus. This individual is also responsible for interpreting personnel policy applications and intent.

The UIC CAS Employee Handbook does not supersede any federal, state or university publications. Rather, the reader is referred to the appropriate document(s) for additional clarification on questions concerning policy.

I acknowledge that all policies and procedures are subject to review and modification according to the needs of the Campus or of the University without prior notice to staff. By distributing this handbook, CAS Human Resources expressly revokes any and all previous handbooks which are inconsistent with those contained herein.

I understand and agree that nothing in the Handbook creates, or is intended to create, a promise or representation of continued employment and, I acknowledge that this handbook is neither a contract of employment nor a legally-binding agreement.

I understand that I may ask my supervisor or a CAS Human Resources staff member any questions concerning the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook and any revisions made to it.

I have received a copy of CAS Employee Handbook on the date listed below. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the CAS HR representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Employee's Signature

Date

Employee's Name (Print)

UIC HR Representative

Date