

FAQ'S FOR PAA TO CIVIL SERVICE CONVERSION

Q. Why is my job being reviewed/converted to Civil Service?

A. Several months ago, a complaint was filed with the Office of Inspector General (OEIG) in which the complainant indicated that his/her basic employment rights under Civil Service were being denied because Universities were mis-classifying employees into what EIU refers to as A&P employees. Stemming from this complaint, the OEIG directed the Executive Director of the State Universities Civil Service Office (SUCSS) to review the language that addressed these exempted positions from Civil Service. The culmination of numerous meetings on this subject resulted in more defined instances regarding exactly what positions are exempted from the Civil Service language. These revisions necessitated universities review job descriptions in accordance with the newly revised guidelines. Furthermore, every university was directed to convert any positions that should be Civil Service. You may read this language at https://www.sucss.illinois.gov/pages/ProcMan/details.aspx?tblManuals_PMIID=440&kw=.

Q. When is this transition occurring?

A. The new rule took effect October 1, 2018. Eastern Illinois University will be converting positions effective January 1, 2020. The State Universities Civil Service Office has been working with all the universities to ensure that we have an understanding of the new rule and also are providing guidance and assistance in order to reach a timely, orderly and successful transition. They have indicated that their next audit will look extensively at how we have handled this process. Our next audit period will be February, 2020.

Q. Will this process affect my salary?

A. In general, your salary will not be affected.

Q. How will my benefits be affected?

A. If you are being transitioned to a Civil Service position, your benefits may change slightly. You may find the benefit comparison chart at this link: <https://www.eiu.edu/humanres/paatocivilserviceconversion.php>

Q. Will I lose my current employment title?

A. The Civil Service system allows universities to create separate working titles if desired. Even though you may experience a "classification" change, your Supervisor will determine whether or not your working title will remain the same.

Q. Will I have to fill out a Civil Service application or re-apply for my job?

A. No. However, should you wish to apply for any other civil service position at a later date, you will be asked to complete an application at that time.

Q. Will I have to take a Civil Service Exam?

A. No, most of these positions are considered “Professional” level positions and qualifications are generally determined by what is called a “credentials” review. A credentials review looks at your resume/application and determines if your experience and skills meet the minimum requirements/qualifications for the position.

Q. I understand that Civil Service employees accrue seniority within their classification. How will my seniority be determined?

A. In general, we will review how long your position may have been mis-classified. You will be notified of these changes, including your newly established seniority date.

Q. How will I be affected should the University experience lay-offs again?

A. As with all other Civil Service positions, lay-offs are determined by seniority. Therefore, your seniority in the position will determine any bumping rights. Keep in mind that several of these new position titles are new classifications that require specialty factors for the position. In order for someone to be able to bump another person, they would have to meet the same specialty factors/skills associated with the position.

Q. What if I have questions about this process or about my personal situation?

A. The Human Resources Employment Office, which will be over-seeing this process, will be happy to answer any questions you might have. You may call 581-3911 for assistance.