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# The System News

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*Illinois' Public University System Support Resource and Advocate*

## *System Office to Review Exemption Procedures*

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Paragraph 36(e) of the State Universities Civil Service Act allows specifically identified employment categories to be excluded and exempt from civil service statutory requirements. Specifically, the following employment categories can be exempted from civil service regulations and rules:

- The members and officers of the Merit Board and the board of trustees, and the commissioners of the institutions and agencies covered
- The presidents and vice-presidents of each educational institution
- Other principal administrative employees of each institution and agency as determined by the Merit Board
- The teaching, research and extension faculties of each institution and agency
- Students employed under rules prescribed by the Merit Board, without examination or certification

Through the Merit Board, the System Office has established procedures that specifically outline the methods by which individual positions are to be identified and exempted from civil service regulations. These procedures can be found at our website, [http://www.sucss.state.il.us/pm\\_manuals.asp](http://www.sucss.state.il.us/pm_manuals.asp), under the Principal Administrative Appointments Procedure Manual.

Based on headcount numbers reported by each university and agency for the period ending December 31, 2006, there were 9,258 principal administrative employees (category 3 above), 3,491 faculty and research employees (category 4 above), and 25,318 student

employees (category 5 above). During this same time frame, the universities and agencies reported 20,824 status civil service employees and 4,860 non-status civil service employees. Over the past few years, these numbers have predictably fluctuated based on various other factors such as enrollment figures, economic climate, academic year timeframe, etc. In general, these headcount numbers and trends have remained fairly stable over the last few years due to the somewhat stressed state and higher education economic climate.

However, in the case of the principal administrative employees (category 3 above), it seems that those numbers have grown through out this same time frame. Specifically, there were 5,201 principal administrative employees in June 1999 and this number grew to 9,258 in December 2006. This has caused some alarm and suggests that a review and update of these exemption procedures, and possible incorporation into administrative rules, should be initiated.

At its last meeting, the Merit Board discussed the possibility of developing and incorporating a new administrative rule to more formally capture specific exemption protocols and authorized the System Office to initiate a process to collect information and to seek input/proposals from employers and various constituency groups on this topic. The System Office plans to work closely with its various advisory groups to collect information and suggestions in their review of current procedures. Our efforts will first focus on a review and update of the current procedures related to this topic. Hopefully, this effort will ultimately lead to a more formal rule proposal on this important topic at some point in the future. We invite you to follow the progress of this development process and offer your suggestions through your advisory committee members and civil service councils.