

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Education Agency

FY14 Headcount: 13

<http://www.sucss.state.il.us/>

Summary of Agency Operations

The State Universities Civil Service System (University System) is provided authority through legislative statute and is empowered through the University Civil Service Merit Board to develop, maintain, and administer a comprehensive and efficient program of human resource administration for the higher education community, specifically related to the employment and employment relationship with their auxiliary and support staff positions. In accomplishing this task, the University System has developed a comprehensive set of Administrative Rules and Procedures which effectively facilitate the administration of many aspects of the employment relationship.

Internal Hiring

Agency positions subject to criminal history restrictions, by statute, regulation or agency policy

Clerical positions, an attorney, IT manager, and other administrative employees

Statutory, regulatory restrictions applicable to internal hiring

Administrative Code, Title 80, Subtitle A, Chapter VI, Part 250, Section 250.50

Examinations c. Rejection or Disqualification of Applicants.

The employer may reject any applicant, or, after examination, the Executive Director may refuse to certify any candidate who, in addition to requirements specified in Section 36f of the State Universities Civil Service Act [110 ILCS 70/36f] and subsection (b), fails to pass a physical examination given to determine his/her physical qualifications for employment, uses intoxicating beverages to excess, **uses narcotics**, has been dismissed from either private or public service for a cause detrimental to his/her employment by an employer under the University System, has maintained an unsatisfactory employment record, **has practiced deception or fraud in his/her application, examination, or material pertaining to these, or has committed an offense that in the judgment of the Executive Director disqualifies him/her for employment.**

Restriction Type: Discretionary

Restriction Duration: Not specified

System of personnel administration

State Universities Civil Service System oversees the personnel administration for the non-exempt employees at public higher education agencies and institutions pursuant to the State Universities Civil Service Act (110 ILCS 70).

State Universities Civil Service System

Merit Board [100 ILCS 70/36b (3)] The State Universities Civil Service System hereby created [110 ILCS 70/36b] shall be a separate entity of the State of Illinois and shall be under the control of a Board to be known as the University Civil Service Merit Board, and is hereinafter referred to as the Merit Board.

See Chapter IV of this report for more detail on this system of personnel administration.

Criminal history record check procedures for internal hiring

1) Self-disclosure on application

Yes

2) Background check review procedure

Per the agency's Personnel Manual, **2.4: Rejection or Disqualification:**

The Designated Employer Representative (DER) may consider the following factors to refuse to examine an applicant or after examination to disqualify an applicant from employment: the applicant has committed an offense, which in the judgment of the DER, disqualifies him or her for employment. For example the applicant has a documented felony or misdemeanor conviction and the DER finds that a relationship exists between the given bona fide occupational qualifications and the grounds for conviction. A criminal record does not necessarily disqualify an applicant from employment. Each applicant's conviction record must be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed since the conviction, and the nature of the new employment position.

Pursuant to Public Act 93-0211, effective January 1, 2004, (20 ILCS 2630/12 (a)) and Public Act 93-0912, effective August 12, 2004, (705 ILCS 405/5-915 (8a)), respectively, applicants seeking employment are not obligated to disclose an arrest or conviction record that has been expunged or sealed, nor an expunged juvenile record. Employers may not ask if an applicant has had records expunged or sealed.

Please note that any provision of this procedure or the application thereof, must be considered in conjunction with other federal or state laws, rules or regulations and shall not be deemed to nullify or modify any additional responsibilities required of an employer when considering whether to reject or disqualify an applicant.

Exemption, waiver, or review mechanisms

Not specified in the agency's report to the Task Force

Number of job applicants for agency positions who were subject to a criminal history records check in 2010-2011

Not reported to the Task Force

Occupational Licensing, Certification, Regulation

N/A

Employment Contracting

N/A

Summary of Employment Restrictions from Agency Report

Having a criminal record does not necessarily disqualify an applicant from employment, but may be used as a factor in considering eligibility. In the recent past, no applicant has been rejected due to criminal history.

The Director may refuse to certify any candidate who fails to pass a physical examination given to determine his physical qualifications for employment, uses intoxicating beverages to excess, uses narcotics, has been dismissed from either private or public service for detrimental conduct by an employer under the State Universities Civil Service System (System), has maintained an unsatisfactory employment record, has practiced deception or fraud in his application, examination, or material pertaining to these, or has committed an offense which in the judgment of the Director disqualifies him for employment. See also 110 ILCS 70, the State University Civil Service Act, and 80 Ill. Admin. Code 250, State Universities Civil Service System.

Applicants are not required to disclose an arrest or conviction record, or a juvenile record, that has been sealed or expunged. 20 ILCS 2630/12(a), entry of order and effect of expungement or sealing records; 705 ILCS 405/5-915(8a), Expungement of juvenile law enforcement and court records.