

STATE UNIVERSITY RETIREMENT SYSTEM OF ILLINOIS

Education Agency

FY13 Headcount: 125

<http://www.surs.com/>

Summary of Agency Operations

The State University Retirement System (SURS) of Illinois is a state agency that administers retirement, disability, death, and survivor benefits to eligible SURS participants and annuitants. Membership in SURS is attained through employment with more than 70 employing agencies including public universities, community colleges, and other qualified state agencies.

Internal Hiring

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

All agency positions. During 2010 and 2011, the following positions were hired: Investment Officer, Web Specialist, Member Service Representative I, General Counsel, Chief Financial Officer, Associate General Counsel, Director of Outreach, Applications Analyst, member Service Representative III, Legislative Specialist, Communications Manager, and Administrative Aide

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 University Retirement 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

The State Universities Retirement System (SURS) conducts background checks on all applicants who are offered employment. If the applicant has a conviction record, a review committee consisting of representatives from Human Resources and General Counsel review the report. They consider the nature of the conviction, date of offense, and the position applied for. The applicant may submit additional information to the committee for review. The committee has the authority to approve the applicant for hire.

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

21

None were disqualified; none sought waiver

Occupational Licensing, Certification, Regulation

N/A

Employment Contracting

N/A

Summary of Employment Restrictions from Agency Report

All agency positions are subject to a criminal background check as part of the job application process, pursuant to the State Universities Civil Service Act (110 ILCS 70).

Between January 1, 2010 and December 31, 2011, all 21 new employees received criminal background checks. None of the hires sought waiver from or were disqualified by the criminal background check.