



UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

# Supervisor Training

Updates from Human Resources and Access and Equity

Presented September 27, 2023

# Thank you for your support of the Supervisor Development Series!

- ❑ January: Worker's Comp
- ❑ February: Supervisor Boot Camp (searches, onboarding and post-hire)
- ❑ March: Hiring Student/Grad Employees and Interns
- ❑ April: Annual Evaluation Training
- ❑ May: Leaves of Absence
- ❑ June: AEO Search Manual Updates
- ❑ July: Everything I-9
- ❑ August: We Care – Providing Support & Safety Through Sexual Misconduct Reporting
- ❑ September: HR & AEO Updates

# Save the Date

## Supervisor Training Day November 15th

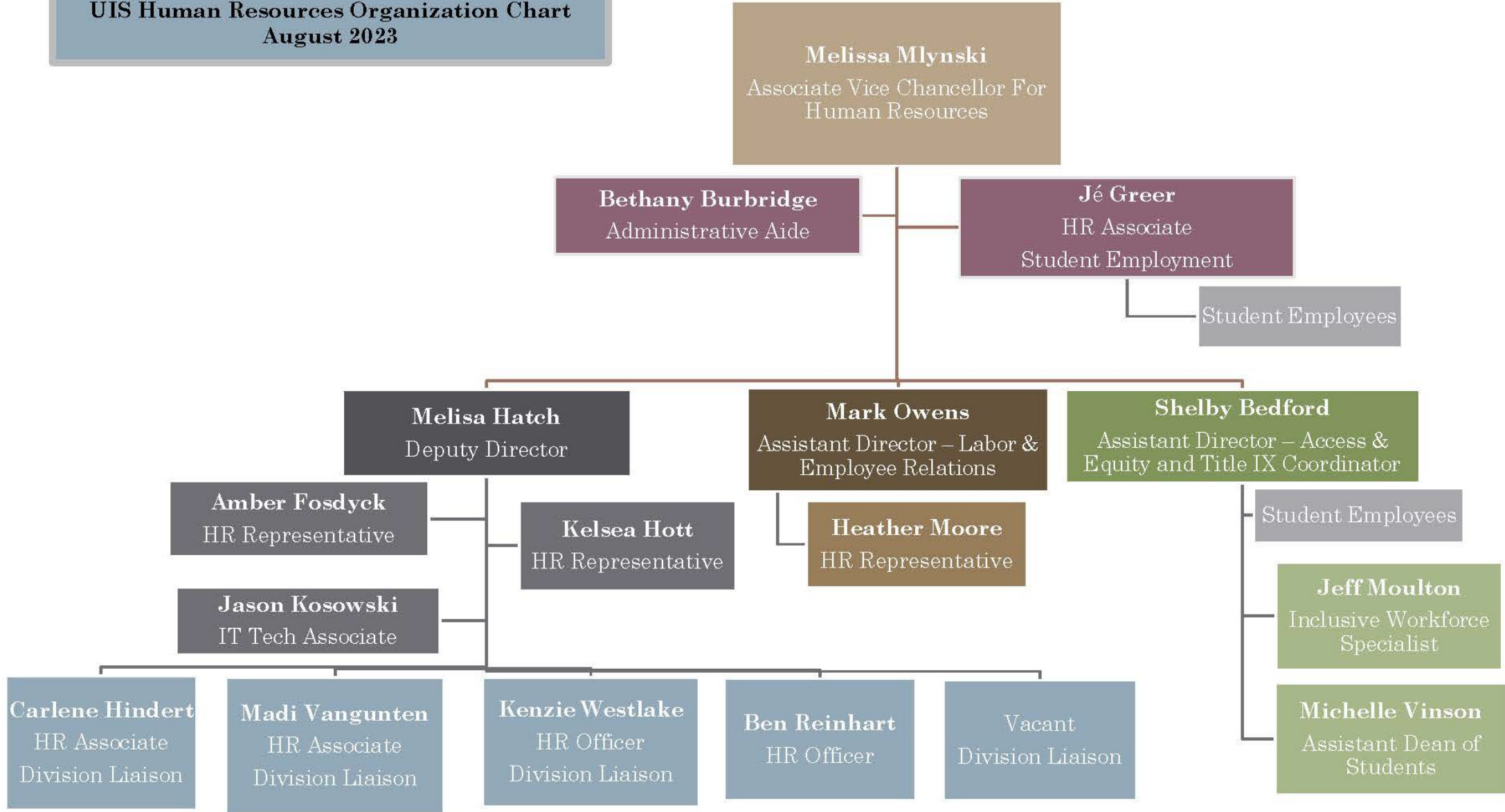
All day, in person event

More details, including location & topics, to come

# Agenda for Today

- ❑ Update on personnel changes in HR and AEO
- ❑ New laws impacting HR and AEO, including FLSA regulations
- ❑ Status update on Title IX regulations
- ❑ Employment Verification during the new hire process
- ❑ Access and Equity Search Manual
- ❑ Discuss training opportunities for JDx and Cornerstone
- ❑ Updates for I-9
- ❑ Updates for Remote Work Agreements

**UIS Human Resources Organization Chart  
August 2023**



# Employment Team



**Melisa Hatch, Deputy Director**  
[mhatc2@uis.edu](mailto:mhatc2@uis.edu)  
Manager for: Classification/Compensation, CS Testing, Employment, HR Systems, SURS Reporting, Records



**Kelsea Hott, HR Representative**  
[kbatt2@uis.edu](mailto:kbatt2@uis.edu)  
Records & Personnel Files Reporting, SURS Liaison— Reporting & Tracking, Events Coordinator



**Jason Kosowski, IT Tech Associate**  
[ksowo2@uis.edu](mailto:ksowo2@uis.edu)  
HR Systems training & troubleshooting, including: JDXpert, Cornerstone, HRFE, Banner, etc.



**Amber Fosdyck, HR Representative**  
[afosd2@uis.edu](mailto:afosd2@uis.edu)  
Civil Service Testing Civil Service & Extra Help Application Assistance, UIS Jobs Social Media Management (Facebook & Twitter), Password Resets for UIS Jobs



**Carlene Hindert, HR Associate**  
[chind2@uis.edu](mailto:chind2@uis.edu)

**HR Liaison to Academic Affairs Division.**  
Civil Service, Extra Help, & Academic Professional Employment: Classification and Compensation, Pre-employment screenings, employee on-boarding. Civil Service, Academic Professional & Faculty Separations



**Madison Vangunten, HR Associate**  
[mston3@uis.edu](mailto:mston3@uis.edu)

**HR Liaison to Chancellor's Division, Finance and Administration, Advancement, Enrollment Management.**  
Civil Service, Extra Help, & Academic Professional Employment: Classification and Compensation, Pre-employment screenings, employee on-boarding. Civil Service, Academic Professional & Faculty Separations, Working Titles



**Kenzie Westlake, HR Officer**  
[mwest22@uis.edu](mailto:mwest22@uis.edu)

**HR Liaison to Student Affairs. Civil Service, Extra Help, & Academic Professional Employment: Classification and Compensation, Pre-employment screenings, employee on-boarding. Civil Service, Academic Professional & Faculty Separations Performance Evaluations, LinkedIn Contact**



**Vacant, HR Representative**



**Ben Reinhart, HR Officer**  
[brein2@uis.edu](mailto:brein2@uis.edu)

**Assists Division Liaisons with Academic Affairs Division.**

# AEO and Labor Relations



**Shelby Bedford**

Assistant Director for Access and Equity & Title IX Coordinator

[sbedf2@uis.edu](mailto:sbedf2@uis.edu)

Title IX & ADA Coordinator, Equal Employment Opportunity Officer, DEI Leadership, Compliance & Prevention, Programming

Access and Equity/ Title IX



Student Employees



**Jeff Moulton**

Inclusive Workforce Specialist

[jmoul01s@uis.edu](mailto:jmoul01s@uis.edu)

Assistant Equal Employment Opportunity Officer, Inclusive Hiring Training, Maintain University Search Manual, ADA Accommodations, Provide support to the Asst Dir for AEO

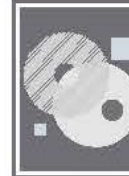


**Michelle Vinson**

Assistant Dean of Students

[mvins2@uis.edu](mailto:mvins2@uis.edu)

Assistant Title IX Coordinator, Student Supportive Measures, Investigations, and Hearings under the Sexual Misconduct Policy



**Mark Owens**

Assistant Director, Labor and Employee Relations

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Labor & Employee Relations, UIS Policy & Procedures, Employee Discipline, Union Contract Administration, Leaves of Absence Manager

Labor and Employee Relations



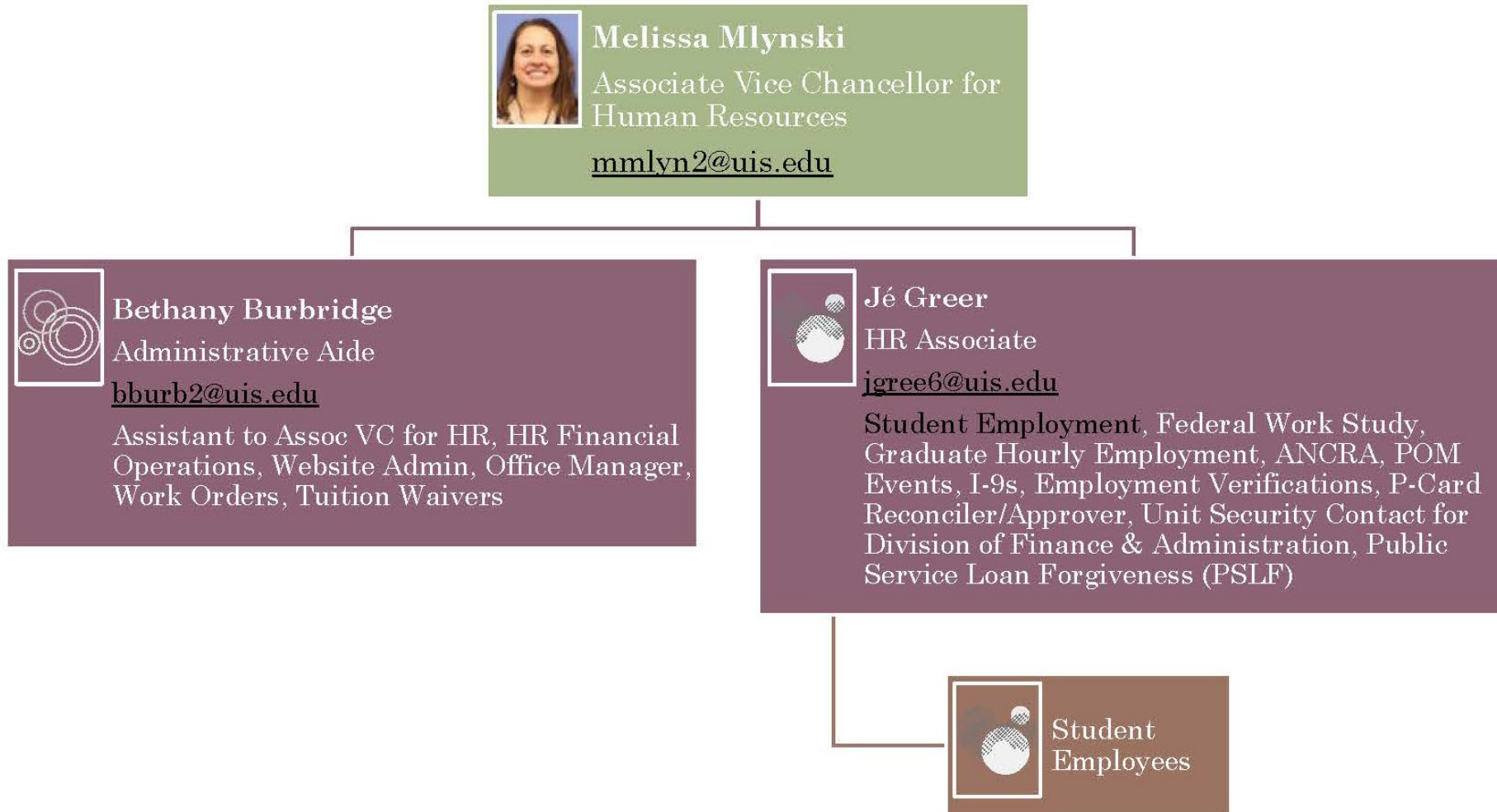
**Heather Moore**

HR Representative

[hkimb2@uis.edu](mailto:hkimb2@uis.edu)

Leaves of Absence, including: FMLA, FFCRA/ARPA, Military, VESSA, & SURS. Workers Compensation, and disability processes. Support to the Collective Bargaining Process, Assist with Labor & Employee Relations.

# HR Administration and Student Employment





# Personnel Changes –Employment Team Takeaways

Division Liaisons:

<b>Carlene Hindert</b>	<a href="mailto:chind2@uis.edu">chind2@uis.edu</a>	<b>Academic Affairs</b> <b>(including Center for State Policy and Leadership)</b>
<b>Ben Reinhart</b>	<a href="mailto:brein3@uis.edu">brein3@uis.edu</a>	<b>Assisting with Academic Affairs</b>
<b>Madi Vangunten</b>	<a href="mailto:mston3@uis.edu">mston3@uis.edu</a>	<b>Chancellor's Division, Advancement, Enrollment and Retention Management, Finance and Administration</b>
<b>Kenzie Westlake</b>	<a href="mailto:mwest22@uis.edu">mwest22@uis.edu</a>	<b>Student Affairs</b>

# Personnel Changes –Takeaway

Heather Moore [hkimb2@uis.edu](mailto:hkimb2@uis.edu):

**Worker's Comp Liaison for UIS**

# New Laws and Regulations

# Law Enforcement residency requirements for SUCSS

HB1767 [PA 103-0287](#)

Law enforcement personnel will no longer have a residency requirement to apply for employment. Effective 1/1/2024

# SURS Part-Time Service Calculation change

SB1235

This legislation amends the SURS Article of the Illinois Pension Code to change the method in which service credit is granted and eliminate the part-time adjustment for participants of SURS on or after September 1, 2024.

- ❑ Effective September 1, 2024, participants will be granted one month of service credit for each month in which they receive earnings and make employee contributions to SURS – down to 1 day from currently required 15 days.
- ❑ Currently, participants who work 50% or less for three or more years have a part-time adjustment applied to their retirement calculation. [Public Act 103-0548](#) eliminates the part-time adjustment for retirement calculations with a retirement date on or after September 2, 2024.

Please see the [SURS website](#) for this information and other related FAQ's and examples.

# Firefighter Training Leave of Absence Act

## SB1611 - Public Act 103-0220

- Provides up to 200 hours (on one occasion) for firefighter training to obtain basic certification.
- Provides up to 80 hours annually for advanced training annually for ongoing firefighter training.
- Employees shall not suffer a loss in pay for attending said training(s).
- Must be approved in advance and may be denied if sufficient notice is not given.
- Still awaiting further clarification on this Act and its relevancy.

Where can I find the language in this Act? <https://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=103-0220>

# Child Extended Bereavement Leave Act

## SB2034 – Public Act 103-0466

- Provides extended Child Bereavement Leave to parents who lose a child to homicide or suicide.
- Provides up to 12 weeks of unpaid leave to be used within 1 year.
- May be used as a block of time or intermittent.
- May use benefit time to remain in pay status.
- May have to provide documentation.

Note: It may run concurrently with FML.

Further clarification on various provisions of this Act are still being sorted out.

<https://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=103-0466>

# Paid Leave for All Workers Act

PA 102-1143

INFORMATION ON THIS SLIDE IS BASED ON THE METHOD THE UNIVERSITY IS PLANNING ON UTILIZING TO COMPLY WITH THIS ACT AND IS SUBJECT TO CHANGE.

- Provides up to 40 hours of paid leave each year.
- University employees (excluding students) who **do not** receive vacation time. This includes Faculty, extra help employees etc. This does not include student workers, GA/TA/Research Assistants etc.
- The time will be added to leave balances at either the start of the time period, or upon hire.
- Work with your appropriate supervisor to make arrangements.
- Time will be reported in the appropriate leave reporting system
- If I don't use it in a given year does it roll over? No.
- Can I get paid out for unused balances when I Leave the university? No.

Where can I find this Act? <https://ilga.gov/legislation/publicacts/fulltext.asp?Name=102-1143>



# Equal Pay for Equal Work for Temporary Workers

[HB2862](#) Amendment to the Day and Temporary Services Act (Effective July 1, 2023)

*DISCLAIMER: Still waiting for interpretation as to whether this applies to public universities*

- Requires temporary labor service agency to provide notice of a strike or lockout to temporary laborers; allows temporary laborers right to refuse assignment.
- Equal Pay for Equal Work: Temp laborer assigned to work for more than 90 calendar days must be paid "not less than the rate of pay and equivalent benefits as the lowest paid directly hired employee of the third party client with the same level of seniority at the company and performing the same or substantially similar work..."
- Contact HR for pay and benefit information before temporary laborers assigned for 90 days.

# Equal Pay Act-Pay Scale

HB3129 [PA 103-0539](#)

- ❑ Requires employers in the state to include the "pay scale and benefits" with every job posting, meaning the wage or salary, or the wage or salary range, and a general description of the benefits and other compensation. The inclusion of a link to a publicly viewable webpage that includes the pay scale and benefits satisfies the requirements.
- ❑ An employer shall announce, post, or otherwise make known all opportunities for promotion to all current employees no later than 14 calendar days after the employer makes an external job posting for the position, except for positions in the State of Illinois workforce designated as exempt from competitive selection.
- ❑ Applies to positions that (i) will be physically performed, at least in part, in Illinois or (ii) will be physically performed outside of Illinois, but the employee reports to a supervisor, office, or other work site in Illinois.
- ❑ Effective 1/1/2025

# Proposed Rule Change for FLSA

- ❑ Department of Labor (DOL) has announced new proposed update to the salary threshold for the "white collar" exemptions to the Fair Labor Standards Act.
- ❑ DOL proposes raising standard salary threshold from current level of \$35,568 to \$55,068.
- ❑ Currently in the "comment period" - final number could go down or up
- ❑ Those making under the salary threshold would be eligible to earn overtime
- ❑ There will be a system-wide analysis of salaries and classifications

# Racism-Free Schools Act

SB0090

- Expands Illinois Human Rights Act to include all levels of educational institutions as "public" (higher education was already included)
- Defines harassment
- Schools are required to:
  - adopt a policy on race-related acts of hate
  - Train employees to recognize and report harassment/discrimination
  - Inform students of their rights and reporting options

# Victims Economic and Security and Safety Act (VESSA) Amendments

HB2493

- Expanded to provide rights to employees with a family or household member killed in a crime of violence
- Two work weeks of unpaid leave
- Documentation may be required

# Gender Violence Act Amendments

## HB1363

- Includes domestic violence as a form of gender violence.
- Creates employer liability for gender-related violence that takes place in an employer-controlled environment
  - Employer is responsible for providing adequate training related to gender based violence
  - Employer is responsible for taking appropriate action (investigation, protective measures) following report of domestic violence occurring within the workplace

# Status Update on Title IX Regulations

- Significant changes to Title IX regulations were proposed in July 2022 and April 2023
  - Grievance procedure rule (235,000 comments)
  - Gender identity and athletics rule (150,000 comments)
- Originally planned for May release, then delayed until October
- No sign that the rules will be ready in October, but no updates from Department of Education yet...

# Employment Verification

- ❑ Previously using Hire Right to verify employment and education for all AP and Faculty hires
- ❑ More expensive and lengthier background check process
- ❑ Change made in the Spring – hiring units verify employment through checking references
- ❑ Reference checking is the industry standard.
- ❑ Do not need to check every prior place of employment.
- ❑ Can ask for more references if what is provided by the applicant appears to be lacking
  - Applicant reports working for Illinois Department of Transportation (IDOT) for 20 years but provides no references from IDOT
- ❑ See system-wide [Guidelines](#) for reference checks
  
- ❑ Falsifying information on an application could subject the new hire to discipline up to and including discharge
- ❑ Ala carte option in Hire Right to add employment verification (Talk to your Division Liaisons)



# Access and Equity Search Manual

- ❑ Inclusive Hiring Training required as of October 1, 2023
  - AEO will review committee membership to confirm all have completed training prior to approving requests to search.
  - <https://www.academicimpressions.com/inclusive-hiring-best-practices/>
- ❑ Search Manual defines and clarifies each role in the hiring process
  - Hiring Manager
  - Search Coordinator
  - Search Committee Chair
  - Search Committee Member
- ❑ Templates available for position description, advertising plans, and evaluation materials.
- ❑ Search waiver criteria are now standardized. Broad areas of justification are listed in the manual.

# Access and Equity Search Manual

This is only a quick overview of updates to the new AEO Search Manual.

In-person training will be held on October 12, 2023, at 2:00. Location to be determined.

Virtual training will be held on December 14, 2023, also at 2:00.

Watch your email and the morning campus announcements for location and log-in information.

# Training in JDXpert & Cornerstone

- ❑ JDXpert and Cornerstone (CSOD) Training via Zoom on October 25th from 2:00-3:30 pm. Overview of common processes and problems, followed by question and answer time.
- ❑ Reference Check process issues: only use Step 1 in CSOD followed by manual email or phone call at this time
- ❑ JDXpert job description acknowledgement for all current employees coming soon.
- ❑ Fixes for security issues in CSOD related to reorganizations

# Updates for I-9s

- ❑ Definition of Business Days
  - ❑ Every day is a business day
- ❑ United States Citizenship and Immigration Services (USCIS) announced an alternative procedure for E-Verify employers to remotely examine employee documents.
  - ❑ **U of I System has opted out of this procedure**
- ❑ Mandatory Training for all I-9 Managers

# Updates for Remote Work Agreements

## Remote Work Policy

- Applies to AP and Civil Service
- Keep your Remote Work Agreements Up to Date

## Out of State Remote Work Policy

- Applies to ALL employees seeking to work remotely out of state or internationally
  - Staff Procedures
  - Faculty Procedures