

**University of Illinois College of Medicine at Urbana-Champaign
Employees' Frequently Asked Questions**

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**Prepared by Illinois Human Resources in consultation with
UIUC Office of the Provost and UICOM-UC**

GENERAL INFORMATION FOR ALL EMPLOYEES

What is the timeline for the University of Illinois College of Medicine at Urbana-Champaign's (UICOM-UC) final graduating class and how will it impact subsequent employment needs?

The final graduating class at Urbana-Champaign will occur in 2022. Therefore, personnel needs will change slowly over time. In academic year 2016-17, UICOM-UC will be operating with a full complement of students.

When will my job end and how much notice will I receive?

UICOM-UC will comply with University policy on notice rights (see section below on notice rights); however, when possible, UICOM-UC leadership anticipates that it will be able to offer employees more than the required notice period in order to assist with their transitions.

What are my notice rights?

Pursuant to the terms of their Notification of Appointment (NOA), academic employees can expect to work through at least the end of the employment term in their NOA. UICOM-UC leadership will remain in contact with their employees regarding expected employment end dates. Some academic employees are entitled to advance notice that their positions will end (notice of non-reappointment) pursuant to the University *Statutes*. For more information on notice rights, please see the attached chart on page 8 and to learn more about individual notice rights, please contact Academic Human Resources.

Civil service employees will receive notice from Staff Human Resources regarding their employment rights. Additional information is included on page 6 of this document.

Will my duties change in the coming years?

As the UICOM-UC needs change in the coming years, it is highly likely that some duties may be altered; your college leadership will remain in contact about this probability.

Should I be looking for another job?

Academic Human Resources and Staff Human Resources are working collaboratively with UICOM-UC leadership to assist with the continuity of UICOM-UC programs. Those campus human resources office will also work with current employees in UICOM-UC to assist them with employment transitions, including explaining their current employment rights as well as identifying campus resources to assist with job searches. The following are two such resources:

- Urbana campus academic job vacancies listserv
http://www.ahr.illinois.edu/units/hrprocesses/current_employees_resources.html
- Urbana campus civil service job vacancy listserv
<https://lists.illinois.edu/lists/info/shr-csjobs>

UICOM-UC leadership is committed to ensuring their employees have significant time to find new positions and wish to assist in this process. UICOM-UC continues to assess employment needs. This will be ongoing. UICOM-UC leadership, as they currently do, will inform employees of transition plans as these plans are developed.

Chicago campus open positions can be found at <http://jobs.uic.edu/job-board>.

Will I be employed in the Carle-Illinois College of Medicine?

At this time, the Carle-Illinois College of Medicine has not finalized the staffing plans for the new college. Hiring for the new college will be conducted pursuant to campus policies and procedures.

Should I inform UICOM-UC leadership before I accept a position outside of UICOM-UC?

This is not required, but will be helpful to both employee and employing unit(s). Academic Human Resources (AHR) and Staff Human Resources (SHR) will work with employees and UICOM-UC leadership when possible to ensure that the needs of UICOM-UC are fulfilled through 2022. Employees may wish to inform UICOM-UC leadership of opportunities they are considering, as there may be alternatives within UICOM-UC.

What resources do I have?

Attached is a list of employee resources available. All current employment benefits and services remain intact through your current position's end date. Dr. Sharon Donovan has also been appointed as an ombudsman through this transition; please contact her at sdonovan@illinois.edu if you have concerns.

Tenure System Faculty

All tenured faculty who wish to remain as faculty at the University of Illinois College of Medicine will be transferred to another campus of UICOM based on agreement between the faculty member, UICOM-UC administration, and the accepting unit at UICOM. UIUC tenure will then be transferred to UIC tenure.

Tenure system faculty on the Urbana campus who wish to be transferred to another academic unit at UIUC will be transferred from UICOM-UC based on agreement between the faculty member, UICOM-UC administration, the accepting unit at UIUC, and the Provost's Office. The Provost Office will work with the faculty and the units to find an appropriate home for them.

Emeritus Faculty

Emeritus faculty are welcome to continue UICOM affiliation or service as currently appointed until the regional campus closes. As questions about future engagement arise, please consult with UICOM leadership.

Specialized and Affiliate Faculty (non-tenure-system)

Can I be employed by UICOM after the regional campus UICOM-UC closes?

Full-time employees: Yes. You may choose to maintain your affiliation or service with UICOM. Please discuss with the regional Dean and/or UICOM leadership.

Part-time employees and 0% appointments: Yes. You may choose to maintain your affiliation or service with UICOM. Please discuss with the regional Dean and/or UICOM leadership.

When will my UICOM-UC employment end?

Pursuant to the terms of your NOA, specialized faculty (non-tenure system faculty) can expect to work through at least the end of the employment term in their current NOA. (Your NOA can be found in NESSIE, under personal information tab). Re-appointment is possible based on UICOM-UC needs in the coming years. UICOM-UC is committed to sharing transition plans as they are made and giving employees as much advance notice

as possible when employment will end. Please contact Debbie McCall if you wish to discuss personal employment plans or preferences.

Can my appointment be transferred to the planned Carle-Illinois College of Medicine?

Employment decisions for the Carle-Illinois College of Medicine will be made by that college pursuant to its needs and college and campus hiring policies and procedures. As positions become open, you may apply for a position within Carle-Illinois College of Medicine. Leadership at each college will work together to assist in optimal transitions, as UICOM-UC needs may overlap those of Carle-Illinois College of Medicine.

Are there other positions on the Urbana campus for me?

Specialized faculty members may apply for other positions on campus. If a specific opportunity is identified without a search, the new employing unit would need to pursue the possibility of a search waiver under the requirements of the campus Search Manual.

Academic Professionals

Pursuant to the terms of their Notification of Appointment (NOA), academic professional employees can expect to work through at least the end of the employment term in their current NOA. Some academic employees are entitled to advance notice that their positions will end (notice of non-reappointment) pursuant to the University *Statutes*. Not all academic employees, however, are due a notice of non-reappointment.

Those who receive a notice of non-reappointment may have the following questions:

- **What will happen to my benefits?**
Unless you make changes during the Open Enrollment period or other appointment changes, you will continue, up to the time your service period ends, with the same benefit coverage you have today.
- **When is my last day?**
Once your Notice of Non-reappointment is processed, the Board of Trustees Office will send you a revised Notification of Appointment that will indicate your period of service end date (preparation time + notice period). This usually takes about two weeks.
- **What will I be assigned to do during the notice period (until my job ends)?**
Your supervisor will notify you in advance regarding possible changes to your major duties and responsibilities during the notice period.
- **What is the Campus Relocation Plan?**
Academic professionals who receive a notice of non-reappointment for budgetary or programmatic reasons and have at least one year of service are eligible to participate in the [Campus Relocation Plan](#). The Relocation Plan seeks to retain these employees through confirmation of notice reason, and, for those who have five years of eligible service, a requirement for search committees to interview Relocation Plan participants if they apply and meet minimum requirements of a posted position. This policy can be found in the Campus Administrative Manual: <http://cam.illinois.edu/ix/ix-c/ix-c-26.htm>.
- **What if I resign? Can I avoid getting a notice of non-reappointment (NONR)?**
An employee always has the option to voluntarily resign. However, please know you are entitled to continued employment during your notice period.

Civil Service

- **How will I be notified if my position is being eliminated?**

You will be notified by your department if your position is being eliminated. The official layoff notice will be provided to you by Staff Human Resources. Staff Human Resources will meet with you to discuss employment rights.

- **What are my employment rights?**

Employment rights are based on seniority. Staff Human Resources maintains the official seniority list and will determine your seniority/employment rights. Based on your seniority, you may have rights to continued employment.

- **Will I serve another probationary period?**

If you are placed in your current classification, you may not be required to serve another probationary period. If you are placed in a classification in which you have never been employed, you may be required to serve a probation period.

- **What will happen to my unused vacation leave if I am laid off?**

Employees on indefinite layoff will be paid for all unused vacation, unless they request the vacation balance be held in the event you return from layoff. When vacation is paid out, it affects the beginning date of your unemployment compensation.

- **Will I be eligible for unemployment compensation?**

The Illinois Department of Employment Security (IDES) makes all decisions regarding unemployment compensation. Generally speaking, employees on indefinite layoff are eligible for unemployment compensation during the period of layoff if they have worked the length of time required by the IDES.

- **What happens to my SURS contributions while on layoff?**

Employees who have been on layoff for 120 calendar days are eligible to withdraw their contributions to the State Universities Retirement Systems (SURS).

- **How do I apply for other Civil Service Jobs?**

You may apply at: <https://jobs.illinois.edu/>

You can find Civil Service job postings at:

http://humanresources.illinois.edu/jobseekers/jobpostings_civilservice.html

- **If I am unemployed, can I work Extra Help?**

You may be eligible to apply for Extra Help employment. Extra Help employment is based on emergent needs and employment is not guaranteed.

Employee Resources				
	Resource	Website	Contact	
All Employees				
	Faculty/Staff Assistance Program	fsap.illinois.edu	217-244-5312	fsap@illinois.edu
	Benefits (including COBRA coverage)	nessie.uhr.uillinois.edu	217-333-3111	benefits@uillinois.edu
	SURS	surs.org	217-378-8800	log into SURS.org to send email
	Writer's Workshop (resume review)	cws.illinois.edu/workshop	217-333-8796	wow@illinois.edu
	Illinois Job Board	jobs.illinois.edu		
	Illinois Department of Employment Security	ides.illinois.gov/default.aspx	800-244-5631	online contact form at website
	Unemployment Insurance Notice	ides.illinois.gov/IDES%20Forms%20and%20Publications/CL1111L.pdf		
Academic Employees				
	Academic Human Resources	ahr.illinois.edu	217-333-6747	ahr@illinois.edu
	Academic Position Vacancies Listserv	ahr.illinois.edu/units/hrprocesses/current_employees_resources.html#vacancies		
	Relocation Plan	cam.illinois.edu/ix/ix-c/ix-c-26.htm		
	Notice Rights	provost.illinois.edu/communication/11/2013/Communication_11.pdf		
	Exit Checklist	ahr.illinois.edu/forms/ExitChecklist.pdf		
Civil Service Employees				
	Staff Human Resources	shr.illinois.edu	217-333-2137	shr@uillinois.edu
	Permanent Layoff Policy	cam.illinois.edu/ix/ix-d/ix-d-13.htm		
	Civil Service Position Vacancies Listserv	humanresources.illinois.edu/jobseekers/jobpostings_civilservice_listserv.html		
	Inquiries related to Civil Service Employment			jobs@illinois.edu

Academic Employment Non-Reappointment Information

	Academic Professional: Full Time with Non-Visiting Title(s)	Academic Professional: Part-time (<100%) with Non-Visiting Title	Visiting Academic Professional (Full Time or Part-time)	Zero Percent Time, Non-Salaried Affiliation Appointments	Academic Hourly Appointment
Type of Notice	Notice of Non-reappointment will be issued from Board of Trustees office.	Notice of non-reappointment from the Board of Trustees does not apply to part-time academic employees.	Notice of non-reappointment from the Board of Trustees does not apply to visiting academic employees (visiting modifier appears in the position title).	Notice of non-reappointment from the Board of Trustees does not apply to zero percent time appointments.	Notice of non-reappointment from the Board of Trustees does not apply to academic hourly employment.
End of Employment	Where position is supported by "hard money", and where length of employment in this category is greater than 4 appointment years, then a 12-month notice of non-reappointment will be issued. If less than 4 years, a six month notice will be issued.	A supervisor or authorized administrator in the unit communicates verbally and/or in writing that employment will end at the conclusion of the current contract (Notification of Appointment) period.	Employment ceases upon the conclusion of the current employment contract (Notification of Appointment).	The zero percent time appointment would end at the conclusion of the current contract (Notification of Appointment) period.	Academic hourly employment is per the supervisor's request on an as-needed basis.
During the Notice Period	During the notice of non-reappointment period, the employee's title will remain the same and salary will continue to be no less than the amount on the date the notice period begins. This date is noted on the official notice of non-reappointment issued via a Notification of Appointment form mailed from the Board of Trustees office to the employee's home address (address per NESSIE/BANNER). During the notice of nonreappointment period, an employee may be requested to perform different duties as the unit's service needs transition towards elimination of the position. Any different duties would be within the individual's skill set.	During the remaining employment period, the employee's title and salary will be honored. A supervisor may ask the employee to perform different duties as the service needs of the unit transition; duties will be within the individual's skill set. Benefit-eligibility would continue per the FTE of the appointment.	During the employment period, the employee's title and salary will be honored. A supervisor may ask the employee to perform different duties as the service needs of the unit transition; duties will be within the individual's skill set. Benefit-eligibility continues to be based on the individual's FTE and length of appointment.		
Relocation Plan	Where employment in this category is at least one year in length, then employee who receives notice of non-reappointment will be invited to participate in the Campus Relocation Plan. Where employment in this category is at least five years in length, then employee who chooses to participate in the Campus Relocation Plan will be guaranteed an initial interview for academic position openings on campus where the employee submits an application, indicates to Academic Human Resources that s/he is applying via the Campus Relocation Plan, and meets all of the minimum qualifications listed in the job posting.				