

**University of Illinois College of Medicine at Urbana-Champaign
Employees' Frequently Asked Questions
Initially offered May 2016, updated April 2018
Prepared by Illinois Human Resources in consultation with
Urbana's Office of the Provost, UICOM-Chicago Leadership
and UICOM-UC Leadership**

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 class at Urbana-Champaign will graduate in 2022. The total number of students enrolled in academic year 2017-2018 is 98, and the expected total number of students enrolled in academic year 2021-2022 will be approximately seven. Therefore, personnel needs will change slowly over time. Job sharing within the college and with other campus or COM units will be considered based on the ongoing needs of UICOM-UC and the needs of the other unit.

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 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 Academic Employment Non-Reappointment Information chart. To learn more about individual notice rights, please contact Jessica Mette in Illinois Human Resources at jmette@illinois.edu.

Civil service employees will receive notice from Illinois Human Resources regarding their employment rights. Additional information is included on page 9 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 duties will change. As student numbers decrease, workloads are also anticipated to decrease, but not uniformly. Various mechanisms will be employed to ensure students' curricular needs are covered (such as working across units, providing back up to units, etc.). UICOM-UC leadership will work closely with staff to monitor workloads.

When should I look for another job?

UICOM-UC will close in 2022; all jobs will end when the college closes. Decisions about seeking a new job, or taking a new job, do not need to be made immediately or impulsively, however, as many jobs will be needed between now and 2022.

As UICOM-UC's personnel needs change over time, please keep in mind that you may be able to look for a job within this college as duties change and colleagues find other employment elsewhere. We do recommend that you prepare your resume and begin to think about some type of career counseling/coaching. See pages 3-4 and the attached Employee Resources table for specific resources on career coaching, as well as resume review and writing assistance. UICOM-UC is committed to ensuring employees have significant time to find new positions and is available to assist in this process.

Illinois Human Resources is working collaboratively with UICOM-UC leadership to assist with the continuity of UICOM-UC programs until 2022. Campus human resources offices 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://humanresources.illinois.edu/job-seekers/how-to-apply/academic-employees/index.html>
- Urbana campus civil service job vacancy listserv
<https://lists.illinois.edu/lists/info/shr-csjobs>

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

The resumes and CVs of individuals who have expressed interest in transferring to another COM regional campus have been circulated to those sites. If there is a need, those campuses will reach out to employees directly.

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

The UICOM-UC does not have this information, as it operates as a separate unit from Carle Illinois COM. Hiring for the new college continues to be conducted according to campus policies and procedures. Employees are welcome to pursue opportunities at Carle Illinois COM through the regular hiring process.

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

This could be helpful to you, UICOM-UC, and the new employing unit. Employees may wish to inform UICOM-UC leadership of opportunities they are considering, as there may be alternatives within UICOM-UC, or elsewhere in the University. Should employees find another job on campus they wish to accept, UICOM-UC is open to the possibility of job sharing with the new unit, if the new unit and employee are open to such an arrangement and if an ongoing need exists in UICOM-UC. This would permit sharing UICOM-UC employees' talents between units until a full transition to the new job is made.

The College is appreciative of its many dedicated employees. Please note, especially for our academic professionals, that each employee is responsible for their own employment after the College closes.

What resources do I have?

Attached is a list of available employee resources. 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.

Additional resources are listed here:

Illinois Human Resources leaders are available for individual consultation. Debora McCall, Executive Assistant Dean for Administration, can provide contact information or you are welcome to utilize the contact information in the attached Employee Resources grid. Dean McCall is also forwarding position opportunities to UICOM-UC employees as she becomes aware of them.

Faculty and Staff Assistance Services offers career coaching and other services to current employees.

<http://humanresources.illinois.edu/about/faculty-staff-assistance-services.html>

Employee Development and Learning is available to provide valuable resources to employees who are transitioning. UICOM-UC leadership meets with the above units regularly to discuss how to best help our employees and manage this transition. <http://humanresources.illinois.edu/about/employee-development-and-learning.html>

Lindsay Honeycutt, Senior Administrative Director in UICOM-UC, is available to assist staff with resume writing and interview skills. Employee Development and Learning is also compiling resources to offer to interested employees on this topic.

Resume review and writing assistance is available at the campus Writer's Workshop (cws.illinois.edu/workshop) and via the Lynda.com Online Learning Library. The University of Illinois has contracted with Lynda.com (<http://web.uillinois.edu/lynda>) to provide faculty/staff/students of the University of Illinois access to over 1,200 online courses. These video based tutorials are taught by industry experts and available 24/7 for convenient, self-paced learning.

SURS counselors are available to employees to discuss their future. We encourage you to use them. Appointments can be made via the SURS web site, www.surs.org, or by phone at 217-378-8800.

COBRA Insurance Information: When a benefit-eligible position ends without a subsequent, new benefit-eligible position at the University of Illinois, it may be possible for employees to extend current health care insurance through COBRA. Employees are responsible for both the employee and employer portion of premiums if COBRA is elected. More information can be found at https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_ID=49.

If the Medical Sciences Building (MSB) is shared with the Carle Illinois College of Medicine, what does that mean for the staff currently working in the building?

Three construction projects are scheduled for MSB over the next several years. The earliest, which will be on the third floor, began February 2018, and the second phase will begin in summer 2018. Given these construction plans, UICOM-UC faculty and staff will move from MSB to the Carle Forum in July 2018. The College will maintain a small footprint at MSB to continue to serve our students.

I'm currently using the tuition waiver benefit for my child. If the College closes mid-semester, will my child be able to finish the semester using the waiver? If the College closes, and my child still has a number of years left to finish their degree, will they still be able to use the benefit waiver to finish the degree?

Child of Employee Tuition Waiver Policy

https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_id=1121&rlink=1116

From the policy, the criteria to be eligible as an employee includes: "A current employee in active status of the University of Illinois employed at 50 percent time or more as of the first day of the academic term. Active status includes employees on approved leaves of absence but not those on permanent layoff status. Changes in status after the first day of class will only affect future academic terms." So yes, when the College closes, those who have received the Child of Employee Tuition Waiver will be able to continue through the semester using the waiver. Future academic terms will be based on employee's status on the first day of the academic term; the waiver cannot be continued throughout the years left to finish the degree if the employee is no longer eligible (employed at least 50% or more on the first day of each academic term in a SURS-eligible position).

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 agreements 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 agreements between the faculty member, UICOM-UC administration, the accepting unit at UIUC, and the Provost's Office. The Provost's Office will work with the faculty and units to find an appropriate home for them.

Please note that as of December 2017, arrangements are in place for the vast majority of tenured faculty, and efforts are underway to address the remaining tenured faculty commitments.

Emeritus Faculty

Emeritus faculty are welcome to continue UICOM affiliation or service as currently appointed until the regional campus closes. As questions arise about future engagement, please consult with UICOM-UC Regional Dean's office.

Specialized and Affiliate Faculty (non-tenure-system)

Will I continue to be employed, or hold a faculty appointment after UICOM-UC closes?

UICOM may have a need for your continued service or affiliation in Peoria, Rockford, or Chicago; individual decisions will be made by each Regional Dean.

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 My UI Info in the My Employment section. <https://www.hr.uillinois.edu/myinfo>) 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 Dean McCall if you wish to discuss personal employment plans or preferences.

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

Employment decisions for the Carle Illinois College of Medicine are made by that college pursuant to its needs, as well as 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 both colleges 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 at 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 [Relocation of Academic Professional Employees 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 Illinois Human Resources. Illinois Human Resources will meet with you to discuss employment rights.

- **What are my employment rights?**

Employment rights are based on seniority. Illinois 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/job-seekers/how-to-apply/civil-service-employees/civil-service-job-postings.html#currentVacancies>

- **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 Services	humanresources.illinois.edu/fsas/index.html	217-244-5312	fsas@illinois.edu
	Benefits (including COBRA coverage)	hr.uillinois.edu/benefits	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	www.ides.illinois.gov/Pages/default.aspx	800-244-5631	online contact form at website
	Unemployment Insurance	www.ides.illinois.gov/Pages/Unemployment%20Insurance.aspx		
Academic Employees				
	Illinois Human Resources	humanresources.illinois.edu	217-333-6747	ahr@illinois.edu
	Academic Position Vacancies Listserv	humanresources.illinois.edu/job-seekers/how-to-apply/academic-employees/index.html		
	Relocation Plan	cam.illinois.edu/ix/ix-c/ix-c-26		
	Notice Rights	provost.illinois.edu/files/2016/08/Communication_11.pdf		
	Information for Separating Employees	humanresources.illinois.edu/employees/exit-process/academic-employees.html		
Civil Service Employees				
	Illinois Human Resources	humanresources.illinois.edu	217-333-2137	shr@uillinois.edu
	Permanent Layoff Policy	cam.illinois.edu/ix/ix-d/ix-d-13		
	Civil Service Position Vacancies Listserv	humanresources.illinois.edu/job-seekers/how-to-apply/civil-service-employees/civil-service-listserve.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 skillset.	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.				