

**Civil Service  
Seniority Accumulation  
&  
Layoff/Bumping Scenarios**

August 2024



# State Universities Civil Service System (SUCSS)

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- Provided authority through legislative Statute and is empowered through the University Civil Service Merit Board
- Develops, maintains, and administers a comprehensive and efficient program of human resource administration for the higher education community in Illinois
- Has developed a comprehensive set of Administrative Rules and Procedures which facilitate the administration of many aspects of the employment relationship



# Classification Plan Management

## *Employment Procedures*

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### Seniority

- Amount of time worked in a class or classification series
- Accumulates upon completion of probationary period and dates back to the day of original employment in the class
- Earned in the classification by institution or place of employment
- Once earned in a classification, it is retained during any period of continuous employment



# Classification Plan Management

## *Employment Procedures*

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### Seniority

- Accumulation (Basic Components)
  - Seniority is earned by classification and/or classification series
  - Seniority earned in a higher classification in a promotional line is added to seniority in a lower class in the same promotional line
  - Seniority earned in a lower classification cannot be counted towards seniority in a higher classification
  - Seniority is accumulated during a layoff caused by a break in the academic calendar or during any layoff not in excess of 30 consecutive work days

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# Classification Plan Management

## *Employment Procedures*

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### Seniority

- Accumulation (Basic Components, Cont.)
  - Seniority does not accumulate:
    - During Suspension
    - During Layoff
      - (exceeding 30 consecutive workdays)
    - During Leave of Absence without pay
      - (exceeding 30 days in a calendar year)

# Classification Plan Management

## *Employment Procedures*

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### Seniority Example 1

- Employee A:
  - 3 years as an Accounting Specialist
  - 1 year as an Accounting Officer
  - 2 years as an Accounting Assistant
- Accumulated Seniority for Employee A:
  - 3 years of seniority as an Accounting Specialist
  - 4 years of seniority as an Accounting Officer
  - 6 years of seniority as an Accounting Assistant

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# Classification Plan Management

## *Employment Procedures*

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### Seniority Example 2

- Employee B:
  - 3 years as an Accounting Specialist
  - 2 years as an Accounting Assistant
- Accumulated Seniority for Employee B:
  - 3 years of seniority as an Accounting Specialist
  - 3 years of seniority as an Accounting Officer
  - 5 years of seniority as an Accounting Assistant

# Classification Plan Management

## *Employment Procedures*

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### Seniority Example 3

- Employee C:
  - 1 year as an Accountant III
  - 4 years as an Accountant II
  - 2 years as an Accountant I
  - 3 years as a Medical Insurance Specialist
  - 2 years as a Medical Insurance Representative
- Accumulated Seniority for Employee C:
  - 1 year of seniority as an Accountant III
  - 5 years of seniority as an Accountant II
  - 7 years of seniority as an Accountant I
  - 3 years of seniority as a Medical Insurance Specialist
  - 3 years of seniority as a Medical Insurance Associate
  - 5 years of seniority as a Medical Insurance Representative



# Western Illinois University

## *Seniority Calculation*

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### Seniority in Hours

- Begin with the start date in a classification.
- Figure the net workdays between the class start date and effective day for seniority.
- The total number of days is then multiplied by 7.5 hours or 8.0 hours, depending on the number of hours for the classification's workday. This gives the total number of accrued seniority hours.
- If an employee is not a 100% appointment, the number of days is multiplied by the correct percentage and then multiplied by the number of work hours in a day.
- If an employee is not a 12-month employee, then seniority is only calculated for the months worked.
- Accrued seniority can be affected by time off without pay, such as layoffs over 30 days or during a disciplinary suspension.



# Classification Plan Management

## *Employment Procedures*

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### Layoff

- Stoppage of work, required by management and due to:
  - Reduction in the amount of work
  - Elimination of a particular kind of work
  - Lack of available funds or space for the execution of work planned
  - Interruptions caused by unfavorable weather and/or an emergency or catastrophic situation

# Classification Plan Management

## *Employment Procedures*

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### Layoff

- Typically, specific positions and/or classifications are targeted for elimination or reduction
  - Within a specific class, the order of layoff is first determined by employment status [temporary (extra help; temporary upgrades), intern, probationary employees are laid off before status employees]
  - Status employees are then laid off based on service and seniority starting with the least senior employee in a particular classification
  - Status employees subject to layoff will receive a 30-day notice prior to layoff action

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# Classification Plan Management

## *Employment Procedures*

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### Layoff and Seniority Rights

- Employees subject to layoff have the opportunity to exercise their seniority rights and displace an employee in the classification or classification series with less seniority.
- Employees cannot choose a specific employee or position when exercising their seniority rights. They must bump the least senior person in the classification.
- An employee in a position with an authorized specialty factor may not be bumped by another employee with greater seniority unless the employee with greater seniority possesses the same specialized certification.

# Classification Plan Management

## *Employment Procedures*

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### Layoff and Seniority Rights

- A part-time status employee subject to layoff may bump an employee in a full-time position, provided the part-time employee's equivalent full-time accrued seniority is greater than that of the least senior full-time employee
- A full-time status employee subject to layoff may bump the part-time employee having the highest percent time appointment, provided the full-time employee has more accrued seniority
- Status employees who are ultimately laid off shall be placed on the Reemployment Register for that class
- Employees laid off during their probationary period shall be placed on the register from which they were certified to their position by service time in that class

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# Classification Plan Management

## *Employment Procedures*

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### Seniority Rights Example 1

- Alice:
  - 3 years Business Manager
- Bill:
  - 1 year Business Manager
  - 4 years Accountant II
  - 4 years (total) Accountant I
- Chris:
  - 5 years Accountant II
  - 7 years (total) Accountant I

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# Classification Plan Management

## *Employment Procedures*

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### Seniority Rights Example 1

- Alice:
  - 3 years Business Manager
- Bill:
  - 1 year Business Manager
  - 4 years Accountant II
  - 4 years (total) Accountant I
- Chris:
  - 5 years Accountant II
  - 7 years (total) Accountant I

### Alice's position is eliminated

- Alice can exercise seniority rights and displace Bill (Business Manager I)
- Bill does not have enough seniority to displace Chris

*Bill will be placed on the Reemployment Register for Business Manager and Accountant I and II*

# Classification Plan Management

## *Employment Procedures*

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### Seniority Rights Example 2

- Alice:
  - 3 years Business Manager
- Bill:
  - 1 year Business Manager
  - 4 years Accountant II
  - 4 years (total) Accountant I
- Chris:
  - 5 years Accountant II
  - 7 years (total) Accountant I
- Darla:
  - 2 years Accountant I

### Alice's position is eliminated

- Alice can exercise seniority rights and displace Bill (Business Mgr I)
- Bill does not have enough seniority to displace Chris, however he does have enough seniority to displace Darla (Accountant I)

*Bill will be placed on the Reemployment Register for Business Manager I and Accountant II*

*Darla will be placed on the Reemployment Register for Accountant I*



# Classification Plan Management

## *Employment Procedures*

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### Seniority Rights Example 3

- Pat:
  - 5 years Business Manager I
- John:
  - 4 years Business Manager I
  - 4 years Accountant II
  - 4 years (total) Accountant I
- Carol:
  - 5 years Accountant II
  - 7 years (total) Accountant I
- Mary:
  - 3 years Accountant I

### John's position is eliminated

- John cannot bump Pat (Business Manager)
- John cannot bump Carol (Accountant II)
- John can bump Mary (Accountant I)

*John will be placed on the Reemployment Register for Business Manager and Accountant II*

*Mary will be placed on the Reemployment Register for Accountant I*

# Classification Plan Management

## *Employment Procedures*

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### Layoff and Reemployment Registers

- Employees listed on Reemployment Register in order of seniority earned in the classification
- In most instances, an employee must be appointed from a Reemployment Register; there is no ‘competing’ for a vacancy
- An employee may turn down three employment opportunities before being removed from the Reemployment Register
- No available employee shall be on the Reemployment Register with greater seniority than an employee working in the same class or in a lower class in which the employee has accrued seniority; unless the employee has chosen not to exercise bumping rights and provided a signed statement to that effect

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# Classification Plan Management

## *Employment Procedures*

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### Compensation:

### Layoff and Seniority Rights

- When an employee is laid off and exercised their bumping rights to accept a position in the same classification, their salary shall be unaffected
- All employees in the same classification must be paid within the authorized pay range for that classification

# Western Illinois University

## *Compensation – Effect of Bumping Due to Layoff*

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*WIU Civil Service Handbook*

*Appendix E – University Compensation Policy*

*Section II. Administration of Range Structure*

### **Effect of Bumping Due to Layoff**

- When an employee is bumped to a position with lower pay and the employee has previously served in the lower class, the employee's pay reverts back to his/her former pay in the lower class plus any raises (annual, range, merit, etc.) that the person would have received by remaining in the former class.
- When an employee is bumped to a position with lower pay and the employee has never served in the lower class, the employee's pay reverts to the same numerical step or equivalent, and its dollar value as the employee held in the former range.



# Western Illinois University

## *Compensation – Effect of Bumping Due to Layoff*

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*WIU Civil Service Handbook*

*Appendix E – University Compensation Policy*

*Section II. Administration of Range Structure*

### **Effect of Bumping Due to Layoff (Cont.)**

- A salary change due to bumping shall not affect an employee's eligibility for the annual increase.
- When an employee is bumped to a position with lower pay and this bumping is directly caused by a permanent layoff, and if this bumping occurs after July 1, 1980, and the person was never compensated for education and/or relevant work experience prior to bumping, he/she will be subject to the provisions of Section II B, if such starting salary is greater than the starting salary from #1 and #2 above. Relevant experience that has occurred after the employee began employment with the University will be considered.



# Western Illinois University

## *Compensation – Effect of Bumping Due to Layoff*

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*WIU Civil Service Handbook*

*Appendix E – University Compensation Policy*

*Section II. Administration of Range Structure*

### **Effect of Leaves of Absence or Layoff**

- When an employee returns from a leave of absence or layoff, his/her former salary shall be reinstated plus any increases that would have been available since that time.



# Western Illinois University

## *Layoff Procedures*

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### In Layoff Situations

- Human Resources must follow the rules and procedures set forth by SUCSS to calculate seniority and allow for bumping
- Employees have a right to elect to take their seniority rights, or any other choice available to them
- Everyone deserves to be treated with respect, no matter their choice



# Contact Information

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## Human Resources

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[wiu.edu/hr](http://wiu.edu/hr)

## State Universities Civil Service System

[succs.illinois.gov](http://succs.illinois.gov)

