

ILLINOIS CIVIL SERVICE COMMISSION

ANNUAL REPORT FOR

FISCAL YEAR 2017



Timothy D. Sickmeyer, Chairman
G.A. Finch, Commissioner
David Luechtefeld, Commissioner
Jane Ryan, Commissioner
Casey Urlacher, Commissioner

Daniel Stralka
Executive Director



Daniel Stralka
EXECUTIVE DIRECTOR

State of Illinois
CIVIL SERVICE COMMISSION
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Timothy D. Sickmeyer
CHAIRMAN

COMMISSIONERS
G.A. Finch
David Luechtefeld
Jane Ryan
Casey Urlacher

October 19, 2017

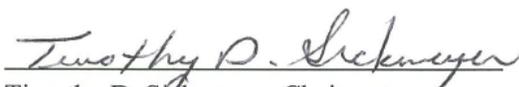
Governor Bruce Rauner
State of Illinois
Springfield, Illinois 62706

Dear Governor Rauner:

We submit this report to you, to the members of the General Assembly, and to the citizens of Illinois. It is the Commission's 105th Annual Report and covers the period of July 1, 2016 through June 30, 2017. In this report we have set forth both our responsibilities and accomplishments.

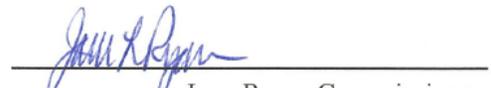
We appreciate the support and encouragement you have given us as we endeavor to carry out the requirements of the Illinois Personnel Code with the goal of providing the citizens of Illinois with a system of personnel administration based on merit principles and scientific method.

Respectfully submitted,


Timothy D. Sickmeyer, Chairman


G.A. Finch, Commissioner


David Luechtefeld, Commissioner


Jane Ryan, Commissioner


Casey Urlacher, Commissioner

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MEMBERS OF THE COMMISSION

The members of the Civil Service Commission are appointed for a period of six years.

<u>Name</u>	<u>Term Expires</u>
Timothy D. Sickmeyer, Chairman	March 1, 2023
G.A. Finch, Commissioner	March 1, 2021
David Luechtefeld, Commissioner	March 1, 2023
Jane Ryan, Commissioner	March 1, 2019
Casey Urlacher, Commissioner	March 1, 2023

Timothy D. Sickmeyer

Timothy D. Sickmeyer is a retired 28-year veteran of the Illinois Conservation Police. A graduate of Shawnee College, Mr. Sickmeyer served as a waterfowl technician with the (former) Department of Conservation. He then joined the Office of Law Enforcement. Starting as a field officer, he rose through the ranks to be Chief of the Division of Investigations of the Department of Natural Resources where he oversaw a team of field investigators and support staff. During this tenure, he planned and directed numerous undercover operations and large scale investigations including employment related investigations. Mr. Sickmeyer was trained in the Rutan interview process while at the Department and participated in the hiring and promotion of State employees in accordance with the Personnel Code. He received numerous merit awards and commendations throughout his career. Upon his retirement in 2010, Mr. Sickmeyer served as a contract lobbyist for the Conservation Police Lodge and the Illinois Trappers Association.

Mr. Sickmeyer grew up in Chester, Illinois and now lives in rural Mason County along with his wife where he serves as an elder in his church, helping and ministering to others. He is a sworn deputy sheriff for the Mason County Sheriff's Department, serving as needed. He has two grown children along with one grandchild and remains an avid outdoorsman

G.A. Finch

G. A. Finch, a business attorney and an executive employment/compensation counsel, is a Partner at Hoogendoorn & Talbot LLP. He has been named an Illinois Super Lawyer, selected as a Leading Lawyer and designated the highest Martindale-Hubbell Preeminent Rating in Legal Ability and Ethics (AV). He started his career as a law clerk to a US District Court Chief Judge in Chicago.

He serves as Chair of the Cook County Employee Appeals Board. His earlier public service has included Chief of Staff to the Cook County Board President, Illinois Human Rights Commissioner, City of Chicago Deputy Planning Commissioner, Chicago Housing Authority General Counsel, and Member of the Illinois Agricultural Export Advisory Committee.

He counts among his honors: Leadership Greater Chicago Fellow, Salzburg Global Seminar Fellow, Chicago Jaycees Ten Outstanding Young Citizens Award, Chicago Commission on Human Relations Wright Award, Cook County Bar Association Platt Award, and Chicago Bar Foundation Distinguished Service Award.

A civic leader, he previously served as President of the Board of Advisors of St. Joseph Seminary of Loyola University, Chair of Decatur Classical Local School Council, and Secretary of the Editorial Board of the *Illinois Bar Journal*. He is a Member of the Economic Club of Chicago.

David Luechtefeld

David Luechtefeld grew up on a dairy farm ten miles south of the small town of Okawville, Illinois in Washington County. He attended a two-room school at St. Anthony Catholic Grade School in Lively Grove, Illinois. Upon graduation, he attended Okawville High School and graduated in 1958. He then entered St. Louis University on a basketball and baseball scholarship and graduated in 1962 with a Bachelor of Science Degree. He was inducted into the St. Louis University Distinguished Alumni Hall of Fame and the Basketball Hall of Fame. David also earned a Master of Science Degree from Southern Illinois University at Edwardsville.

In 1962 he began teaching History and Government at Okawville High School and taught for 33 years. He was the head baseball coach for 28 years. He was also the head basketball coach for 38 years and served as Athletic Director.

David Luechtefeld was appointed in 1995 to be the State Senator for the 58th District. He served in that capacity for 21 years. He served as the Assistant Minority Leader for 14 years and the Deputy Minority Leader for one year. He retired from the Senate in 2017.

Jane Ryan

Jane Ryan began her career with the State of Illinois in 1983. In 32 years with the State, Ms. Ryan has worked in supervisory and managerial positions in the Attorney General's Office, Secretary of State, Central Management Services, Department of Transportation, and the Civil Service Commission. Many years of working in human resources and labor administration as well as serving as a union steward, provide a background familiar the State of Illinois Personnel Code, the Human Rights Act, the Americans with Disabilities Act and Equal Employment Opportunity laws. In addition to her state service, Ms. Ryan served as Chairman of the City of Lincoln Civil Service Commission.

A graduate of Eastern Illinois University with a Master of Arts, Ms. Ryan is a lifelong resident of Lincoln, Illinois. She has sought to continually improve her knowledge with training in Internal Investigations, Conflict Resolution, Sexual Harassment, EEO Officers' Training, Diversity, Ethics, Personnel Law/Public Sector Employment, and Federal Mediation, Counseling Labor Management Relations, etc. She is a member of the Zonta Club, works with the Special Olympics Polar Plunge, serves as Financial Secretary of her church, and participates in numerous civic activities.

Casey Urlacher

Casey Urlacher was born in the State of Washington but spent most of his childhood in New Mexico. He attended New Mexico Military Institute where he began his collegiate football career. He later transferred to Lake Forest College where he earned a Bachelor of Arts in Economics and Business. In 2013 Lake Forest College elected Casey to its Sports Hall of Fame for his athletic success and co-curricular activities.

After graduating from Lake Forest College, Casey was a professional football player from 2003 to 2006. He played for the NFL Chicago Bears as well as a number of other professional teams. Upon retiring from football in 2006, he became a successful businessman in excavating/construction, real estate, restaurants and nightclubs. In 2013 Casey was elected Mayor of Mettawa, Illinois, where he has lived for over ten years. As a result of these ventures, he came to understand how a merit-based workforce is essential to the success of both private and public enterprises.

Casey is actively involved in many charity and community organizations including the Lake County Chamber of Commerce, Preservation Foundation of the Lake County Forest Preserve, and St. Jude Children's Research Hospital. He is a member of the Citizens Utility Board and an Illinois Sierra Club Supporter.

OVERVIEW

The Civil Service Commission began the year seeking an appropriation of \$438,800. This constituted a slight increase due to the start of a new exemption monitoring program in accordance with a previous special audit finding by the Auditor General. A full year's appropriation was never agreed to but the Commission did receive a stopgap appropriation of \$25,000 for non-personnel services expenses. With the continuation of the court order covering employee salaries, the Commission used these funds to pay a number of outstanding invoices from fiscal 2016. Due to the deferred fiscal 2016 expenses along with accumulated fiscal year 2017 expenses, the Commission accumulated \$119,866.67 in unpaid operational expenses. This does not take into account any Prompt Payment Interest due vendors for the unpaid expenses.

Chairman Timothy D. Sickmeyer was appointed December 5, 2016 to serve a term ending March 1, 2019. In May 2017 he received a successive appointment to a term ending on March 1, 2023. Commissioner David Luechtefeld was appointed March 6, 2017 to serve a term ending March 1, 2023. Commissioner Casey Urlacher was re-appointed on May 5, 2017 to serve a term ending March 1, 2023.

Jane Ryan announced her retirement from the newly created Exemption Monitor and Human Resources Manager position effective June 30, 2017. Her efforts laid the groundwork for the development of the exemption monitoring program. (Jane was subsequently appointed as Commissioner to a term ending March 1, 2019.)

The State of Illinois started the implementation of its Enterprise Resource Planning program to convert the State's multiple and varied information management resources to a single integrated platform. The Civil Service Commission was one of the first agencies to make the conversion. After several months of training and data conversion, the Commission went live on April 1, 2017 with the new SAP application for invoicing and asset management.

Chairman Sickmeyer introduced two new initiatives in February 2017. The first was regular quarterly meetings between the Commission and the Director of Central Management Services and his personnel staff. These meetings have facilitated communication on a variety of key issues facing both agencies and contributed to better collaboration on shared issues. The second was the institution of interactive video conferencing of the Commission's monthly meetings. With the assistance of the Department of Innovation and Technology the Commission's computers in Springfield and Chicago were outfitted with inexpensive webcams. Staff was trained in their use

and the February meeting was conducted by interactive video conference in accordance with the Open Meetings Act. Along with providing two locations for interested parties to attend Commission meetings, there will be a significant savings in travel expense going forward.

Executive Director Daniel Stralka provided the Commissioners with an updated report on the use of Section 4d(1) exempt positions in State agencies. For the most part the Staff's investigation revealed substantial compliance with the use of these positions by State agencies.

The Commission staff and Commissioners participated in the annual SECA (State and University Employees Combined Appeal) drive for charitable giving. The Commission again won the Division 8 title for the 2016 campaign for the largest percentage of participation in the small agencies group as well as an Exceptional Giving award for exceeding the previous year's donations.

DUTIES OF THE COMMISSION

Guided by merit philosophy, the members of the Commission and its staff carry out the following statutory responsibilities:

1. To approve or disapprove personnel rules or their amendments promulgated and submitted by the Director of Central Management Services.
2. To approve the classification plan submitted by the Director of Central Management Services, and approve proposals for new or amended class specifications and for the abolition of existing classes under the classification plan.
3. Upon recommendation of the Director of Central Management Services, the Commission approves the exemption from Jurisdiction B of those positions which in its judgment bear principal administrative responsibility for the determination or implementation of policy. The Commission monitors the use of these positions to ensure their continued eligibility for exemption.
4. Upon identification of instances of noncompliance, the Commission is responsible for ensuring the enforcement of the Personnel Code and Rules through the issuance of directives for compliance.
5. For certified employees who are discharged, suspended for more than 30 days in a twelve-month period, or demoted, the Commission hears and determines the written charges and renders decisions which are binding upon the employing agency.
6. The Commission hears appeals by certified employees who are involuntarily transferred from one geographical area to another, or who question the allocation of their position under the classification plan.
7. The Commission hears or conducts an investigation of layoff appeals by certified employees where the basis of the appeal is that provisions of the Personnel Code or Rules have been violated.

During fiscal year 2017, the Commission was active in these areas as the following detailed report indicates.

(1) REVIEW OF PERSONNEL RULES

The drafters of the Personnel Code envisioned broad enabling statutes giving the Director of Central Management Services extensive discretion to implement the provisions of the Code through the promulgation of rules. As a check and balance to this power, the Director is to submit proposed rules and/or amendments to the Commission, and the Commission has the authority to disapprove them. During fiscal year 2017, the Director of Central Management Services did not submit any amendments to the Personnel Rules.

(2) CLASS SPECIFICATIONS

A sound system of position classification is essential to carry out the objectives of a merit personnel system. The classification plan establishes the basis for ensuring that employees performing work of the same nature, level of difficulty and complexity are paid within the same salary range, dependent on length of service and excellence of performance. The specifications further set forth the legal requirements for selection of those who desire to enter state service and the promotion of present employees who seek advancement within the career system. So that personnel decisions can be based upon the factual basis of existing assignments, the position classification system identifies the duties performed and responsibilities assigned by individual employees.

The Commission has the responsibility of approving all amendments to the classification plan including class specifications. During fiscal year 2017, the Commission reviewed and acted on 44 amendments to the classification plan.

New classes approved	10
Revised classes approved	24
Abolished classes approved	<u>10</u>
	<u>44</u>

(3) EXEMPTIONS OF PRINCIPAL POLICY POSITIONS

A long-standing significant issue in merit systems is the determination of those positions which should be subject to appointment and dismissal at the discretion of the administration. In the Personnel Code, the legislature specifically provided for most major exemptions, such as those for all positions in the legislative and judicial branches, of directors and assistant directors of executive agencies, and of members of boards and commissions. In positions below the director, assistant director, board or commission level, the legislature chose to grant the Director of Central Management Services and the Civil Service Commission joint authority to exempt positions from Jurisdiction B of the Personnel Code. Under this provision, agencies request and the Director of Central Management Services issues a recommendation as to whether positions that bear principal administrative responsibility for the determination of policy or principal responsibility for the implementation of policy should be exempted. This recommendation is then submitted to the Civil Service Commission for approval. The impact upon the merit system of decisions made with respect to the exemption of positions from these provisions of the Personnel Code is obvious.

The Commission acts by approving or denying exemption requests recommended by the Director. Clarifications of these positions are evaluated to ensure that only positions that continue to qualify for exemption remain exempt. The Commission received a total of 61 exemption requests in fiscal year 2017. Of those, 58 were granted exemption (four of the 58 were granted for terms ranging from one to two years) and three were withdrawn.

There were a total of 38 4d(3) exempt positions that were considered for rescission of exemption for various reasons, including extended vacancies. Of those 38 positions, 28 had their exemptions rescinded and ten of the proposed rescissions were denied (not rescinded).

REPORT ON EXEMPT POSITIONS AT JUNE 30, 2017¹

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	141	20
Agriculture	424	19
Arts Council	9	2
Capitol Development Board.....	40	0
Central Management Services	863	73
Children and Family Services.....	2,613	54
Civil Service Commission.....	4	0
Commerce & Economic Opportunity	283	69
Commerce Commission	57	0
Corrections	11,965	109
Criminal Justice Authority.....	55	7
Deaf and Hard of Hearing Comm.....	4	1
Developmental Disabilities Council	7	1
Emergency Management Agency.....	65	8
Employment Security	1,093	30
Environmental Protection Agency.....	653	18
Financial & Professional Regulation	400	49
Gaming Board	164	5
Guardianship and Advocacy	91	8
Healthcare and Family Services	1,862	27
Historic Preservation Agency.....	137	17
Human Rights Commission.....	14	2
Human Rights Department.....	121	10
Human Services.....	12,821	82
Illinois Torture Inquiry Relief Commission	3	1
Independent Tax Tribunal	1	0
Innovation and Technology	481	41
Insurance	236	17
Investment Board	3	2
Juvenile Justice.....	936	28
Labor	79	12
Labor Relations Board Educational.....	9	3
Labor Relations Board State.....	13	2
Law Enforcement Training & Standards Bd.	22	3
Lottery	144	8
Military Affairs.....	119	3
Natural Resources.....	1,299	31
Pollution Control Board	18	2
Prisoner Review Board.....	20	1
Property Tax Appeal Board.....	32	1
Public Health.....	1,086	41
Racing Board.....	2	1
Revenue.....	1,474	47
State Fire Marshal	117	12
State Police.....	983	10
State Police Merit Board	7	2
State Retirement Systems	102	3
Transportation	2,096	0
Veterans' Affairs	1,261	11
Workers' Compensation Commission.....	124	12
 TOTALS.....	 44,553	 905

¹ This report is generated by the Illinois Department of Central Management Services.

EXEMPTION ACTIVITY BY AGENCY

Department on Aging	2 exemptions granted
Arts Council	1 exemption granted 1 exemption rescinded
Central Management Services	8 exemptions granted 1 exemption request withdrawn 13 exemptions rescinded 7 exemption rescissions denied
Children and Family Services	1 exempt position abolished 4 exemptions granted
Commerce and Economic Opportunity	1 exempt position abolished 2 exemptions granted
Corrections	11 exemptions granted 1 exemption request withdrawn
Emergency Management Agency	1 exempt position abolished 3 exemptions granted
Employment Security	1 exemption rescinded
Environmental Protection	1 exemption granted
Gaming	1 exemption rescinded
Healthcare and Family Services	1 exemption granted
Historic Preservation Agency	1 exemption rescission denied
Human Rights	1 exemption granted
Human Services	5 exemptions granted 1 exemption rescinded 2 exemption rescissions denied
Innovation and Technology (DoIT)	4 exemptions granted
Insurance	2 exemptions granted
Juvenile Justice	2 exemptions granted 2 exemptions rescinded
Labor	1 exemption granted

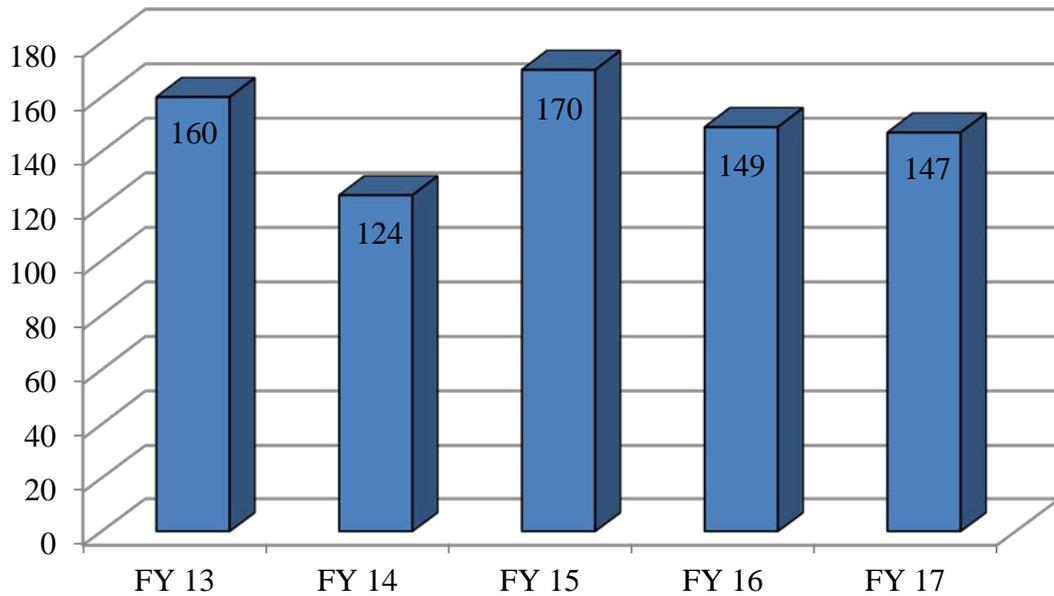
Law Enforcement Training and Standards Board	1 exemption granted
Lottery	1 exemption request withdrawn
Natural Resources	1 exemption rescinded
Prisoner Review Board	1 exemption granted
Public Health	3 exemptions granted 1 exemption rescinded
Revenue	1 exempt position abolished 3 exemptions granted 7 exemptions rescinded
Veterans' Affairs	1 exemption granted
Workers' Compensation Commission	1 exemption granted

TECHNICAL ACTIONS BY THE COMMISSION

	FY 13	FY 14	FY 15	FY 16	FY 17
<u>Class Specifications</u>					
Revisions or New Classes Not Approved	0	1	0	0	0
New Classes Approved	8	10	31	13	10
Revised Classes Approved	16	15	87	11	24
Abolished Classes Approved	<u>4</u>	<u>0</u>	<u>4</u>	<u>4</u>	<u>10</u>
TOTALS	<u>28</u>	<u>26</u>	<u>122</u>	<u>28</u>	<u>44</u>

4d(3) Exemptions

Exemption Requests Granted	55	39	27	49	58
Exemption Requests Denied	7	2	3	0	0
Exemption Requests Withdrawn	13	6	5	27	3
Exemptions Rescinded	19	22	2	26	28
Exemption Rescissions Denied	35	20	9	9	10
Exempt Positions Abolished	3	9	2	10	4
TOTALS	<u>132</u>	<u>98</u>	<u>48</u>	<u>121</u>	<u>103</u>
	<u>160</u>	<u>124</u>	<u>170</u>	<u>149</u>	<u>147</u>



(4) RULE VIOLATION AND COMPLIANCE ACTIVITY

A merit system can only be as effective as the people who administer it will permit. Recognizing that pressures exist to circumvent the merit system and to provide a bulwark against the erosion of merit system standards, the legislature placed in the Civil Service Commission the responsibility for ensuring that personnel activities are carried out in compliance with the Personnel Code and Personnel Rules along with the authority to direct compliance where it finds violations.

In carrying out this mandate, the Commission investigates all allegations of noncompliance furnished to the Commission or brought to the attention of its staff to determine whether there was a violation of the statute and/or its implementing rules. There was one rule violation appeal filed and three decisions rendered on appeals of Personnel Code and/or Rule Violation allegations in fiscal year 2017. One decision resulted in a finding of no violation and two decisions resulted in the appeals being dismissed for no jurisdiction. There were no rule violation appeals pending at June 30, 2017.

The Personnel Code also provides for appointments to state service in accordance with the principle of merit and fitness which is determined by the use of examination methods in areas of education, experience, cultural knowledge, capacity, knowledge, manual skill, linguistic ability, character, physical fitness, and psychological fitness. There are occasions where examinations are not feasible so in order to provide flexibility, the Code provides for three types of appointments which can be made without formal competitive examination. They are emergency, temporary, and provisional appointments, all of which are limited by the Personnel Code.

Emergency appointments shall not exceed 60 days, shall not be renewed and may be made without regard to an eligible list. Notices of selections and terminations shall be reported immediately to the Director of Central Management Services. Temporary appointments may be utilized by persons in positions to perform temporary or seasonal work. No position shall be filled by temporary appointment for more than six months out of any twelve-month period. Provisional appointments may be utilized by persons in positions when there is no appropriate eligible list available. No positions shall be filled by provisional appointment for more than six months out of any twelve month period. The following are the numbers of consecutive non-merit appointments reported by the Commission in the monthly minutes. The Commission's monthly Minutes provide the number by agency.

July	65	January	15
August	50	February	19
September	32	March	21
October	53	April	45
November	24	May	50
December	25	June	141

The incumbents have been appointed to temporary appointments for more than six months in a twelve-month period or have received a number of non-merit appointments. Although these appointments are not in violation of the Personnel Code or Rules, they are reported by Central Management Services for the information of the members of the Commission for purposes of monitoring.

(5) APPEALS OF DISCHARGE, SUSPENSION OVER 30 DAYS IN A TWELVE-MONTH PERIOD, AND DEMOTION

The Civil Service Commission is responsible for conducting hearings on appeals of discharge and suspensions totaling more than 30 days in any twelve-month period, and demotion. The Commission has the power to administer oaths, subpoena witnesses, and compel the production of books and papers in accordance therewith. When an employee receives a written notice of discharge, they may appeal the action to the Commission. The appeal must be filed within 15 days after service of the written notice of discharge. The Commission then schedules a hearing within 30 days. At the hearing, the employee has a right to counsel and may question the witnesses who testify against him under oath. The burden of proof is upon the agency to prove that the employee committed the alleged infractions and that discharge is the appropriate discipline.

In fiscal year 2017, there were 37 discharge appeals filed and the Commission rendered decisions in 39 appeals. The Commission imposed a suspension instead of discharge in eight appeals and denied 13 appeals (upheld the discharge). One appeal was upheld and the employee was reinstated. Five appeals were dismissed for default for not appearing at hearing date or for no jurisdiction because of late filing or non-certified status of the employee. The remaining 12 appeals were withdrawn or settled. There were 16 pending discharge appeals at June 30, 2017.

There were nine suspension appeals filed during fiscal year 2017 and five decisions rendered by the Commission. One appeal was dismissed after being withdrawn, one appeal resulted in the suspension being reduced from 27 days to seven days, and three appeals resulted in the suspension being upheld. There were five pending suspension appeals at June 30, 2017.

The Commission is also responsible for hearing appeals of employees who have been demoted in their positions. Although this is not an active area, it is important that employees have a right to appeal if they believe they have been unjustly demoted in their position. No demotion appeals were filed during fiscal year 2017. The one demotion appeal decision resulted in dismissal when the employee withdrew it. There are no pending demotion appeals at June 30, 2017.

CHARGES FOR DISCHARGE AND SUSPENSION²

Conduct unbecoming a State employee	24
Exempt/probationary employee discharge; suspension pending discharge	1
Failure to follow procedures, regulations, rules or supervisory directives	23
Falsification of documents or providing false information.....	11
Misuse of email, state computer, state vehicle or other state property	2
Unauthorized absences, failure to return from leave, tardiness	11
Workplace violence or harassment and threats	4
Physical or mental abuse or neglect	1
Violation of drug or alcohol policy.....	<u>1</u>
Total Charges	<u>78</u>

(6) APPEALS OF GEOGRAPHICAL TRANSFER AND ALLOCATION

Employees who are involuntarily transferred from one geographic area of the state to another may appeal such transfers to the Commission. One geographical transfer appeal was filed during fiscal year 2017. That appeal was withdrawn as a result of settlement. There were no geographic transfer appeals pending.

The Commission is also responsible for hearing employees' appeals from decisions of the Director of the Department of Central Management Services where an employee believes that their position is improperly allocated. In allocation appeals, the burden is on the employee to prove the Director of Central Management Services has not properly classified their position. No allocation appeals were filed during fiscal year 2017. There were no pending allocation appeals at June 30, 2017.

(7) APPEALS OF LAYOFF

The Personnel Rules allow the layoff of certified employees due to lack of funds, material change in duties or organization, lack of work, and the abolition of a position or for any of these reasons. Employees who feel that they have been laid off in violation of the Personnel Code or Rules may, within 15 days following the effective date of layoff, file a written appeal to the Civil Service Commission. The Civil Service Commission is authorized to investigate the allegations made by the employee in the layoff appeal and may conduct a hearing if it is determined that substantial issues of fact or law remain unresolved. When the investigation is complete, a proposal for decision is issued by staff and submitted to the employee and agency. If adopted by the Commission, the decision becomes a final administrative decision. There were no layoff appeals filed and no decisions rendered during fiscal year 2017. No layoff appeals were pending at June 30, 2017.

² The total exceeds the number of employees discharged and suspended because multiple charges were made against several employees.

DECLARATORY RULING

The Rules of the Civil Service Commission allow for Declaratory Rulings as to material questions involving the interpretation of the Personnel Code, Personnel Rules, or final orders of the Commission upon petition by interested or effected parties. Declaratory Rulings are only advisory. No requests for Declaratory Ruling were filed during fiscal year 2017. No requests for declaratory ruling are pending at June 30, 2017.

APPEALS FILED BY TYPE FOR THE FIVE-YEAR PERIOD ENDED JUNE 30, 2017

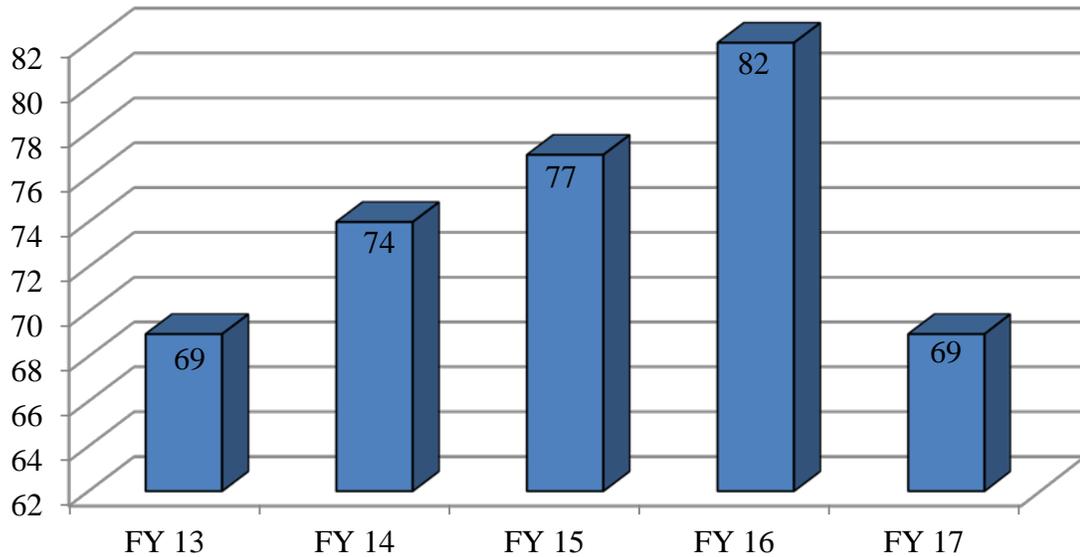
	2013	2014	2015	2016	2017	Total	
Discharge	31	34	41	44	37	187	74%
Suspension	6	9	8	5	9	37	15%
Demotion	-	-	1	-	-	1	0%
Rule Violation	7	4	3	3	1	18	7%
Geographical Transfer	-	-	-	1	1	2	1%
Allocation	-	1	-	-	-	1	0%
Layoff	3	-	-	-	-	3	1%
Declaratory Ruling	1	1	-	1	-	3	1%
	48	49	53	54	48	252	

DECISIONS OF THE COMMISSION

A. <u>Substantive Actions by the Commission</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17</u>
Appeals granted:					
Employees reinstated with suspension	1	8	7	9	8
Employees reinstated with no suspension	3	3	0	1	1
Layoff appeal granted	0	0	0	0	0
Rule Violation appeal granted	1	1	0	1	0
Declaratory Ruling request granted	1	0	0	0	0
Allocation appeal granted	2	0	0	0	0
Suspension appeal granted	1	2	2	0	1
<u>Subtotal</u>	<u>9</u>	<u>14</u>	<u>9</u>	<u>11</u>	<u>10</u>
Appeals denied:					
Discharge appeal denied	8	2	8	14	13
Position Allocation denied	0	0	0	0	0
Layoff appeal denied	0	2	0	0	0
Geographical Transfer appeal denied	0	0	0	1	0
Suspension appeal denied	0	3	0	1	3
Rule Violation appeal denied	4	3	4	0	1
Declaratory Ruling request denied	0	0	1	0	0
<u>Subtotal</u>	<u>12</u>	<u>10</u>	<u>13</u>	<u>16</u>	<u>17</u>
Total Substantive Actions	<u>21</u>	<u>24</u>	<u>22</u>	<u>27</u>	<u>27</u>
B. <u>Appeals dismissed with no decision on the Merits or interlocutory appeals</u> ³					
Discharges	17	16	21	24	17
Demotions	1	0	0	1	0
Allocations and Declaratory Rulings	0	0	1	1	0
Layoff appeals	1	1	0	0	0
Geographical Transfers	1	0	0	0	1
Suspensions	3	6	5	7	1
Rule Violations	0	3	0	1	2
Total Non-Substantive Actions	<u>23</u>	<u>26</u>	<u>27</u>	<u>34</u>	<u>21</u>
C. <u>Appeals Pending at end of Fiscal Year</u>	25	24	28	21	21
D. <u>Total Appeals Closed or Pending at end of Fiscal Year</u>	69	74	77	82	69

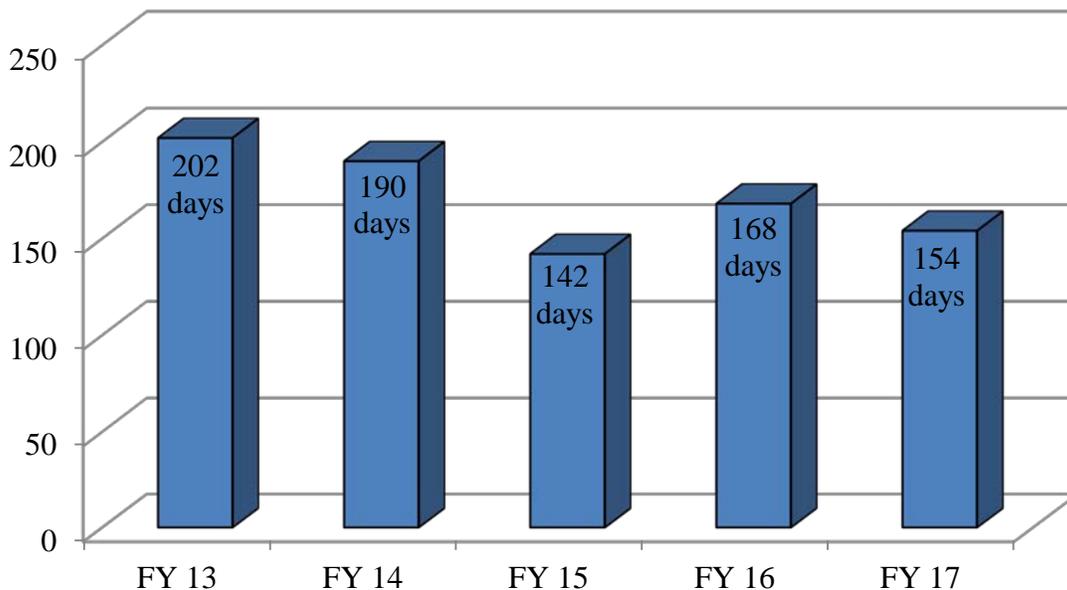
³ Includes appeals dismissed due to settlement, withdrawal, default (failure to appear or failure to respond to Commission inquiry) lack of jurisdiction, or other reasons.

COMMISSION WORKLOAD Total Appeals Closed or Pending



At June 30, 2017 there were a total of 21 appeals pending, with three of those from previous fiscal years (2010, 2013 and 2016). The chart below reflects the processing time for appeals that were concluded during fiscal years ended June 30. The time is calculated from the date the appeal was filed to the date the final decision of the Commission was rendered. This calculation is consistent with that reported on the Public Accountability Report issued by the Office of the Comptroller.

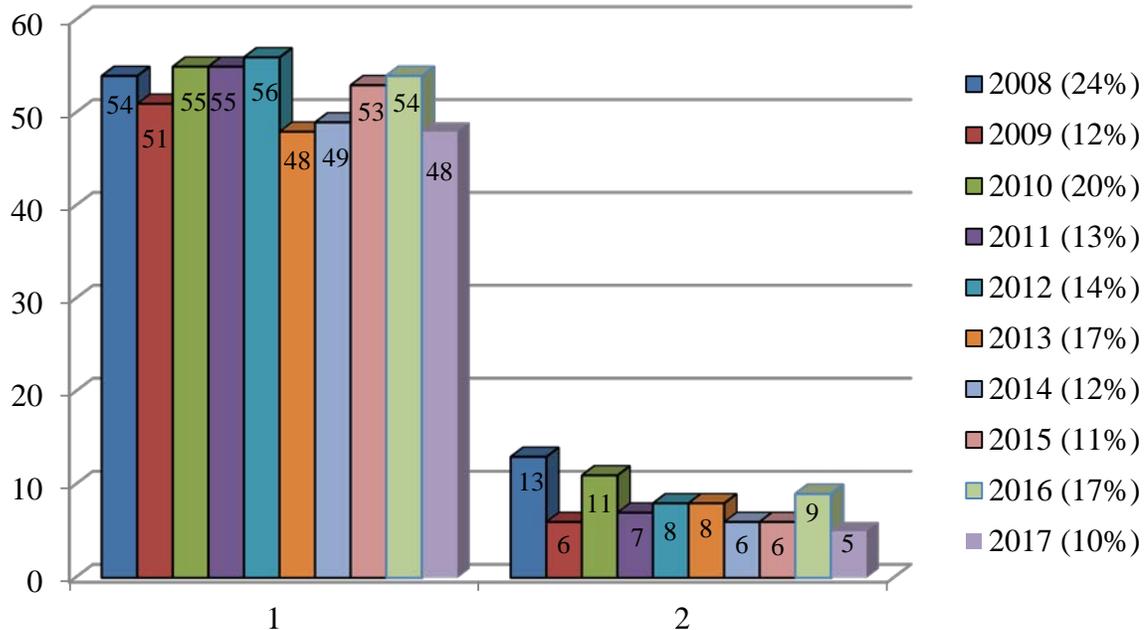
AVERAGE PROCESSING TIME (The goal is 180 days or less.)



The average processing time of 202 days for fiscal year 2013 would be 164 days if one large rule violation appeal was removed from the calculation. The average processing time of 190 days for fiscal year 2014 would be 175 days if one large layoff appeal was removed from the calculation.

ADMINISTRATIVE REVIEW

Parties that wish to appeal decisions of the Commission may do so in accordance with the provisions of the Administrative Review Law (735 ILCS 5/Article III). The following chart shows the administrative reviews and appeals filed for each fiscal year. If an appeal was filed during fiscal year 2008 and one of the parties filed for Administrative Review during fiscal year 2009, the statistic will be counted for fiscal year 2008.



The following table shows the results and current status of Administrative Reviews that were filed for fiscal years 2008 through 2017. This table shows Administrative Reviews by the year the appeal was filed, not by the year a court decision is ultimately rendered. The total of number of Administrative Review decisions can exceed the total number filed for the same year because decisions by both the Circuit Court and Appellate Court (if the Circuit Court decision was appealed) are counted separately.

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Commission upheld Circuit Court	11	6	8	7	4	4	3	0	6	0
Commission reversed Circuit Court	1	0	2	0	1	0	0	1	0	0
Commission upheld Appellate Court	1	2	3	4	2	1	2	1	1	0
Commission reversed Appellate Court	1	0	1	1	0	0	0	0	0	0
Remanded	3	0	1	1	2	1	0	1	0	0
Pending at June 30	1	0	1	1	3	4	3	4	4	5

GRIEVANCE COMMITTEE

The Director of Central Management Services is required to appoint a grievance committee to hear Step 4 grievances comprising two employees of Central Management Services and one Commission employee with experience and knowledge in personnel administration and employee relations. The Director is allowed to substitute another agency employee in the absence of a Commission employee. There were no Step 4 grievance committee meetings with Commission employees during fiscal year 2017. Central Management Services indicated there were seven Rules Grievances filed during fiscal year 2017 and 25 pending at the 4th level as of June 30, 2017. Central Management Services had not scheduled a grievance committee for many years. The Civil Service Commission made a concerted effort to insure that pending grievances were addressed by the grievance committee in the coming fiscal year as discussed in quarterly meetings with Central Management Services regarding this issue as well as the creation of a rule regarding an expedited method to address such grievances.

TRAINING

In order to administer the State's merit system, agency administrators must have knowledge and expertise in all areas of personnel. Dealing with problem employees is often the most intimidating and frustrating aspect of personnel administration. It is the Commission's belief that while regrettable, discipline up to and including discharge is a necessary component of a good personnel system. The Commission, in an effort to make administrators aware of the requirements of successfully dealing with the disciplinary process, has offered agencies instruction in the disciplinary process. Numerous informal discussions on related issues occurred throughout the year between Commission staff and Agency administrators. On May 15, 2017 the Executive Director made a presentation at a meeting of the Labor Employment and Advisory Division on the role of the Commission in disciplinary proceedings along with an explanation on the Commission's deliberative process. There was a question and answer period afterwards.

The Commission staff is available to employees and agency administrators to respond to a variety of procedural inquiries regarding the operation of the Commission.

INTERAGENCY COMMITTEE ON EMPLOYEES WITH DISABILITIES

The Chairman of the Commission is an ex officio member of the Interagency Committee on Employees with Disabilities that operates with no budget and no paid staff, and relies on the technical and financial support of its members and their respective agencies. The Chairman, through a representative of the Commission, participates in monthly meetings and disability awareness events throughout the year to address the diverse issues and concerns of the persons with disabilities employed by executive agencies of the State of Illinois.

STATE HISPANIC AND BILINGUAL EMPLOYMENT PLANS

The Civil Service Commission does not discriminate on the basis of religion, race, national origin, sex, age, handicap, or any other non-merit factor in providing employment opportunities.

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