

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM
GENERAL INSTRUCTIONS**

1. Report all financial and staff data to the nearest whole number (i.e., \$56,023, 7 staff years).
2. Reconcile numbers between tables to ensure consistency.
3. Fiscal year 2008 data should be based on audited data. Fiscal year 2009 data should be based on final revenue and expenditure records. Fiscal year 2010 data should be based on the current budget and fiscal year 2011 data should be based upon the State Universities Civil Service System budget request.

Table 1. This table includes expenditures by object from state appropriated funds from FY2008 to FY2011 (requested).

Table 2. This table provides a summary of annual personnel requirements. Personnel should be reported as Executive and Professional or Classified. A staff year is a measure of staff effort over a twelve-month period, and is defined as a person in a full-time position working for one year, including vacation. Part-time positions and those which are less than a year's duration should be counted as the appropriate portion of a staff year. For example, if a normal week consists of 40 hours, a position requiring 20 hours of work per week would be .5 staff years; a position requiring 40 hours per week for nine months would be .75 staff years.

Table 3. This table reflects the dollar resource requirements for the staff years provided in Table 2. Include only salaries and wages on this table.

Table 4. This table provides a schedule of requested salary and cost increases for the budget year (FY 2011). A salary or turnover adjustment may be appropriate to compensate for factors such as unfilled positions and hiring lags. Please provide the rationale and documentation for the cost and salary increase factors in the budget request and the guidelines or decision rules used in arriving at the requested amount. Appropriate data should be provided which will serve to define the need for increases in the cost and salary components. If the budget on which the salary and cost increases are based is different than the current year (FY 2010) appropriation, please provide the rationale for using the different base. This table should only include requested increases on the current year (FY 2010) base. Salary and cost increases related to new or expanded positions or programs should be reported separately on Table 5.

Table 5. This table is designed to report the budget year request by functional program. Please complete a separate column for each functional or organizational unit. Examples of functional or organizational units could include administration, examination division, audit division, and classification and pay division. If additional columns are needed, please modify the form to include a column for each functional unit. It is not necessary to allocate salary and cost increases to functional/organizational units; report the total salary and cost increases requested only in the column so labeled and the total column. Salary and cost increases reported here should match those reported on Table 4.

Each new or expanded program request must be accompanied by adequate supporting documentation. Adequate documentation includes, at a minimum, a needs statement, program objectives, budget narrative and staff personnel. New and expanded program requests also should

describe agency reallocations to support the requested program and benchmarks and measures that can be used to assess program results. Please document or provide copies of any surveys, research, and/or special analytical studies that were completed or used to justify new or expanded program requests.

Table 6. This table provides a breakout of the fiscal year 2011 personal services request. Include details of requested salary increases, salary requests for new positions, increases for sick leave payouts, and increases for early retirement. Requested salary increases should match the salary increases reported on Table 4 and Table 5. The fiscal year 2010 personal services appropriation and fiscal year 2011 personal services request should match total personal services reported on Table 1.

**FISCAL YEAR 2011 TECHNICAL QUESTIONS
STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

1. Please complete the attached Tables 7 and 8 that request salary increase data for fiscal years 2009 and 2010. Instructions for completing Tables 7 and 8 are attached. The purpose of this request is to determine the impact of state funding and resource allocation decisions on employee salary increases.

2. Please complete Table 9 requesting sick leave and vacation data for fiscal year 2009.

Instructions for Tables 7 and 8

Employees should be classified according to the RAMP definitions and should include only full-time, continuing employees paid from appropriated as well as non-appropriated sources. Continuing employees for fiscal year 2009 salary increases should include those on payroll from January 1, 2008 through October 1, 2009. Continuing employees for fiscal year 2010 salary increases should include those on payroll from January 1, 2009 through October 1, 2009. Part-time employees and overtime pay should not be included. Exclude employees who were on leave without pay during the period and employees who had a change in appointment status (i.e. part-time to full-time) during the period.

Table 7 should exclude employees receiving promotions or demotions in fiscal years 2009 or 2010 and reflect salary increases without the effects of promotions and demotions. Table 8 should include all continuing, full-time employees including those receiving promotions or demotions during fiscal years 2009 or 2010.

Headcount Number of Employees. Include the number of employees in each category based on the number of full-time, continuing employees, RAMP position classification, and annual salary for the fiscal year prior to the increase (i.e. fiscal year 2008 salary for fiscal year 2009 increase). To determine the salary range for employees hired during the fiscal year, determine the annual salary equivalent based on the average monthly salary for the period of employment. Fiscal year 2008 average monthly salaries should be used to determine the appropriate salary ranges for fiscal year 2009 salary increases and fiscal year 2010 salaries should be used for fiscal year 2010 salary increases.

Fiscal Years 2008 and 2009 Average Monthly Salary. Determine the weighted average monthly salary for full-time, continuing employees, by classification and salary range, based on final personnel expenditures.

Fiscal Year 2010 Average Monthly Salary as of October 1, 2009. Determine the monthly salary for full-time, continuing employees as of October 1, 2009. A description of negotiated or other planned increases scheduled to take place after October 1, 2009 should be included in the accompanying narrative. Due to the hiring or termination date for employees, the fiscal year 2008 average monthly salaries may differ when calculating fiscal year 2009 and fiscal year 2010 salary increases.

Fiscal Years 2009 and 2010 Weighted Average Percent Increases. Determine the average percent increase for each category and salary range based on the change in weighted average monthly salaries.

Table 1

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
 APPROPRIATED FUNDS EXPENDITURES BY OBJECT

	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
Personal Services				
Sick Leave Payout *				
Contractual Services				
Travel				
Commodities				
Printing				
Telecommunications				
Auto Operations				
Equipment				
Lump Sum and Other Purposes				
Medicare				
Unexpended Appropriation				
 Total Appropriation				

* Non-add line. Include in Personal Services. Do not double count in total.

Table 2

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
SUMMARY OF ANNUAL PERSONNEL REQUIREMENTS

	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
<u>STAFF PAID FROM STATE</u>				
<u>APPROPRIATED FUNDS</u>				
<u>Executive and Professional Personnel</u>				
Staff Years	_____	_____	_____	_____
Full-time Headcount	_____	_____	_____	_____
Part-Time Headcount	_____	_____	_____	_____
<u>Classified Personnel</u>				
Staff Years	_____	_____	_____	_____
Full-time Headcount	_____	_____	_____	_____
Part-Time Headcount	_____	_____	_____	_____
Total Staff Years - Appropriated Funds	=====	=====	=====	=====
<u>STAFF PAID FROM OTHER FUNDS</u>				
Executive and Professional	_____	_____	_____	_____
Classified	_____	_____	_____	_____
Total Staff Years - Other Funds	=====	=====	=====	=====

Note: Report all staff to the nearest whole number. Headcount should be annual, unduplicated headcount.

Table 3

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
SUMMARY OF STAFF EARNINGS

	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011
<u>STAFF PAID FROM STATE</u>				
<u>APPROPRIATED FUNDS</u>				
Executive and Professional Personnel	_____	_____	_____	_____
Classified Personnel	_____	_____	_____	_____
Total Staff Earnings - Appropriated Funds	=====	=====	=====	=====
<u>STAFF PAID FROM OTHER FUNDS</u>				
Executive and Professional	_____	_____	_____	_____
Classified	_____	_____	_____	_____
Total Staff Earnings - Other Funds	=====	=====	=====	=====

Note: Include salaries and wages. Do not include fringe benefits and sick leave payouts. Do not include requested salary increases in the budget year (FY 2010) column. Total staff earnings should match Table 1 personal services less sick leave payouts for fiscal years 2007, 2008, and 2009, and personal services less sick leave payouts and requested salary increases for fiscal year 2010.

Table 4

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
REQUESTED SALARY AND COST INCREASES

<u>Resource Requirements</u>	<u>FY 2010 Base</u>	<u>Turnover Adjustment</u>	<u>Other Adjustments</u>	<u>Adjusted FY 2010 Base</u>	<u>Requested Increase Percentage</u>	<u>Requested FY 2011 Increase</u>
Salaries	_____	_____	_____	_____	_____	_____
Medicare	_____		_____	_____	_____	_____
Sick Leave Payouts *	_____		_____	_____	_____	_____
Utilities	_____		_____	_____	_____	_____
General Costs	_____		_____	_____	_____	_____
Total	=====	=====	=====	=====	=====	=====

* Non-add line for FY2010 base. Do not double count Sick Leave in the total FY2010 base. Include requested increases for Sick Leave in requested cost and salary increases, and in the requested 2011 increase - total.

Table 6

PERSONAL SERVICES BREAKOUT
FISCAL YEAR 2011 REQUEST

<u>Fiscal Year 2010 Personal Services Appropriation</u>		<hr/>
<u>Current Year Base Adjustments</u>		
Salary Annualization	<hr/>	
Other Adjustments (Please Itemize)		
<hr/>	<hr/>	
<hr/>	<hr/>	
Total Base Adjustments		<hr/>
<u>Budget Year Requested Increases</u>		
Salaries	<hr/>	
Sick Leave Payouts	<hr/>	
Early Retirement Payouts	<hr/>	
New Positions (Please Itemize)	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
<hr/>	<hr/>	
Other (Please Itemize)	<hr/>	
Vacation Payouts	<hr/>	
<hr/>	<hr/>	
Total Requested Increases		<hr/>
<u>Fiscal Year 2011 Personal Services Request</u>		<hr/> <hr/>

Table 7

ILLINOIS BOARD OF HIGHER EDUCATION SALARY INCREASE STUDY
 FOR CONTINUING EMPLOYEES
 (EXCLUDING PROMOTIONS)

Your Institution/Agency	Fiscal Year 2009 Salary Increases				Fiscal Year 2010 Salary Increases			
	Headcount Number of Employees	FY2008 Average Monthly Salary	FY2009 Average Monthly Salary	FY2009 Weighted Average Percent Increase	Headcount Number of Employees	FY2009 Average Monthly Salary	FY2010 Average Monthly Salary As of October 1, 2009	FY2010 Weighted Average Percent Increase
<u>Administrative - Total</u>	-	\$ -	\$ -	%	-	\$ -	\$ -	%
<u>Prior Year Annual Salary :</u>								
Over \$150,000								
\$100,000 - \$149,999								
\$75,000 - \$99,999								
Under \$75,000								
<u>Other Professionals - Total</u>	-	-	-		-	-	-	
<u>Prior Year Annual Salary:</u>								
Over \$100,000								
\$75,000 - \$99,999								
\$50,000 - \$74,999								
Under \$50,000								
<u>Support Staff - Total</u>	-	-	-		-	-	-	
Negotiated								
Prevailing/Est. Wage								
Exempt and Other								
<u>Grand Total - Administrative, Other Professionals, and Support Staff</u>	-	\$ -	\$ -	%	-	\$ -	\$ -	%

Table 8

ILLINOIS BOARD OF HIGHER EDUCATION SALARY INCREASE STUDY
FOR CONTINUING EMPLOYEES
(INCLUDING PROMOTIONS)

Your Institution/Agency	Fiscal Year 2009 Salary Increases			Fiscal Year 2010 Salary Increases				
	Headcount Number of Employees	FY2008 Average Monthly Salary	FY2009 Average Monthly Salary	FY2009 Weighted Average Percent Increase	Headcount Number of Employees	FY2009 Average Monthly Salary	FY2010 Average Monthly Salary As of October 1, 2009	FY2010 Weighted Average Percent Increase
<u>Administrative - Total</u>	-	\$ -	\$ -	%	-	\$ -	\$ -	%
<u>Prior Year Annual Salary :</u>								
Over \$150,000								
\$100,000 - \$149,999								
\$75,000 - \$99,999								
Under \$75,000								
<u>Other Professionals - Total</u>	-	-	-		-	-	-	
<u>Prior Year Annual Salary:</u>								
Over \$100,000								
\$75,000 - \$99,999								
\$50,000 - \$74,999								
Under \$50,000								
<u>Support Staff - Total</u>	-	-	-		-	-	-	
Negotiated								
Prevailing/Est. Wage								
Exempt and Other								
<u>Grand Total - Administrative, Other Professionals, and Support Staff</u>	-	\$ -	\$ -	%	-	\$ -	\$ -	%

Table 9

REQUEST FOR SICK AND VACATION LEAVE DATA
ILLINOIS PUBLIC UNIVERSITIES AND HIGHER EDUCATION AGENCIES

Your Institution/Agency: State Universities Civil Service System

Note: Please provide actual expenditure data for fiscal year 2009.

1. ACCUMULATED LIABILITY

Provide the institution's liability, in thousands of dollars, resulting from the accumulation of employee sick days and vacation days for which the institution must provide compensation at the end of employment, as of year-end for fiscal year 2009:

	Sick Days			Total
	State Appropriated Funds	University Income Funds	Other Non-State Appropriated Funds	
Fiscal Year 2009				\$ -

	Vacation Days			Total
	State Appropriated Funds	University Income Funds	Other Non-State Appropriated Funds	
Fiscal Year 2009				\$ -

2. NUMBER OF EMPLOYEES

Provide the number of employees receiving payment for accumulated days in fiscal year 2009:

	Sick Days	Vacation Days	Total (Unduplicated)
Fiscal Year 2009			1

Table 9

REQUEST FOR SICK AND VACATION LEAVE DATA
ILLINOIS PUBLIC UNIVERSITIES AND HIGHER EDUCATION AGENCIES

Your Institution/Agency: State Universities Civil Service System

3. PAID DAYS

Provide the total number of sick days and vacation days for which employees received payment upon termination of employment in fiscal year 2009:

	Sick Days			Total
	State Appropriated Funds	University Income Funds	Other Non-State Appropriated Funds	
Fiscal Year 2009				-

	Vacation Days			Total
	State Appropriated Funds	University Income Funds	Other Non-State Appropriated Funds	
Fiscal Year 2009				-

4. EXPENDITURES

Provide total expenditures, in thousands of dollars, for accumulated sick days and vacation days paid in fiscal year 2009:

	Sick Days			Total
	State Appropriated Funds	University Income Funds	Other Non-State Appropriated Funds	
Fiscal Year 2009				\$ -

	Vacation Days			Total
	State Appropriated Funds	University Income Funds	Other Non-State Appropriated Funds	
Fiscal Year 2009				\$ -