

A/P STAFF COUNCIL STAFF BENEFITS COMMITTEE
Resolution in Support of Conversion of Term to Continuing
Administrative/Professional Appointment

WHEREAS the SIUC policy, "Conversion of Term to Continuing Administrative/ Professional Appointment," allows an Administrative/Professional (A/P) staff member who has completed three consecutive one-year term contracts to be converted to a continuing appointment upon the recommendation of her/his immediate supervisor, provided the staff member has met the four criteria as outlined in the policy¹; and

WHEREAS SIUC Human Resources has reported that the majority of supervisors cite "no recurring dollars" as the reason for non-conversion of three-year plus term A/P appointments; and

WHEREAS neither the *SIUC Policies and Procedures* nor the *SIUC Employee Handbook* provides a definition of "recurring dollars" that can be applied consistently and uniformly across the various departments, colleges, organizations and administrative sectors²; and

WHEREAS SIUC Human Resources initiates one notification to the supervisor and term appointment employee that the three-year limit is approaching, and there is no subsequent notification given despite the term contract being renewed for a consecutive fourth year and beyond; and

WHEREAS the failure to provide notification of the non-conversion of four-year plus consecutive term contracts is in violation of the intent of the current established policy; and

WHEREAS A/P staff at Southern Illinois University Carbondale with term appointments are ineligible for accruable sick leave and must use vacation benefits during the period of appointment or the vacation benefit will be lost to the employee ;³

BE IT THEREFORE RESOLVED that the "Conversion of Term to Continuing Administrative/ Professional Appointment" be amended as attached to: 1) include a consistent definition of "recurring dollars"; 2) require supporting documentation when "non-recurring dollars" is cited as the sole reason for non-conversion; and 3) require Human Resources to provide notification of the three-year term to continuing appointment to a supervisor and A/P staff employee not only in the initial year, but in each subsequent year that a consecutive three-year term contract is not converted to a continuing appointment.

¹ SIUC policy, "Conversion of Term to Continuing Administrative/Professional Appointment" (<http://www.siu.edu/~policies/policies/converap.html>)

² *SIUC Employee Handbook* (<http://www.siu.edu/~policies/masterindex.html>); *SIUC Policies and Procedures* (http://www.siu.edu/~policies/employees_handbook/index.html)

³ SIUC Policy, "Leaves/Absences" (<http://www.siu.edu/~policies/policies/leavefap.html>);

Conversion of Term to Continuing Administrative/Professional Appointment

[The following was approved on May 5, 1995, with amendments on March 12, 2002, in accordance with provisions set forth in SIU Board of Trustees 2 Policies B.]

Upon completion of three consecutive one-year term contracts, the administrative/ professional employee must be recommended by his/her immediate supervisor for conversion to a continuing appointment contract if the following four criteria have been met:

1. the staff member has been employed in the same position for three or more consecutive contract years at 50 percent time or more;
2. the individual has performed satisfactorily in the position, as indicated by a current performance evaluation on file in Human Resources;
3. a continued need exists for the position beyond the third year;
4. recurring dollars are available to convert a term administrative/professional employee to a continuing appointment.

Funds are designated as recurring if there is a reasonable expectation or likelihood that appropriations will be continued in the next year and the department/program, by its purpose and design, will be operated continuously to ensure maximum effectiveness. By contrast, non-recurring dollars are allocated funds that do not constitute a continuing commitment. Funds are allocated on a non-recurring basis if the funds or program activity are not expected to continue in subsequent years.¹

This recommendation is subject to the approval of the appropriate fiscal officer, dean or director, and vice chancellor or comparable officer.

Conversions will be effective in the fiscal year following the end of the third year. Nothing contained in this policy shall preclude an administrative/professional employee who has been on term appointment for less than three years from being converted to a continuing appointment upon the recommendation of the supervisor and other appropriate approvals.

Human Resources will ~~advise~~ provide written notification to the supervisor and the employee when an a/p employee, under term contract, is approaching the three-year limit. This ~~advisory written notification~~ will include a requirement for the supervisor to initiate a change of assignment to convert the employee to a continuing contract or to notify Human Resources and the employee in writing that conversion to a continuing contract is not recommended. If conversion is not recommended, the supervisor must specify in the written notice which criteria (1 through 4, above) have not been met. If non-recurring dollars is cited as the sole criteria for non-conversion, specific supporting documentation as to why non-conversion is recommended must be provided to both Human Resources and the administrative/professional employee within 30 days of the end date of the third consecutive year of the term contract.

Human Resources will provide written notification as outlined above to the supervisor and a/p employee in each subsequent year that a consecutive three or more-year term contract is not converted to a continuing appointment.

New text underlined; deleted text ~~stricken~~

¹ Department of Health and Human Services, Albuquerque Area Indian Health Service Circular No. 96-05
Decentralization and Management of Budgets to the Service Units