

EXTRA HELP SERVICES APPOINTMENTS

You have been employed by the University of Illinois as EXTRA HELP SERVICES. There are several things you need to know about this type of appointment.

1. Extra Help Services employment is considered non-status. This means that while serving in this appointment you will not receive any University of Illinois employee benefits, such as paid sick leave, vacation or insurance. Likewise, you will not accrue any seniority or service credit in the State Universities Civil Service System.
2. As an Extra Help Services employee and representative of the University of Illinois, you are required to follow the University of Illinois Code of Conduct. That policy can be found at <http://ethics.uillinois.edu/policies/code.html> . It is your responsibility to read and understand the policy. If you need assistance please contact Extra Help Services.
3. If you are working as a clerical Extra Help employee, it is your responsibility to notify Extra Help Services when each assignment has ended. Without your call, Extra Help Services is not aware that you are available for another assignment. It is not the responsibility of the department to notify Extra Help Services that your assignment has ended. You will then be required to call in once per week, while not working, to report your availability for a new assignment.
4. An Extra Help Services appointment is limited to 900 hours of service. Upon reaching 900 hours, you cannot return to work until you have been off of work for 30 consecutive calendar days. Please notify Extra Help Services of your last day worked and the effective date of your 30-day break.

Clerical extra help employees should call the Extra Help Services office at 333-4752, one week before your break ends, with your availability, and at that time your name will be returned to the available list for additional appointments. When you return, a new 900 hours of Extra Help Services employment will begin.

5. Extra Help Services employment does not affect your permanent employment possibilities with the University of Illinois, nor does it affect your position on any Civil Service register; however, becoming an Extra Help Services employee does not automatically qualify you for or guarantee you permanent employment. If you are interested in permanent employment with the University of Illinois, you must take the necessary steps with the Employment Center to request testing for Civil Service exams. You may contact them at 333-2137 between 8:30 –12:00 and 1:00 – 4:00, Monday through Friday.
6. While you are working as an Extra Help Services employee, you are fully covered by the Illinois Worker's Compensations Act for any on-the-job injury.
7. Effective August 1, 2003, all new employees will receive their pay via direct deposit to the employee's bank account. A grace period will be available for new employees who do not have an account at the time of hire. No-cost banking services are available at UIUC through the U of I employees Credit Union (217) 278-7700 or www.uiuecu.org. A listing of banks offering no-cost and low-cost services is available at <http://www.obfs.uillinois.edu/obfshome.cfm?level=2&Path=treasury&XMLData=ddbanking>. New employees may request an exception to this policy by contacting the Payroll Office at (217) 333-2443.

MY SIGNATURE VERIFIES THAT I HAVE READ, UNDERSTAND AND HAVE BEEN GIVEN A COPY OF THE "EXTRA HELP SERVICES APPOINTMENTS" INFORMATION SHEET. I UNDERSTAND THAT EXTRA HELP SERVICES EMPLOYEES ARE NOT HIRED WITH THE INTENT OF GUARANTEED OR CONTINUED EMPLOYMENT AND WILL NOT RECEIVE INSTITUTIONAL BENEFITS.

Name (please print): _____

Signature _____ Date ____ / ____ / ____

NOTICE TO EMPLOYEES

(Academic, Nonacademic and Student Employees)

In case of injury, *however slight*, while you are engaged in University work, report at once to your supervisor.

This procedure will safeguard your interests under the Illinois Workers' Compensation Act and failure to so report may affect your right to compensation for time lost or reimbursement for expenses incurred.

This is a requirement of the State Workers' Compensation Act.

You may seek treatment at:

**Carle Occupational Medicine
Located at Carle Foundation Hospital
611 W. Park, Urbana, IL
from 7:00 AM to 5:00 PM - Weekdays
Phone: (217) 383-3077**

OR

**Christie Occupational Medicine
Located at Christie on Windsor Facility
1801 W. Windsor, Champaign, IL
from 7:00 AM to 6:00 PM - Weekdays
Phone: (217) 366-1310**

Note: Employees who work outside the Champaign-Urbana area should seek treatment at a local occupational medical center.

Notice: *The University of Illinois has qualified and is operating as a self-insured employer.*

**DOUGLAS B. CALDWELL, Claims Manager
810 S. Sixth Street, Champaign, IL 61820
(217) 333-1080**

**is in charge of making compensation payments
to Urbana-Champaign employees.**

UNIVERSITY OF ILLINOIS – REVISED 10/95

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN



Staff Human Resources

*52 East Gregory Drive
Champaign, IL 61820*

Extra Help Services

*(217) 333-4752
fax - (217) 244-7304*

February 15, 2008

To: New Extra Help Employees

From: Skye Y. Durbin
Assistant Manager of Extra Help Services
Staff Human Resources

Subject: Social Security and Medicare Deductions

The University of Illinois is covered by a federal law requiring those hired on or after July 1, 1991, to participate in Social Security. As a newly hired employee, a 1.45% Medicare deduction and a 6.20% Social Security deduction will be made from your check each payroll.

Questions regarding Medicare coverage may be referred to a Benefits Counselor at the Benefits Center, 333-3111.