

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Conditional Hire Acknowledgment

The University of Illinois at Urbana-Champaign strives to maintain compliance with the provisions of the Campus Security Act, the Illinois Health Care Worker Criminal Background Check Act (HCWCBCA) and the Medicare-Medicaid Anti-fraud and Abuse Amendments to reduce risk to students, customers/clients and patients/subjects in a manner consistent with other universities and Illinois Health Care providers.

Applicants who are considered for employment in positions identified as security sensitive, positions having the potential for direct patient contact, or positions requiring sanctions review as defined by the University of Illinois Board of Trustees, must undergo criminal/sanction background checks **in accordance with the Uniform Conviction Information Act** and meet all the requirements of University policy.

In addition, to comply with governmental Medicare-Medicaid Anti-Fraud and Abuse Amendments, all prospective employees of the College of Medicine and/or the College of Nursing at Urbana-Champaign will also be screened for any instance of an appearance on any Medicare-Medicaid sanction list or other list where they are found to be required to be excluded from participation in Federal or State Health Care Programs.

A conditional offer of employment will be in place pending the results of the criminal/sanction background checks.

This is to acknowledge that I understand my employment status with the University of Illinois at Urbana-Champaign is conditional until my criminal background check, pre-employment physical and drug testing, if applicable, are cleared. I understand that my position at the University may be immediately terminated based on failure to pass the pre-employment physical, drug testing or discovery of a criminal conviction. **I may request a copy of the criminal records report, challenge its accuracy and completeness, and request a waiver under applicable law.** I further understand that it is my responsibility to request a fingerprint-based check for a criminal conviction if I challenge the accuracy or completeness of the criminal conviction report.

I also understand that if my name appears on a federal, state or other mandated governmental exclusion listing, any position I may have within the College of Medicine or College of Nursing at the University of Illinois-Urbana-Champaign will be immediately terminated. Further employment rights, including tenure and notice of non-reappointment rights, may be affected. I understand that it is my responsibility to contact the appropriate federal or state agency if I challenge the accuracy and completeness of the governmental exclusion report.

Signature Date

Name (Please Print) _____

University ID Number _____

Office Use Only Date cleared _____	Cleared by _____
If not cleared Date individual notified _____	Notified by _____

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 ____ / ____ / ____

High School Student Permission to Work

If you are a high school student, age 15, working during or after school hours, you are required to provide permission statements from your parent/legal guardian and from your high school. If you are between the ages of 15 and 17, you must obtain verification from your departmental supervisor that the nature of work and hours of work conform to requirements of child labor laws. See back of this form for specifics.

You will not be placed on the payroll until this form is completed and returned to Staff Human Resources.

Student employee signature

Name (print)

Date

Parent/Guardian Permission

I hereby give my permission to the University of Illinois at Urbana-Champaign to employ my son/daughter who is currently _____ years of age.

Parent/Guardian signature

Date

High School Permission

Permission is granted for the student named above to work as a _____
_____ at the University of Illinois at Urbana-Champaign.

This work will take place during after school hours.

Principal's signature

Date

School

Departmental Verification

- I verify that the work to be performed by the above-named employee is not hazardous for persons aged 15-17. See back of this form for details.
- I verify that the hours of the work to be performed by the above-named employee conforms with requirements for 15-year olds as stated on the back of this form.

Supervisor's signature

Date

Child Labor Provisions

The FLSA child labor provisions are designed to protect the educational opportunities of minors and prohibit their employment in jobs and under conditions detrimental to their health or well-being. The provisions include lists of hazardous occupations orders for both farm and non-farm jobs declared by the Secretary of Labor as being too dangerous for minors to perform. Further information on prohibited occupations is available from local Wage-Hour offices. Regulations governing youth employment in non-farm jobs differ somewhat from those pertaining to agricultural employment. In non-farm work, the permissible kinds and hours of work by age are:

18 years or older: any job, whether hazardous or not, for unlimited hours;

16 and 17 years old: any non-hazardous job, for unlimited hours;

14 and 15 years old: outside of school hours in various non-manufacturing non-mining, non-hazardous jobs, under these conditions: no more than 3 hours on a school day, 18 hours in a school week, 8 hours on a non-school day or 40 hours in a non-school week. Also, work may not begin before 7 a.m., nor end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m.

Under a special provision, 14 and 15-year-olds enrolled in an approved Work Experience and Career Exploration Program (WECEP) may be employed for up to 23 hours in school weeks and 3 hours on school days (including during school hours).

Fourteen is the minimum age for most non-farm work. However, at any age, youths may deliver newspapers, perform in radio, television, movie or theatrical productions, work for parents in their solely owned, non-farm business (except in manufacturing or on hazardous jobs) gather evergreens and make evergreen wreaths.

Permissible kinds and hours of work for youths employed in agriculture are: 16 years and older: any job, whether hazardous or not, for unlimited hours:

14 and 15 years old: any non-hazardous farm job outside of school hours.

12 and 13 years old: outside of school hours in non-hazardous jobs; either with parents' written consent or on the same farm as the parents.

Under 12 years old: jobs on farms owned or operated by parents or, with parents' written consent, outside of school hours in non-hazardous jobs on farms not covered by minimum wage requirements.

Local minors 10 and 11 years of age may work for no more than 8 weeks between June 1 and October 15 for employers who receive approval from the Secretary of Labor. This work must be confined to hand-harvesting short season crops outside school hours under very limited and specified circumstances prescribed by the Secretary of Labor.

Minors of any age may be employed by their parents at any time in any occupation on a farm owned or operated by their parents.

Source: U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, Publication 1282.

<p>Hazardous Occupations for:</p> <p>14 and 15 Year-Olds</p> <ol style="list-style-type: none"> 1. Manufacturing 2. Mining 3. Public messenger service 4. Operation or tending of hoisting Apparatus or of any power-driven Machinery 5. Transportation 6. Warehousing and storage 7. Communications and public utilities 8. Construction 9. Outside window washing 10. Cooking and baking 11. Processing 	<p>12. All occupations found and declared to be hazardous</p> <p>16 and 17 Year-Olds</p> <ol style="list-style-type: none"> 1. Manufacturing 2. Motor-vehicle driving and outside helper 3. Coal mining 4. Logging and saw-milling 5. Power-driven wood working machines 6. Exposure to radio-active substances 7. Power-driven hoisting apparatus 8. Power-driven metal-forming, punching, and shearing machines 9. Mining other than coal mining 	<ol style="list-style-type: none"> 10. Slaughtering, or meat packing, processing or rendering 11. Power-driven baker machines 12. Power-driven paper products machines 13. Manufacturing brick, tile and kindred products 14. Power-driven circular saws, band-saws and guillotine shears 15. Wrecking, demolition and ship breaking operations 16. Roofing operations 17. Excavation operations
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Source: U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, Publication 1330

The above are general categories. For information about specific activities, contact Staff Human Resources, 333-4752

Dear New Extra-Help Employee:

During FY91 Congress enacted legislation that requires employees of state and local governments who are not participants in a retirement system to participate in social security. Since your employment with the University is on a non-permanent, non-continuous basis, you are not eligible to participate in the State Universities Retirement System (SURS). Therefore, we must deduct for social security taxes (current rate is 7.65% and includes the Medicare tax) unless you elect one of the available alternative retirement plans, or you are a SURS annuitant (see below).

IRS regulations permit state and local government employees not covered by a defined benefit retirement system (SURS) to elect, as an alternative to social security, to contribute at least 7.5% of their earnings to a defined contribution retirement system offered by the employer via payroll deduction. As a University employee, the individual retirement plans available to you include the State of Illinois Deferred Compensation Plan and the various tax deferred retirement plans available under IRS Section 403(b).

Unlike Social Security, contributions to any of these plans would reduce your taxable income and be refundable, subject to IRS tax requirements, upon your separation from employment. Please contact Benefits Center at 333-3111 for more information about alternative plans or log onto NESSIE at nessie.uhr.uillinois.edu and click on Benefits tab, and Benefits Summary to locate retirement options.

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This section should be completed by returning retirees who are receiving a SURS annuity.

If you are a current annuitant of SURS you are not required to pay Social Security taxes. Please sign below indicating your status as an annuitant and the institution from which you are a retiree.

Name (please print)

Signature
(Sign only if you are a **RETIREE** receiving an annuity from SURS)

Date

Institution and Date Retired

- **Please be sure that you have printed and completed the I-9 form.**
- **Please be sure that the employee has submitted an on-line application for Civil Service employment at www.uihr.uillinois.edu/jobs .**
- **Please be sure to send all original paperwork to:**
 - Extra Help Services**
 - 52 E. Gregory Dr.**
 - MC-563**