Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

EXTRA HELP NON-CLERICAL APPOINTMENT

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. If you are in a position eligible to receive leave under the university's Paid Leave for All Workers policy, information regarding the amount of leave available and where to locate the leave balance can be found at https://go.uillinois.edu/PLFAWbalance. 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 https://www.ethics.uillinois.edu/compliance/university_code_of_conduct. It is your responsibility to read and understand the policy. If you need assistance, please contact Extra Help Services.

3. The University of Illinois Urbana-Champaign Annual Security Report is available. This report includes statistics from the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, or on property owned or controlled by the University of Illinois Urbana-Champaign campus. The report also includes institutional policies concerning campus security and other safety information. You may obtain a copy of this report by contacting the Division of Public Safety or by accessing the following Web site: https://police.illinois.edu/clery/.

4. An employee can work up to 900 hours in an Extra Help position. It is the employee's responsibility to monitor their hours worked in any extra help position. Upon reaching this limit, the employee must take a mandatory 30-day break from all extra help positions. If an Extra Help position reaches 900 consecutive hours, the position cannot be reinstated until six (6) months, 180 days, have passed from the termination date of the position.

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 may contact them at (217) 333-2137.

6. While you are working as an Extra Help Services employee, you are fully covered by the Illinois Worker's Compensation Act for any on-the-job injury.

7. All 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. If you have any questions, you may contact the Payroll and Benefits office at (217) 265-6363.

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

Name (please print): _____

Signature: _____ Date:_____

Extra Help Services
humanresources.illinois.edu/extra-help-services
ihr-extrahelp@illinois.edu
(217) 333-4752