

L-CAP Update, December 2018

In an effort to communicate better with library APs, L-CAP will send out monthly updates with the latest L-CAP activities and other information that might be important to APs. If you would like something added to an L-CAP Update, please email Jamie Carlstone (jdc6@illinois.edu).

L-CAP is also providing a feedback form. We will collect feedback and pass it along to the appropriate party on your behalf with the option of keeping it anonymous. The forms will remain open indefinitely. These can be used for questions and comments about the library, including suggestions for L-CAP.

- [AP Questions, Concerns, Feedback Form](#)

In addition to the feedback forms, you can also email the committee (lcap@library.illinois.edu) or speak directly to any member of L-CAP.

L-CAP Meetings

Past:

- L-CAP quarterly meeting with Dean Wilkin: August 21, 2018
- Quarterly EC update: October 8, 2018
- L-CAP monthly meeting: November 28, 2018
- L-CAP/LSSC meeting with Dean Wilkin and Tom Teper regarding the building project: October 31, 2018

Upcoming:

- L-CAP will meet with Jake MacGregor and Greg Knott regarding the promotion path quarterly: Next meeting January 2019
- L-CAP quarterly meeting with Dean Wilkin: December 17, 2018

AP Promotional Path

- Cherie' Weible, Tom Teper, Jamie Carlstone, and Josh Harris participated in an ad hoc committee to review and establish initial ranks for APs hired after the first ranking process in spring 2017.
- As part of APPIT's charge, "an elected committee of three Library Academic Professionals (preferably in Senior or Senior Associate ranks), and two AULs, reviews applications submitted by Academic Professionals annually, ranks them, and provides their recommendations to the University Librarian." Congratulations to Tom Habing, Heather Murphy, and Jen-chien Yu who were elected in November to represent APs on this committee. Cherie' Weible and Heidi Imker are the AULs who will serve on the committee.

Civil Service Audit

- The University provided two recent information sessions on the Civil Service Audit:

- Civil service bumping
 - At the CAP meeting on October 4, 2018, Alicia Lowery from Illinois HR gave a brief presentation about Civil Service seniority and “bumping” rights. If a situation arises in which staff layoffs, or position eliminations, are deemed necessary, “the employee who has the least amount of seniority or service in the class shall be laid off first, and additional layoffs shall be made in the ascending order of the place of the employee on the service and seniority list for the class at that place of employment” ([CS Policy & Rules 2.07](#)). In some cases this may prompt “bumping,” or the process of moving the employee with the least seniority in the department to another department.
 - If any AP employee is re-classed into a Civil Service position, the employee’s seniority will be calculated and maintained as part of the employee’s appointment by Illinois HR Records Administration.
 - Additional information on Civil Service seniority can be found in the SUCSS [Statute and Rules Section 250.120](#) and information on layoffs can be found in the [Statute and Rules Section 250.110\(d\)](#) and in [Illinois Campus Administrative Manual HR-58](#).
- PER Employee Briefing
 - Campus gave presentations throughout the fall semester for university employees about the audit. The slides from this presentation, as well as other information on the audit, is available [here](#).

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L-CAP

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