

UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

January 28, 2014

Jack Cruikshank
The Daily Eastern News | Administration Editor
jdcruikshank@eiu.edu

Re: FOIA Request #14-029

Dear Mr. Cruikshank:

I write to respond to your Freedom of Information request dated January 20, 2014, and received in my office on January 21, 2014, in which you requested:

“...a digital copy of the names, salaries, titles, and dates of employment of all employees and officers of your institution at present.”

Information responsive to your request is available. The URL to a secure website from which these records may be downloaded will be provided to you separately. These are public documents which would, if printed, number 1,433 pages.

These documents are produced annually following the meeting of the Board of Trustees at which the Academic Administrative Appointments book, or “Grey Book”, is approved. The Grey Book is available in PDF format at <http://www.bot.uillinois.edu/gray-book>, and an Excel version of the Grey Book is being provided to you at the secure website referenced above. Details and information regarding the employee data contained therein are included with that record.

Similar records for non-Grey Book employees have been created in Excel format. These employees include civil service staff as well as academic professional staff and faculty who did not appear in the Grey Book. Reasons for exclusion from the Grey Book are varied but may include being classified as civil service, alternate source of position funding, or non-standard appointment calendars.

These non-Grey Book reports are snapshots of data taken in September 2013. Details on the types of data included in the non-Grey Book report follow in bold. We ask that this bolded section be included as an explanatory note should this data be republished.

This report excludes:

- **Employees or jobs with the following classifications: extra help, graduate assistant, pre-doctoral fellow, academic/grad hourly, summer appointment, medical resident, student, retiree, or unpaid.**
- **Jobs classified as cell phone stipend, deferred pay, lump sum, one time pay, sabbatical supplement, temporary assignments, or vacation payout.**

Office for University Relations

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The records are separated by chart of account, which means that some employees may appear on more than one campus.

Civil Service Non-Exempt annualized wages are included; however, employees are paid on an hourly basis for actual hours worked. Annualized wages are calculated based on the specifics of individual contracts.

Actual amounts paid and annual amount earned may be affected by real events throughout the year. Examples of real events may include mid-year promotions, lateral transfers, unpaid leaves, or position changes.

These data are as comparable to the so-called Grey Book as is possible given the difference in policies and practices between employee types. The 2013-2014 Grey Book, reflecting academic year information, is available online at <http://www.uillinois.edu/trustees/grey-book.cfm>

As the Excel file type allows for editing of the included data, we ask that prior to opening the files you accept responsibility for accurate dissemination of this information and agree that no manipulation of the file that results in falsification of the information will occur.

Due to the burden it places on the University, we are unable to create specialized salary reports that include dates of employment of all employees, and instead direct requesters to these two existing salary reports.

Should you wish to inspect or receive a physical copy of these documents, please call Melanie Kuehn at the phone number below and she will provide you with all necessary details.

You have a right, under the law, to seek a review of this response by the Public Access Counselor (PAC) in the Office of the Attorney General. The PAC may be reached by phone at 217-782-1396, by email to publicaccess@atg.state.il.us, or by postal mail at the Public Access Bureau, 500 S. 2nd Street, Springfield, Illinois 62706. You also have the right to seek judicial review under section 11 of this Act.

If you have questions for our office, please contact 217-333-6400.

Sincerely,

Thomas P. Hardy
Executive Director
and Chief Records Officer