

UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

August 26, 2014

Dan Boris
Research Director
SEIU Local 73
300 S. Ashland Suite 400
Chicago, IL 60607
312-588-7580
dlboris@seiu73.org

Re: FOIA Request 14-507

Dear Mr. Boris:

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

“job descriptions for the following [list of 59] extra help job titles provided in FOIA responses 13-580, 14131, and 14-170:”

On August 12, 2014, after a phone call with Kathy McCarthy, you wrote to amend your request. You now seek:

“...copies of the following:

1. In spreadsheet format, preferably Microsoft Excel, please provide an electronic database or report generated from all Extra Help Requisition Forms submitted to the University of Illinois Chicago Human Resources Department from December 1, 2012 to November 30, 2013. For reference please see web based interface here:
https://www.hr.uic.edu/hiring/extra_help_requisition_form/
2. In spreadsheet format, preferably Microsoft Excel, please provide an electronic database or report generated from all Extra Help Requisition Forms submitted to the University of Illinois Chicago Human Resources Department from December 1, 2011 to November 30, 2012. For reference please see web based interface here:
https://www.hr.uic.edu/hiring/extra_help_requisition_form/
3. In spreadsheet format, preferably Microsoft Excel, please provide an electronic database or report generated from all Extra Help Requisition Forms submitted to the University of Illinois Chicago Human Resources Department from December 1, 2010 to November 30, 2011. For reference please see web based interface here:
https://www.hr.uic.edu/hiring/extra_help_requisition_form/
4. In spreadsheet format, preferably Microsoft Excel, please provide an electronic database or report generated from all Extra Help Requisition Forms submitted to the University of Illinois Chicago Human Resources Department from December 1, 2013 to

Office for University Relations

Urbana • 506 South Wright Street, MC 370 • Urbana, IL 61801 • (217) 333-6400 • Fax (217) 333-5733
Chicago • 1737 West Polk Street, MC 971 • Chicago, IL 60612 • (312) 996-3772 • Fax (312) 996-1836

the present. For reference please see web based interface here:

https://www.hr.uic.edu/hiring/extra_help_requisition_form/

5. Please provide all Requests For Extra Help Extensions from the University of Illinois Chicago to the State University Civil Service System from December 1, 2013 to the present. For reference please see the form at the link provided here:
<https://www.sucss.illinois.gov/documents/pm/Employment/2.5a.pdf>

Information responsive to your request is available and attached. These are public documents and would, if printed, number 144 pages.

Portions of these documents have been redacted pursuant to the following section(s) of the Act:

- 140/7(1)(b) that exempts from disclosure “Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order.” This includes university identification numbers.
- 140/7(1)(c) that exempts from disclosure “Personal information contained within public records, the disclosure of which, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information.” This includes personal information about why an employee was on leave.

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