



36/1/1  
Non-Academic Personnel  
Director's Office  
Subject File, 1940-1968

Box 1:

Biennial Budget, 1963-65  
Budget, 1964-65  
Biennial Budget, 1965-67  
Budget, Internal, 1965-66  
Committees  
    Accident Compensation, 1962-63  
    Employee  
        Vending Machines, 1949-62  
        Central Committee, Chicago, 1952-66  
        Civil Service Employees Council-Urbana, 1945-66  
    Health Service  
        General, 1954-65  
        Advisory, 1954-61  
    Labor Policy, 1959  
    Ad Hoc Committee on Non-academic Personnel, 1965  
    Ad Hoc Committee - Reports  
    Advisory Committee  
        Nonacademic personnel - (Chicago) 1946-63  
        (All University) 1947-57  
        Minutes of Meetings, 1946-53  
        Nonacademic personnel, 1946-55  
    University printing and publishing committee, 1962-65  
    Retirement System Advisory Committee, 1961-65  
    Safety Committee, 1960-65

Box 2:

Salary Summary of all nonacademic employees of the university (1947-58)  
Student Employees - wage rates, (1946-65)  
Coordinating Placement Council (1957-60)  
Coordinating Placement Council (1957-60)  
Stenographic Service - general correspondence (1959-66)  
Training 1960-65  
Jurisdiction 1945-63  
Labor Problems (miscellaneous) 1945-65  
Labor relations officers - applicants  
Legal Counsel - Legal opinions, 1946-54  
Merit Rating, 1952-59  
Correspondence, 1951-63

Miscellaneous correspondence, 1961-65

Costs Re: 12 month school year, 1960

O.N.A.P.

Annual Report, 1954-60

(Urbana) General Correspondence, 1956-68

(Chicago) General Correspondence, 1948-64

President's Meetings, 1956-62

Bulletins from the President's Office, 1960-65

McGregor, George F., 1956-65

Adams, George, 1958-60

Board of Trustees, 1952-65

Box 3: General Subject File

Reports-Bureau of Institutional Research-1960-65. Includes manual of procedure for collecting data, and resulting computer print outs.

Monthly Report-Urbana Campus-Office of Non-Academic Personnel, 1964-65. Presented in a statistical format.

Monthly Report-DSCC Campus-Office of Non-Academic Personnel, 1965.

Illinois School Report (Biennial Report of the Office of Non-Academic Personnel) Submitted to the President's Office, 1949-65. Includes a description of the agency, its functions and accomplishments.

Office of Non-Academic Personnel-Items concerning office administration.

Retirement System-Minutes of Board of Trustees of the State Universities Retirement System, 1963-65

Correspondence concerning retirement

Retirement System Advisory Committee-Nominations To and Makeup, 1957-65

Office of Non-Academic Personnel-Chicago Campus-Miscellaneous Correspondence

Disciplinary Suspension Notices and related correspondence-Chicago campus, 1963, A-Z

Chicago Campus Professional Colleges, correspondence

Chicago Campus - R & E Hospital, 1957-58

Chicago Campus - Undergraduate-General, 1958-60

Crippled Children, Division of Services for - General Correspondence, 1954-55. Includes copy of official division history

Newspapers, Newsletters-Chicago Campus. Clippings and assorted ephemera

State of Illinois

Commission on State Employment

Department of Labor, State of Illinois. Pamphlets on rules, policies, and services

Unemployment Compensation

United States

Department of Labor, Labor Statistic Reports of Union Wage Scale in Various Cities

Housing

Insurance - All types-Correspondence

Insurance - Pamphlets, Bulletins

Box 4:

Policy Revisions (1960-65)  
 Policy - General Correspondence (1957-65)  
 Procedures (1945-46)  
 Grievance Procedure (1948-64)  
 Disability Leave (1940-63)  
     Extended disability leave (1949-51)  
     Pregnancy (1947-64)  
 Report of Special Committee re: modification of a policy on disability leave (1965)  
 Leave of Absence - disability leave; extended disability leave (1945-48)  
     Vacation (1944-55)  
 Holidays - Christmas & New Years (1948-63)  
 Holidays; holiday pay, etc. (1949-61)  
 Layoff (1948-64)  
 Military leaves; militia; reserve programs (1947-64)  
 Snowstorm (1964)  
 Time Off - for various reasons (Voting, attendance at meetings, jury duty, rest periods, et; 1945-65)  
 Vacation, 1946-66

Box 5:

Policy - Overtime (Procedure for figuring; reports, general correspondence - 1945-51  
     General Correspondence, 1952-65  
     Perquisites, 1943-62  
     Prevailing rates, 1944-65  
         Definition & policy, 1962  
     Procedures, 1947-63  
     Relative Approval - nepotism, 1946-65  
     Selective Service, 1948-63  
     Travel, 1948-65  
     Work Schedules - changes in work schedules, 1945-64  
     Work hours (prevailing and non-prevailing rate groups)  
     Racial discrimination, 1948-61  
         1962-65  
     Fair Employment Practices Commission, Urbana, 1963-65  
     Retroactive Increases, 1958-65

Box 6:

Correspondence and copies of collective bargaining agreements with labor unions on University of

Illinois campuses, 1947-60

Segment 2

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Bargaining unit determination at the Chicago Campuses; history of labor - general, 1953-69

July issue of Public Employee - rate of increase in Chicago - material developed July 1958

General Correspondence - Chicago - 1945-65

Foreman's hours, rates, working rules and procedures - Chicago - 1958-60

Chicago nurses, 1951-64

Personnel Department, State of Illinois, 1961-65

Survey - salaries for supervisory employees (college and university personnel association) 1949

Chicago Circle - request for additional funds, 1965

Grievances - Chicago hearings, 1965

Thomas Brooks - Grievance hearing tapes - Feb. 1960

Grievances (miscellaneous) - Urbana - 1955-65

Box 7:

Contains correspondence, contracts with various labor unions, covering the years 1945-1965, all from Chicago Campus

Bricklayers and Masons, Local No. 21, 1945-65

Building and Construction Trades, 1944-65

Building Service Municipal Employees Union, Local No. 46, 1954-62

Carpenters, 1947-65

College, University and School Employees Union, Local No. 321, 1947-57

1958

1959

1960-68

Negotiations, 1963

Drapery, Window Shade, Tapestry Exhibition, Flag and Bunting Decorators Union, Local No. 17, 1951-58

International Union of Elevator Constructors Union, Local No. 2 (AFL) 1946-65

International Union of Operating Engineers Local No. 399, 1950-65

Fireman and Oilers, Local No. 7, 1951-65

Government and Civic Employees Union, Local No. 1220, 1950-52

1959-60

Government Workers Union, Local No. 1220, Janitors, Laundry, Elevator Dietary, Animal

Caretakers, 1945-49  
Government Workers Union, Local No. 1220, Janitors, Laundry, Elevator Dietary, Animal  
Caretakers, 1953-58  
American Federation of State, County and Municipal Employees, AFL-CIO, Local No. 1220, 1956-  
60. This was formerly Government Workers Union and Government and Civic Employees  
Union  
Chicago Flat Janitor Union, Local No. 1, 1953-64  
Mail Messenger, 1949-65  
Painters, 1951-64  
Pipe Fitters Association Union, Local No. 597, 1946-65  
Plumbers and Steamfitters, 1950-64  
University Police Association, 1954-65  
Sheet Metal Workers' International Association, 1954-63  
Teamsters' Local No. 726, 1952-65  
Window Washers Local No. 34, 1944-64

Box 8:

Chicago, 1945-48  
General Correspondence, 1948-49, 1950, 1950-56  
College of Medicine, meeting of Subcommittee of the Executive Committee of the House of  
Representatives, Vol. I, 1949  
College of Medicine, meeting of Subcommittee of the Executive Committee of the House of  
Representatives, Vol. II, 1949  
College of Medicine, meeting of Subcommittee of the Executive Committee of the House of  
Representatives, Vol. III, 1949  
Miscellaneous Correspondence, 1943-60  
Navy Pier, 1946-49  
News Releases, 1946-51  
Daily Reading File, January - December, 1959  
Retirement; Physical Plant Employees Who Entered System Late, 1943-47  
Retirement System, 1959-61  
Retirement System, 1962-63