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

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
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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