**Section 250.5 Definitions**

"Act": the State Universities Civil Service Act [110 ILCS 70].

"Allocation": assignment of a position to a class.

"Applicant": a person requesting permission to take an examination.

"Candidate": a person on a register, as qualified by examination, seniority, or service.

"Certification": the act of certifying.

"Certified": referred from a register, in accordance with the Act, as a candidate for consideration for employment.

"Certify": to refer from a register, in accordance with the Act, the name of a candidate who shall be considered for employment.

"Class": a group of positions that are so similar in duties, responsibilities, and job worth, and require such similar education and experience, that each position in the group has been given the same job title and is filled by the same tests of ability.

"Classification": assignment of a position to a class.

"Designated Employer Representative (DER)": the person designated by the employer to act as its representative for the coordination of its acts and the exercise of its responsibilities in matters relating to the State Universities Civil Service Act and the Administrative Code.

"Demotion": is defined in Section 250.110(g)(1) (Note for clarification: If a status employee, on their own initiative, requests a reassignment or a transfer to another position in their class or applies for, and takes an examination and thereafter permits their name to be certified to a position in a class other than the one in which they are currently employed, and, in either case, accepts an appointment that results in a reduction in pay or pay potential, the reduction shall not be considered a demotion.)

"Employee": a person legally employed to perform the work of a position.

"Employer": the governing Board of an institution or agency specified in Section 36e of the Act; and, for purposes of administration pursuant to this Part, any institution or agency specified in Section 36e of the Act.

"Executive Director": the Executive Director of the State Universities Civil Service System.

"Law Enforcement Personnel": an individual who has statutory authority to search, seize, or make arrests.

"Lesser Unit": a seniority unit within a class, within an institution or agency as specified in Section 36e of the Act, as determined by the Merit Board, provided two-thirds of the status employees within the class have agreed to the creation of the lesser unit.

"Merit Board" or "University Civil Service Merit Board": the governing body of the University System as defined in Section 36c of the Act. The 11 members of the Merit Board represent the public universities of the State of Illinois and are appointed by their respective University governing boards. The powers and duties of the Merit Board are defined in Section 36d of the Act.

"Nonstatus Appointment": appointment of a certified candidate to a position that has been classified and approved by the Executive Director as other than a status appointment.

"Notice of Convening of Hearing": notice sent by the University System to parties of record in matters of discharge or demotion informing the parties of the date, time, and place of the hearing.

"Place of Employment": an institution or agency as specified in Section 36e of the Act, or a unit of the institution or agency, as determined by the Merit Board, the designation of which has been for the purposes of maintenance of registers, computation of seniority, establishment of pay rates or ranges, and effecting transfers by an employer.

"Position": a group of duties and responsibilities assigned or delegated by competent authority, requiring the full-time service of one person or the part-time service of one or more persons.

"Reallocation": reassignment of an existing position to a class that is a part of a different promotional line or to a class that is not a part of any promotional line.

"Reassignment": moving of an employee by an employer from one position to another in the same class within a place of employment, subject to limitations imposed by lesser units.

"Reclassification": reassignment of an existing position within a promotional line.

"Register": a list of one or more names of candidates listed in accordance with the Act and this Part.

"Resignation": an act by which an employee voluntarily separates themself from their employment.

"Rewrite Examination": an examination for a class that is taken by an applicant subsequent to failing a previous examination for the same class or that is taken by an applicant subsequent to passing a previous examination for the same class in an attempt to improve their examination score.

"Seniority": after completion of the probationary period, a term used to describe time worked in a class or in classes within the same promotional line, computed in accordance with the provisions of the Act and this Part.

"Service": a term used to describe time worked in a class under a status appointment by an employee who is serving, but who has not completed, a probationary period in that class.

"Status Appointment": appointment of a certified candidate to a position that has been classified and approved by the Executive Director as a continuing position under the position control record plan of the University System.

"Status Employee": an employee who has successfully completed a probationary period in a class.

"Status Position": a position that has been classified and approved by the Executive Director under the position control record system.

"Termination": discontinuance of services of an employee having a nonstatus appointment; discontinuance of services of an employee in one place of employment who has transferred within the System to another place of employment; failure of a provisional employee to meet certification requirements; and/or death, retirement, or inability of an employee to return from a leave of absence in accordance with Section 250.110(c).

"Transfer": moving of an employee from one position to another in the same class between constituent places of employment.

"Transfer List": a list of applicants who have been employed as sworn police officers within the past 24 months for employers to use to hire in lieu of the original entry register.

"University System": the State Universities Civil Service System.

(Source: Amended at 49 Ill. Reg. 2164, effective January 31, 2025)