**Section 250.20 The State Universities Civil Service System and its Divisions**

a) Classification and Allocation. All staff positions at the Illinois Community College Board, Southern Illinois University, University of Illinois, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, State Universities Civil Service System, State Universities Retirement System, the Illinois Student Assistance Commission, and the Board of Higher Education, except those positions specifically exempted by Section 36e of the Act, are subject to classification functions as described in Section 250.30.

b) Other Personnel Functions. All positions in the institutions and agencies covered by the Act, except those exempted by Section 36e of the Act, are subject to the examination, appointment, and other personnel functions described under Sections 250.40 through 250.150 inclusive.

c) Designated Employer Representative to Act for the Place of Employment.

1) DER Appointment and Form. Each employer governed by the Act and those places of employment approved by the Merit Board and this Part shall appoint a Designated Employer Representative (DER) as described by Section 36d(12) of the Act [110 ILCS 70/36d(12)]. The employer shall file with the Executive Director the name of the Designated Employer Representative (DER) of the place of employment who the employer designated to act as its representative for the coordination of its acts and the exercise of its responsibilities in matters relating to the Act and this Part. The employer shall complete a DER form provided by the University System that includes the following information: place of employment, DER contact information, and the effective date of the appointment. This form shall be signed by the appointed DER and the employer's chief administrative officer. The University System will acknowledge receipt of the form. No one may seek to appoint themselves as the DER; such an attempted appointment will be without force or effect. The employer is responsible for maintaining a current DER form with the University System.

2) DER Termination/Departure. If the employment of the appointed DER is terminated for any reason, or if the employer withdraws its DER, the employer shall appoint a new DER within 3 workdays. An employer shall not be permitted to complete any employment transactions subject to the Act and this Part until a new DER is appointed and the DER appointment form is submitted.

3) DER Signature Authorization Form. The DER may authorize other staff members to act on their behalf. The DER may submit DER Signature Authorization forms naming the staff members to sign on their behalf. The DER Signature Authorization form shall include the following information: place of employment, designee's name, specimen signature (wet ink and/or digital if available), effective date, and certification by the DER (wet ink signature and/or digital if available). The University System will acknowledge receipt of each form submitted. The form or forms shall remain in effect until the DER revokes the form(s) or upon the appointment of a new DER in which the University System will automatically revoke the DER Signature Authorization form(s).

4) DER Designee Revocation Form. When a designee is no longer employed with the employer or the DER chooses to revoke signature authorization for a specific designee, the DER Designee Revocation form shall be completed. The DER Designee Revocation form shall include the following information: place of employment, designee's name to be revoked, effective date of revocation, and certification by the DER. The University System will acknowledge receipt of the form. Upon the appointment of a new DER, all DER Signature Authorization forms on file with the University System will be automatically revoked by the University System.

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