**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 Employer.

1) Each employer governed by the Act and by this Part shall appoint a Designated Employer Representative (DER) as described by Section 36d(12) of the Act. The employer shall file with the Executive Director the name of the administrative official of the employer who has been 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 Act and this Part. The employer shall complete a Designated Employer Representative (DER) form provided by the University System that includes the following information: place of employment, name and title of administrative official or (DER), address, phone number, email address, and the effective date of the appointment. This form shall be signed by the chief administrative officer of the employer. 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. It is the responsibility of the employer to maintain a current DER form with the University System. If the employment of the individual appointed as DER is terminated for any reason, or if the employer withdraws its appointment as DER, the employer shall immediately appoint a new DER. In the event of an unplanned or emergent departure of the appointed DER, the employer shall have 3 business days to appoint a new DER. Absent such an unplanned or emergent departure, an employer without a current DER form on file with the University System shall not be permitted to complete any employment transactions subject to the Act and by this Part and the procedures.

2) The DER may submit a DER Signature Authorization form naming an additional staff member to sign documents on their behalf should they be absent from the workplace. The DER Signature Authorization form by the University System shall include the following information: place of employment, designee’s name, specimen signature, address, phone number, email address, and the effective date. The DER must certify and date the form. The University System will acknowledge receipt of the form. This form shall remain in effect until the DER notifies the University System of any change. If the employment of the additional staff member permitted to sign for the DER is terminated for any reason, or if the employer withdraws its authorization for this additional staff member to sign for the DER, the employer shall immediately notify the University System of this change. In the event of an unplanned or emergent departure of an appointed DER, this signature authority shall expire upon the appointment of a new DER or within 3 business days, whichever is sooner.

(Source: Amended at 47 Ill. Reg. 6574, effective April 30, 2023)