**Section 250.30 The Classification Plan**

a) Coverage. The classification plan shall include all classes, as approved, and from time to time amended, by the University System, except those exempted by Section 36e of the State Universities Civil Service Act (Act) [110 ILCS 70]. Exemptions under Section 36e of the Act shall be by position. When approved by the Merit Board, a position shall remain exempt until the exemption is terminated by the Merit Board. The Executive Director shall publish guidelines for the exemptions, as approved by the Merit Board. This classification plan shall apply to all positions subject to Section 250.20(a).

b) Class Specifications

1) The University System shall maintain written specifications for each class in the classification plan. The specifications shall include the class title, class code number, length of probationary period, function of position, characteristic duties and responsibilities, minimum acceptable qualifications, including any special licenses or certificates required by state or federal laws, additional desirable qualifications, and, as applicable, promotional line, and occupational area.

2) The University System shall provide notification to all employers of the addition of a new classification or of the reactivation of a former class, together with a copy of the class specification. Except that, for status employees affected by reclassification or reallocation of their positions, as provided in subsections (i)(1) and (i)(2), this Section does not apply. The notification of the addition of a new class or of the reactivation of a former class, as provided for in this Section, shall be through the University System website and, if necessary for the course of recruitment, also posted in all public places allocated for Civil Service employment information, including electronic means such as official employer websites.

c) Use of Class Titles. The title of each class shall be the official title of every position allocated to the class for all purposes having to do with the position. This title shall be used on all personnel records and transactions. A functional title may also be given to a position by the employer, but that functional title cannot be a title approved by the Merit Board as a Civil Service class title.

d) Use of Class Code Number. The class code number is the number that is assigned to each class title in the classification plan.

e) Use of Promotional Line within a Class Specification Series. Each class specification series is assigned a promotional line. The promotional line can be found on the class specification.

f) Occupational Areas within a Class Specification. Each class in the classification plan shall be assigned an occupational area. There are 16 occupational areas within the classification plan as follows:

1) 01 professional;

2) 02 semi-professional;

3) 03 managerial;

4) 04 clerical;

5) 05 stores;

6) 06 aeronautical;

7) 07 agricultural;

8) 08 custodial services;

9) 09 domestic services;

10) 10 food services;

11) 11 heat, light, and power services;

12) 12 medical services;

13) 13 protective;

14) 14 skilled trades;

15) 15 semi-skilled trades; and

16) 16 unskilled trades.

g) Allocation of New Positions. When a new position is established, the employer shall allocate that position to an appropriate classification.

h) Reallocation or Reclassification of Existing Positions

1) A request to reallocate or reclassify any existing position may originate with the employee and/or the employer. When material changes occur in the duties and responsibilities of a position, the employer shall reallocate or reclassify the position to its appropriate class.

2) A position may be abolished, the class of a position may be changed, or a new class specification may be prepared, provided that the change shall not be made for the purpose of separating an employee from employment in a position in their class.

3) In order to maintain a sound classification program, the employers, working with the staff of the University System, shall carry on continuous classification studies.

i) Status of an Employee Whose Position is Reallocated or Reclassified

1) An employee whose position is reallocated or reclassified shall be eligible for continued employment in the position that is reallocated or reclassified, provided the employee establishes eligibility for the new class. An employee may establish eligibility by meeting the minimum qualifications for the new class to which the position has been reallocated or reclassified and by passing an examination for the new class. The employee must complete a probationary period in the position in the new class.

2) A status employee in a position that is reallocated or reclassified who chooses not to qualify for, or who fails to gain eligibility for, the new class shall have their name placed by the employer on the reemployment register for the former class in accordance with Section 250.60(b)(1).

3) An employee serving a probationary period in a position that is reallocated or reclassified, who fails to gain eligibility for the new class, and for whom no vacant position exists in the class from which their position has been reallocated or reclassified, shall have their name placed by the employer on the register from which they were certified to a position in the former class in accordance with Section 250.60(b)(2) or (b)(3). If the employee has completed a probationary period in a position in a lower class in the same promotional line as that of their former position, the employee's name shall be placed by the employer on the reemployment register of the lower class in accordance with Section 250.60(b)(1).

(Source: Amended at 48 Ill. Reg. 2281, effective January 26, 2024)