

80 ILLINOIS ADMINISTRATIVE CODE CH. VI. 250.5
SUBTITLE A

Section 250.5 Definitions

- "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 Statute, as a candidate for consideration for employment.
- "Certify" to refer from a register, in accordance with the Statute, the name of a candidate who shall be considered for employment.
- "Class" a group of positions which 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.
- "Demotion" is defined in Section 250.110(f)(1) (Note for clarification: If a status employee, on his own initiative, requests a reassignment or a transfer to another position in his class or applies, for, and takes, an examination and thereafter permits his name to be certified to a position in a class other than the one in which he is currently employed, and, in either case, accepts an appointment which results in a reduction in pay or pay potential, such a 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 Statute; and for purposes of administration pursuant to this Part, any institution or agency specified in Section 36e of the Statute.
- "Lesser Unit" a seniority unit within a class, within an institution or agency as specified in Section 36e of the Statute, as determined by the Merit Board, provided two-thirds of the status employees within the class have agreed to the creation of such lesser unit.
- "Nonstatus Appointment" appointment of a certified candidate to a position which has been classified and approved by the Director* as other than a status appointment as herein defined.
- "Place of Employment" an institution or agency as specified in Section 36e of the Statute, or a unit thereof, as determined by the Merit Board, the designation of which has been for the purposes of maintenance of registers, of computation of seniority, of establishment of pay rates or ranges, and of 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 which is a part of a different promotional line, or to a class which 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 Statute and this Part.

"Resignation" an act by which an employee voluntarily separates himself from his employment.

"Rewrite Examination" an examination for a class which is taken by an applicant subsequent to failing a previous examination for the same class, or which is taken by an applicant subsequent to passing a previous examination for the same class in an attempt to improve his 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 Statute 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 which has been classified and approved by the Director as a continuing position under the position control record plan of the System.

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

"Status Position" a position which has been classified and approved by the 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(b)(5).

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

*Director, as used in this Part, refers to the Director of the System.