

80 ILLINOIS ADMINISTRATIVE CODE CH. VI. SEC. 250.60
SUBTITLE A

Section 250.60 Eligible Registers

- a) Establishment of Registers.
 - 1) The employer shall establish three kinds of registers in each place of employment in accordance with this Part: reemployment, promotional, and original entry.
 - 2) The employer shall file with the office of the Director a list on a quarterly basis containing name, class, date of examination, examination number and score of all candidates, and these records shall constitute the master record of examinations taken by the applicants of the System for that employer.
- b) Composition of Registers.
 - 1) Reemployment registers shall contain names of status employees who have been laid off through reduction in force, or who, because of reallocation or reclassification of positions, or other causes not prejudicial to the service, have failed to gain eligibility in the new class or who have chosen not to qualify in the new class. Such registers shall have the appropriate names listed according to class and in the order of seniority as earned up to the date of eligibility for a position on the reemployment register.
 - 2) Each lesser unit shall have its own reemployment register.
 - 3) Promotional registers shall be by class and shall contain names in the following categories and order:
 - A) Listed in order of total service in the class
 - i) names of employees with status appointments, after having been certified from the promotional register, who have been laid off during the probationary period through reduction in force, with credit for total service as of date of layoff; or
 - ii) names of employees with status appointments, after having been certified from the promotional register and who, during the probationary period, have failed to gain eligibility following reallocation or reclassification of positions, with credit for total service as of date of ineligibility; or
 - iii) names of current employees reinstated by total service in accordance with Section 250.60(k)(4).
 - B) Listed in order of promotional examination scores names of successful candidates in accordance with Section 250.50(b).
 - 4) Original entry registers shall be by class and shall contain names in the following categories and order:
 - A) Listed in order of total service to the employer
 - names of employees who have been, or who may be, separated from status appointments, after completion of at least six months of service to the employer, resulting from a permanent abolishment of a functional service, provided that not later than 90 days after the abolishment of the service, they have qualified for, and have received a passing score on, an original entry examination for the class; or
 - B) Listed in order of total service in the class
 - i) names of employees with status appointments, after having been certified from the original entry register, who have been laid off during the probationary period through reduction in force, with credit for total service as of date of layoff; or

- ii) names of employees with status appointments, after having been certified from the original entry register and who, during the probationary period, have failed to gain eligibility following reallocation or reclassification of positions, with credit for total service as of date of ineligibility; or iii) names of current employees reinstated by total service in accordance with Section 250.60(k)(4).
 - C) Listed in order of total service in the class
 - i) names of former employees restored by total service in accordance with Section 250.60(k)(5) and Section 250.60(k)(6); or
 - ii) names of employees seeking transfer, listed according to total service as of date of request for transfer.
 - D) Listed in order of original entry examination scores names of successful candidates in accordance with Section 250.50(b) and employees seeking transfer in accordance with Section 250.100(c)(3).
- c) Precedence of Registers. For appointment purposes, registers shall have precedence in the following order: reemployment, promotional, and original entry.
- d) Certification from Registers.
- 1) Reemployment in positions shall be made in accordance with the register, with highest seniority taking precedence. From a reemployment register, the employer shall certify only one name for appointment.
 - 2) From promotional or original entry registers, the employer shall certify the three names standing highest on the register(s) at the time the vacancy is declared, or as otherwise provided under Section 250.60(d)(3).
 - 3) When ties in scores exist on an original entry or promotional register for a class, all candidates with a tie score, and hence of the same relative excellence, shall be equally eligible to be considered as one of the available candidates certified from the register. No person on the register shall be eligible or available for certification as one of the three persons standing highest on the register if three or more persons are eligible at a higher score level as a result of tie scores. The employer shall conduct a personal interview with, and shall consider, all candidates certified from the register in this manner prior to making his recommendation for selection, except that a single selecting official for the employer shall not be required to interview more than once the same candidate, as currently certified from the register, for a position of the same class.
 - 4) If a total of three names is not available from the promotional and/or original entry registers, the employer shall certify those listed, and in addition may refer enough other candidates so that the employing officer has the choice of three candidates for the position. Such additional candidates as are necessary to provide the employing officer with a choice of three must be qualified for the class of the position to which referred and may be employed in accordance with Section 250.70(b)(1) and Section 250.90(b)(6).
 - 5) A promotional and/or an original entry register becomes close: for the purpose of certification of the names of candidates to a particular vacant position at a time established by the employer. Once this time has been established, it must become a matter of record, and it cannot be changed unless, when this time is reached, the employer is unable to provide to the selecting official three candidates from the promotional and original entry registers, and the selecting official wishes to interview three candidates prior to filling a position, whereupon a new date must be established in accordance with the

aforementioned procedure. The selecting official shall interview from such registers, for any one vacancy, in accordance with the provisions of Section 250.60(d)(3).

- 6) Candidates on an eligible register may be referred concurrently to more than one vacancy in the appropriate class, if in the judgment of the employer such procedure is needed to speed up employment transactions. Total referrals to a vacant position are to be limited to three available candidates, or in accordance with the provisions of Section 250.60(d)(3).
- 7) The name of a candidate on a register, who at the time of induction into military service is an employee of an employer under the System, shall be placed in suspension until the termination of such service, at which time his name shall be reactivated on the appropriate register(s) in the order of his score(s) on the original examination(s), providing the register(s) of the class has not been voided during the period of his military leave.
- 8) In making a selection from among the three names certified from standing highest on the register, and in accordance with the provisions of Section 250.60(d)(3), the employer shall not discriminate because of race, color, religious or political affiliation, or because of age or sex, when the reasonable demands of the position do not require such a distinction.
- 9) The Director may authorize specialized position certification for eligible register candidates who possess special and identified qualifications which previously have been established as job-related requirements for a specific position as well as being fully qualified for the class. Certification from a register shall be made from the top three scores of candidates who possess the established specialized requirements.
- e) Acceptance of Candidates. The employer shall record the appointment of the candidate selected, and shall return the names passed over to the appropriate eligible register for future certification.
- f) Registers by Places of Employment.
 - 1) Applicants applying for examinations will be asked to specify places of employment at which they will accept employment, except as provided for in Section 250.60(f)(4), and a statement of such place of employment preference shall constitute a refusal by the candidate of employment at other places of employment. Such statement of limited availability shall not constitute a refusal to accept an offer of employment as defined in Section 250.60(h)(3), or employment in the place or places of employment in which the candidate declares himself available for employment. A candidate may amend his statements of availability at any time while his name is on a register.
 - 2) Following examination, a candidate may request the transfer of an active passing original entry examination score to a place of employment other than the one at which he originally wrote his examination.
 - 3) Following examination, a candidate may request the transfer of an active passing promotional examination score to any place of employment within his employing institution or agency.
 - 4) In an institution with multi-campus operations, in which a central administrative unit has been established by the Merit Board as a separate place of employment, promotional and original entry registers for that place of employment shall be an amalgamation of all promotional and original entry registers, respectively, of all places of employment established for that institution.
- g) Duration of Names on Registers.

- 1) Names on original entry registers may be removed when such names have remained on such registers for two consecutive years following date of most recent examination, or following date of restoral on the basis of service or seniority in accordance with 250.60(k)(3),(4),(5), or (6), unless a candidate is eligible for referral to a vacancy declared prior to the optional date of removal. A candidate shall be notified in writing of this optional two-year limitation prior to removal.
 - 2) A candidate under provisions of this Section will be granted a 30-day period of time from the date of notification during which the candidate may make a request in writing to the Designated Employer Representative to remain on the active register.
- h) **Mandatory Removal of Names from Registers.** The employer shall remove the names of candidates from original entry registers for the reasons set forth subsections in (h)(1) through (6), inclusive, of this Section; and from promotional registers for the reasons set forth in subsections (h) (1) through (7), inclusive, of this Section. Names of candidates shall be removed from reemployment registers for the reasons set forth in subsections (h) (1), (3),(4),(5),(6), and (7) of this Section. The reasons are:
- 1) Certification from the register to a status position in a specific class and acceptance of a status appointment in that position and class.
 - 2) From promotional register(s) at the termination of the leave of absence from a position in his former class when a candidate accepts a position in a class outside the promotional line of the applicable register(s).
 - 3) Refusal, without reasonable cause, to accept three offers of status appointment by an employer.
 - 4) Receipt of proof or determination by the Merit Board that the candidate lacks any of the required qualifications, or is subject to rejection for any cause specified in Section 250.50(c).
 - 5) Receipt by an employer of a written request from the candidate to remove his name from a register.
 - 6) Death.
 - 7) Resignation from a status position.
- i) **Permissive Removal of Names from Registers.** The employer may remove the names of candidates from promotional and/or original entry registers for the reasons set forth in subsections (1) through (7), inclusive, of this Section. The reasons are:
- 1) Failure to report for work without good cause within the time prescribed by the employer, after accepting a status or a temporary appointment.
 - 2) Leaving the service of any employer served by the System by an employee with a status appointment.
 - 3) Failure to reply to the employer within seven calendar days immediately following an offer of a status or a temporary appointment by an employer.
 - 4) Notice by postal authorities of their inability to locate candidate at his last known address, or verbal notice from the owner or occupant of the premises that candidate is no longer at his last known address and that no forwarding address has been provided.
 - 5) Three failures, without reasonable cause, to appear for an interview in response to three separate notices of vacancy of status positions issued by the employer.
 - 6) Failure, without reasonable cause, to reply to the employer within a reasonable time prescribed by the employer, after a notice of a vacancy in a status or a temporary position,

or a letter of interest is mailed to the candidate's last known address.

- 7) When such names have remained on original entry registers for two consecutive years following date of most recent examination, or following date of original entry restoral on the basis of service or seniority in accordance with Section 250.60(k)(3),(4),(5), or (6).
- j) Notification of Candidates of Removal of Names from Registers. Candidates whose names are removed from promotional and/or original entry registers on the basis of Sections 250.50(c), 250.60(h)(2),(3), and (4), and of Section 250.60(i)(1),(2),(3),(5),(6), and (7) shall be notified in writing by the employer of such removal.
- k) Restoration of Names to Registers. The employer may return to an appropriate register:
 - 1) Within one year of date of removal, any name removed from a register for the reasons set forth in Section 250.60(h)(4),(5), or in Section 250.60(i)(1),(2),(3),(4),(5),(6), or (7).
 - 2) Any name to a reemployment register as provided for in Section 250.110(b)(2).
 - 3) Any name of an employee to an original entry register, or to a promotional register, who has qualified by examination and who has been laid off during his probationary period, in the order of length of service in the class determined in accordance with Section 250.90(b)(4) and (5).
 - 4) The name of a current employee who has been previously employed in a class for which restoral is being requested by service and/or seniority in that former class.
 - 5) The name of a former status employee, who resigned because of pregnancy, upon her request, to an original entry register within six months following date of resignation and within three months following termination of the pregnancy. Upon approval of the employer, the name of the former employee shall be restored to the original entry register in accordance with total seniority earned as of date of resignation determined in accordance with Sections 250.90(b)(5) and 250.120(e), and subject to eligibility so established, may be reinstated thereafter to the same or similar position, or, if agreeable to the former employee, to a lower position in the promotional line. An employee so reinstated to the same or similar position, or to a lower position in the promotional line, shall have her seniority, earned in the class prior to her date of resignation, restored to her. An employee so reinstated must be physically and mentally capable of filling the position to which she is being reinstated, and may be required to pass physical or other tests to determine current fitness. An employee who did not complete her probationary period shall not be eligible to have her name restored under this Section.
 - 6) The name of a former status employee who resigned or otherwise has been separated from employment in good standing and who within six months of such resignation or such separation from employment requests restoral to a register, shall, upon approval of the employer, be restored on the original entry register in accordance with seniority earned as of the date of resignation or of such separation from employment determined in accordance with Sections 250.90(b)(5) and 250.120(e). The former employee may be required to pass physical or other tests to determine fitness at the time of restoral. Seniority earned prior to resignation shall be restored.

(Source: Amended at 9 Ill. Reg. 17422, effective October 23, 1985)

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