

**POLICY 16**  
**CONDUCT AND DISCIPLINE**

**Rule 16.08 - Discharge**

Discharge proceedings shall be in compliance with Civil Service System Rule 250.110(e). If a decision is made to serve an employee with Written Charges for Discharge or, when appropriate, a State Universities Civil Service Suspension Notice Pending Discharge, the units must develop the formal charges in consultation with the head of the campus human resources office or a designee and with Legal Counsel.

The employee shall be charged only with offenses for which there is supporting evidence. The notification shall advise the employee of the substance of the charges in sufficient detail to inform the employee of the nature of the conduct on which the proposed charges are based.

**Regulations**

16.081 Approval of Associate Vice President

The campus human resources office will forward the required notice of discharge to the State Universities Civil Service System Merit Board with the approval of the Associate Vice President for Administration and Human Resources.

16.082 Procedural Requirements of the State Universities Civil Service System

The procedural requirements of the State Universities Civil Service System Merit Board (see Civil Service Rule 250.110(e)) must be met in cases of suspension, involuntary demotion and appointment, or discharge. In completing a Suspension Notice Pending Discharge, a Written Charge for Discharge, or a Notice of Demotion the place of employment should be indicated by the operating unit code and the employer should be shown as the Board of Trustees of the University of Illinois. Signatures on these forms should be consistent with delegations made elsewhere in Policy and Rules.

A. Operating Unit Codes

Operating Unit Codes are:

000 - Urbana-Champaign, not elsewhere covered

001 - Allerton House

003 - Allerton Park

004 - Bondville Road Station - Monticello Road Station

005 - County Extension Offices

006 - Department of Crop Sciences/College of Agricultural Consumer and Environmental Science

007 - Dixon Springs

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**Regulations (Continued)**

- 008 - Vermillion River Observatory
- 009 - Urbana-Champaign, Abroad
- 010 - Northeastern Agronomy Research
- 011 - Prairie Observatory, Oakland
- 050 - Chicago Campuses, not elsewhere covered
- 051 - Medical Center, Abroad
- 052 - DSCC, Springfield
- 053 - DSCC, Chicago
- 054 - Morton Arboretum
- 055 - Horticulture Field Station
- 057 - College of Medicine at Rockford
- 058 - College of Medicine at Peoria
- 154 - Springfield Campus

- B. Distribution of four (4) copies of each completed Suspension Notice Pending Discharge, Written Charges for Discharge (both State Universities Civil Service System forms), and Notice of Demotion with a new Notice of Appointment (a University of Illinois form) must be prepared for appropriate action. One copy must be sent to each of the following:
- (a) Associate Vice President for Administration and Human Resources
  - (b) Employee's personnel file
  - (c) University Counsel
  - (d) State Universities Civil Service System

Additional copies of any of the completed forms should be made to meet local requirements as determined by the campus human resources office.

- C. A designated official from the department taking the action or a designated campus official shall serve the forms upon the employee involved personally or by certified U. S. mail to the employee's last known address.