

POLICY 2 EMPLOYMENT AND SEPARATION

Rule 2.02 - Prerequisites for Employment/EEO/Civil Service Examinations

All persons qualified and choosing to become candidates for Civil Service appointments must pass the appropriate examinations for classes as required by the State Universities Civil Service System. Employment procedures will be in compliance with the University nondiscrimination policy.

Regulations

2.021 Reasonable Accommodations

No otherwise qualified disabled individual shall, solely by reason of the disability, be discriminated against in any employment matter. Reasonable accommodations will be made by the University to provide opportunities for a qualified applicant or candidate who can safely perform the essential functions of a class or position.

2.022 Age Discrimination

No applicant, candidate, or University employee will be discriminated against in any employment matter because of age unless age is a bona fide occupational qualification necessary to the normal operation of the University.

2.023 Citizenship or Residency Requirement for Applicants

As specified in Section 36f of the State Universities Civil Service Act (110 ILCS 70/36f), an applicant must be a citizen of or resident in the State of Illinois and qualify by training and experience for the class in order to be admitted to an original entry examination. The residency requirement may be waived for examinations for technical positions when no qualified citizens or residents are available. Citizens and residents are defined as follows:

- A. A citizen is a member of the political community of Illinois who enjoys full civil rights, including the right to vote.
- B. A resident is a person presently living within the boundaries of the State of Illinois and planning to maintain residency. A person temporarily absent from the State who intends to return and maintain residence within Illinois continues to be a resident. The Illinois residency requirement may be met when an individual abandons present out-of-state residency and establishes residency within Illinois which does not hinge upon securing employment, e.g., a student spouse is regarded as an Illinois resident when the student is admitted to the University and prepares to move to Illinois for this purpose.

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Regulations (Continued)

2.024 Requests for Location of Employment

An applicant will have the opportunity to specify the on-campus and off-campus locations at which the applicant wishes to be considered for employment. This may be requested upon admission to an original entry or promotional examination or when requesting a transfer in a class.

2.025 Examination and Employment Register Administration

The head of the campus human resources office or a designee is responsible for certifying the eligibility of applicants to take examinations, and for the administration of examinations and maintenance of employment registers in accordance with State Universities Civil Service Statute and Rules.

- A. A waiver or request for compensatory qualifications recommendation for admittance to an examination must be submitted to the Director of the State Universities Civil Service System. Such requests will be initiated by the head of the campus human resources office. All recommendations must be approved by the Designated Employer Representative (the Associate Vice President for Administration and Human Resources) in accordance with Civil Service Rules 250.50(b)(3), 250.50(b)(4), and 250.50(b)(6).
- B. The head of the campus human resources office or a designee may verify that reasonable accommodations can be made for a disabled applicant. With approval of the Designated Employer Representative (the Associate Vice President for Administration and Human Resources), the head of the campus human resources office may submit a request to the Director of the State Universities Civil Service System for approval of an exemption from a section or sections of an original entry exam based on a disability, in accordance with Civil Service Rule 250.50(b)(5).
- C. Applicants shall provide proof of military service to the campus human resources office for certification of preference eligibility, in accordance with Civil Service Rule 250.40.
- D. The campus human resources office shall provide an applicant with notice of the dates and scores of Civil Service examinations taken by the applicant, in accordance with Civil Service Rule 250.50(g).

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Regulations (Continued)

- E. An original copy of each original entry and promotional register shall be maintained and filed in accordance with State Universities Civil Service System policies.

2.026 Rejection or Disqualification of Applicants

Rejection or disqualification of any applicant will be made only by the head of the campus human resources office or, after examination, by the Director of the State Universities Civil Service System. The proposal to the Director of the System to disqualify any candidate for reasons of character or personal suitability shall bear the concurrence of University Counsel and the Designated Employer Representative (the Associate Vice President for Administration and Human Resources), in accordance with Civil Service Rule 250.50(c).

2.027 Revisions to Examinations

A proposal for revisions to an examination or its weighting may originate at any level of the University organization. The proposal will be submitted to the head of the campus human resources office who will be responsible for assuring appropriate administrative review. If approved, the proposal will be forwarded to the State Universities Civil Service System. Notice of an examination change will be communicated to applicants and candidates by the head of the campus human resources office, in accordance with Civil Service Rules 250.50(d)(4) and 250.50(d)(5).