

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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Julie Annette Jones
Merit Board Chair
Jeff Brownfield
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
 Classification Personnel and Testing Personnel

FROM: Gail Hankins *GH*
 Human Resource Officer, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Laundry Worker

DATE: April 30, 2021

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Laundry Worker

Classes are currently used by: ISU, SIUE, UIUC, WIU

<u>Current Classes</u>	<u>Action</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Change-in-Title Policy</u>	<u>Exam Component</u>	<u>Effective Date</u>
4249 Laundry Worker	REVISED	4249 Laundry Worker	None	09/ Domestic Services	053/ Laundry Services	1	KT/CA	05/01/21
2246 Laundry Worker I	DELETED/ CIT							

*Change-in-Title policy requirements reflect revised procedures issued 11/14/07. Change-in-Title actions listed above are strongly recommended with positions assigned to the appropriate new/revised classifications based on a thorough review of job duties and assignments.

Voiding/Deleting Registers

The Original Entry registers for the Laundry Worker shall be voided at the close of business on Friday, April 30, 2021. All testing materials related to this title should be destroyed.

Reemployment Registers

Upon utilization of CIT Policy #1, individuals on the Reemployment Register are entitled to remain on the Reemployment Register for the classification designated to replace the previous classification or for a classification that is reasonably equivalent to the previous classification specification and examination. Reemployment Registers shall not be voided.

Classification and Examination Components/Instruments

The revised class specification and examining instrument for the Laundry Worker classification will be effective (available per E-Test) May 01, 2021. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Where necessary, employers should make adjustments to and/or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Gail Hankins at (217) 560-6203 or at GailHankins@sucss.illinois.gov.