

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

1717 Philo Road, Suite 24, Urbana, Illinois 61802

Please submit to:  
Gail Schiesser  
Interim Executive Director  
State Universities Civil Service System  
1717 Philo Road, Suite 24  
Urbana, Illinois 61802-6099

**DESIGNATION OF EMPLOYER REPRESENTATIVE (DER)**

**Employer** -- an institution or agency as specified in Section 36e of the State Universities Civil Service Act (Act) (110 ILCS 70/36e). See section 250.5 of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.5).

**Designation of Persons to Act for Employer.** Each employer governed by the Act and the Code shall, from time to time, as requested by the Executive Director of the State Universities Civil Service System (University System), file with the Executive Director, the name or names of those administrative officials of the employer who have been designated by the employer to act as its representative or representatives for the coordination of its acts and the exercise of its responsibilities in matters relating to the Act and Code. See section 36(d)(12) of the Act and section 250.20(c) of the Code (80 Ill. Adm. Code §250.20(c)).

In accordance with the referenced provisions contained in the Act and Code, each employer through their primary administrative office is requested to utilize this form and indicate the individual directly responsible for the regulatory function defined above.

The individual named below is responsible for the coordination and implementation of all University System regulatory functions at the designated place of employment.

Place of Employment \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Effective as of \_\_\_\_\_ and until further notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Acknowledgment of Receipt (For University System Office Use Only)

Signature \_\_\_\_\_

Date \_\_\_\_\_