

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

1717 Philo Road, Suite 24, Urbana, Illinois 61802

Gail Schiesser, Executive Director

Submit to: der@sucss.illinois.gov

DESIGNATED EMPLOYER REPRESENTATIVE (DER) FORM

Place of Employment – An institution or agency as specified in Section 36e of the State Universities Civil Service Act (Act) (110 ILCS 70/36e) or a unit of the institution or agency, as determined by the Merit Board. See Section 250.5 of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.5) for the complete definition.

Designated Employer Representative to Act for the Place of Employment. Each place of employment governed by the Act and Code and those places of employment approved by the Merit Board shall appoint a Designated Employer Representative (DER) and shall file with the Executive Director of the State Universities Civil Service System the name of the DER of the place of employment who has been designated by the employer to act as its representative 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 (110 ILCS 70/36(d)(12) 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 _____ E-mail Address _____

Effective as of _____ and until further notice.

Appointed DER's Signature

Wet Ink Signature _____

or

Digital _____

Chief Administrative Officer's Approval

Wet Ink Signature _____

or

Digital _____

Acknowledgment of Receipt (For University System Office Use Only) Signature/Date