

**Example 1.4a**

Put Letter on University Letterhead

Dear \_\_\_\_\_:

This is to notify you of your removal from the reemployment, promotional and/or original entry registers for the \_\_\_\_\_ classification(s).

This notification is in compliance with section 250.60(i) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.60(i)), with the specific cause for removal checked below. If you believe this action is in error or that it is not in accord with your desires, please contact this office immediately. Please contact this office if you have any questions.

Sincerely,

Personnel Officer

**Section 250.60(g) of the Code – Mandatory Removal of Names from Register**

- Certification from the register to a status position in a specific class and acceptance of a status appointment in that position and class.
- Death of the candidate.
- Receipt of proof or determination by the Merit Board that the candidate lacks any of the required qualifications, or is subject to rejection for any cause specified in section 250.50(c).
- Receipt by an employer of a written request from the candidate to remove his/her name from a register.
- Refusal, without reasonable cause, to accept three offers of status appointment by the candidate.
- Resignation of the candidate from a status position.
- Attempt by a candidate to practice any deception or fraud in connection with an examination or application for employment.
- When a change in class or testing standards or another classification plan change requires removal. In this instance, specific guidelines for the removal of names from registers shall be provided by the University System.
- From promotional registers at the termination of the leave of absence from a position in his/her former class when a candidate accepts a position in a class outside the promotional line of the applicable registers.

**Section 250.60(h) of the Code – Permissive Removal of Names from Register**

- Failure of a candidate to report for work without good cause within the time prescribed by the employer, after accepting a status or a temporary appointment.
- Leaving the service of any employer served by the University System by an employee with a status appointment.

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- ❑ Failure to reply to the employer within seven calendar days immediately following an offer of a status or a temporary appointment by an employer.
- ❑ Notice by postal authorities of their inability to locate the candidate at his/her last known address, or verbal notice from the owner or occupant of the premises that the candidate is no longer at his/her last known address and that no forwarding address has been provided.
- ❑ Failure of a candidate, upon request, to furnish written evidence of availability for employment.
- ❑ Failure, without reasonable cause, to reply to the employer or appear for an interview within a reasonable time prescribed by the employer, when the employer has mailed either a notice of a vacancy in a status or temporary position or a letter of interest to the candidate's last known address.
- ❑ Upon the candidate's acceptance of a promotion.
- ❑ Failure of a candidate to be selected for employment after four referrals for a status appointment in the same class.
- ❑ When candidates' names have remained on original entry registers for two consecutive years following date of most recent examination, or following date of original entry restoration on the basis of service or seniority in accordance with subsection (j)(3), (4), or (5).
- ❑ In classifications identified by the Executive Director, upon the expiration of the designated timeframe specified in a formal position vacancy posting.

cc: personnel file