

State Universities Civil Service System

NOTICE OF EMPLOYMENT FOR NEW EMPLOYEES

<u>Employment Record</u>		
<input type="radio"/> New Employee	<input type="radio"/> Former Employee	<input type="radio"/> Transfer

Date Prepared _____

Name of Employee _____

Position Classification _____

Department _____

CS Position Number _____

<input type="radio"/> New	<input type="radio"/> Reclassification
<input type="radio"/> Existing	<input type="radio"/> Reallocation
<input type="radio"/> Change-in-Title	_____

Policy Number _____

Effective Date _____

Percent of Time _____ Salary _____

Type of Appointment

<input type="radio"/> Certified	<input type="radio"/> Apprentice	<input type="radio"/> Temporary
<input type="radio"/> Provisional	<input type="radio"/> Intern	
<input type="radio"/> Contract	<input type="radio"/> Extra Help	

Employment under the above conditions will continue until further notice, subject to the State Universities Civil Service Act (110 ILCS 70) and section 250 of the Illinois Administrative Code (80 Ill. Adm. Code §250) governing the State Universities Civil Service System.

Designated Employer Representative