

Form 5.2a

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

1717 Philo Road, Suite 24, Urbana, IL 61802-6099

POSITION CHANGE
PRINCIPAL ADMINISTRATIVE APPOINTMENT (PAA) TO CIVIL SERVICE APPOINTMENT
WAIVER OF QUALIFICATION(S) FOR INCUMBENT

Place of Employment:

Name, ID, and Department Address of Incumbent:

Previous PAA Title:

New Civil Service Classification:
(Attach new job description)

I hereby request permission to waive the following minimum qualification(s) as set forth in the class specification:

This request is made in accordance with Section 250.30 of the Code (80 Ill. Adm. Code §250.30). The employee's current position does not meet the criterion for exemption from 36e(3) of the Act (110 ILCS 70/36e(3)); therefore the former PAA position is being converted to a Civil Service position.

Comments:

I certify that this person is performing the defined duties and responsibilities associated with the Civil Service classification indicated above and will establish standard classification privileges, including seniority and benefit accrual, in accordance with State Universities Civil Service System Act and Code beginning _____.
(date)

Designated Employer Representative_____
Date☐ Approved☐ Not Approved_____
Executive Director_____
Date