

## WRITTEN CHARGES FOR DISCHARGE

### State Universities Civil Service Act, 110 ILCS 70/36o.

After the completion of his or her probationary period, no employee shall be demoted, removed or discharged except for just cause, **upon written charges**, and after an opportunity to be heard in his or her own defense if he or she makes a written request for a hearing to the Merit Board within 15 days after the serving of the written charges upon him or her.

### Section 250.110(f)(1)(A) of the Illinois Administrative Code states:

The notification shall advise the employee of the substance of the charges proposed to be filed **in sufficient detail to inform the employee of the nature of the conduct on which the proposed charges are based.**

### Section 250.110(f)(2)(A) of the Illinois Administrative Code states:

Proceedings before the Merit Board seeking the discharge of an employee shall be initiated by the employer filing Written Charges for Discharge with the Merit Board setting forth the causes for discharge **in sufficient detail to inform the employee of the nature of the conduct on which the charges are based.** The Written Charges for Discharge shall be set forth **in separately numbered charges.** The Written Charges for Discharge **shall contain the dates, names of persons, places, and facts necessary to properly allege cause for discharge. If a breach of duty, statute, or rule of the employer is alleged, the statute, law, or rule shall be cited in connection with the charge.**

### Administrative Procedure Act, 5 ILCS 100/10-25(a). Contested cases; notice; hearing.

In a contested case, all parties shall be afforded an opportunity for a hearing after reasonable notice. The notice shall be served personally or by certified or registered mail or as otherwise provided by law upon the parties or their agents appointed to receive service of process and shall include the following:

- (1) A statement of the time, place, and nature of the hearing.
- (2) A statement of the legal authority and jurisdiction under which the hearing is to be held.
- (3) A reference to the particular Sections of the substantive and procedural statutes and rules involved.

- (4) **Except where a more detailed statement is otherwise provided for by law, a short and plain statement of the matters asserted**, the consequences of a failure to respond, and the official file or other reference number.
- (5) The names and mailing addresses of the administrative law judge, all parties, and all other persons to whom the agency gives notice of the hearing unless otherwise confidential by law.