

Section 212.210 Introduction
EMERGENCY

a) General

1) Subject

This Part establishes the basic policies governing the personnel in the Office of the State Board of Elections.

2) Equal Employment

The Office of the State Board of Elections does not discriminate with respect to recruitment, hiring, promotion, renewal of employment, discharge, discipline, demotion, privileges or conditions of employment against any individual on any unlawful basis, including race, color, religion, sex, sexual orientation, age, marital status, physical or mental disability, national origin, citizenship, political affiliation, ancestry, military status or unfavorable discharge from military service.

3) Scope

All payroll employees of the Office of the State Board of Elections are subject to the provisions of this Part.

b) Definitions

"Board" means as authorized by the Illinois Constitution of the State Board of Elections

"Certified Employee" means an employee who has satisfactorily completed a required period of probation and attained certified status in any position during the employee's most recent period of continuous service with the Office.

"Certified Status" means status achieved through the successful completion of a probationary period.

"Director" means a designated head of an organizational unit as reflected in the organizational chart of the State Board of Elections including the Executive Director.

"Executive Director" means Executive Director of the State Board of Elections.

"Executive Employee" means the General Counsel, Executive Director, and Assistant Executive Director.

"General Counsel" means the designated head of Legal Counsel as reflected in the organizational chart of the State Board of Elections.

"Immediate Family" means spouse, parents, stepparents, children, stepchildren, siblings, grandparents, grandchildren, same sex partners, and other persons abiding within the same household eligible to be covered as dependents for health insurance or claimed for income tax purposes.

"Office" means the office of the State Board of Elections

"Organizational Unit" means the unit in which an employee's position is assigned as set forth in the organizational chart.

"Personnel Transaction" means any transaction that affects an employee's salary, service date, title, and/or position number change.

"Probationary Employee" means an employee serving a probationary period after initial hiring from outside the Office.

"Probationary Period" means a period of at least six calendar months preceding receipt of notice of certification and after initial hiring from outside the Office or at least four months after appointment to a position within the Office in which the employee has not previously been certified.

"Retirement System" means the State Employees Retirement System.

"State Service" means employment with those agencies, boards and /or commissions covered under the State Employee Retirement System.

"Term Appointment" means a term of four years to which a Director is appointed by the Board. At the expiration of four years, the appointment automatically terminates unless renewed by the Board.

"Trainee Appointment" means the appointment of qualified employees to an established program of supervised training and experience necessary for satisfactory performance in technical or professional positions, which are, in the judgment of the Director and Executive Director, difficult to fill with qualified employees.