PREFACE

Introduction

The Employee Handbook (EH) covers various aspects of your job with the department. It serves as a guideline for you to follow when you have questions about your job.

Relationship to Healthcare and Family Services (HFS) Administrative Manual

Where the policy in the Employee Handbook varies from that in the HFS Administrative Manual, the policy in the Employee Handbook shall govern.

Format

The Employee Handbook is divided into sections.

Pages are numbered by the letter code "EH" followed by the section number and a parenthetical number denoting the page sequence within the section.

Changes

New or replacement pages for the Employee Handbook are issued in the form of Employee Handbook Updates. A set of double dashes (==) to the left of a section identifies the addition of new or revised information.

Each person to whom an Employee Handbook is issued is responsible for keeping it updated.

Acknowledgment

When you receive your handbook, you will be asked to sign the last page titled "Acknowledgment" and return it to your supervisor. You are responsible for familiarizing yourself with the Employee Handbook and for keeping it up-to-date.

TABLE OF CONTENTS

100 YOUR JOB WITH THE DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES

105 **Job Opportunities**
- 105.1 Equal Employment Opportunity and Affirmative Action (EEO/AA) is a Department Commitment
- 105.2 Prohibition of Discrimination in Employment
- 105.3 Labor Contracts/Bargaining Units
- 105.4 Examinations
- 105.5 Appointments
- 105.6 Job Description
- 105.7 Job Posting System Access

110 **Probation**
- 110.1 Orientation
- 110.2 Probationary Status
- 110.3 Certification

115 **Certified Employees**
- 115.1 Continuous Service
- 115.2 Employee Performance Appraisals

120 **Work Hours**
- 120.1 Normal Working Hours
- 120.2 Breaks and Meal Time
- 120.3 Punctuality
- 120.4 Flex-Time
- 120.5 Signing In and Out
- 120.6 Overtime
- 120.7 Temporary Changes to Work Hours Policy

125 **Job Assignments**
- 125.1 Temporary Assignment (AFSCME and INA Bargaining Units Only)
- 125.2 Detailing Assignments
- 125.3 On Loan Assignments
- 125.4 Call-Back/Stand-By (AFSCME and INA Bargaining Units Only)

130 **Transfers**
- 130.1 Employee Request for Transfer
- 130.2 Geographical Transfers

135 **Leaving State Employment**

135.1 Separation from State Employment
135.2 Layoff and Re-Employment
135.3 Re-Employment/Recall
135.4 Reinstatement
135.5 Demotion/Involuntary Reduction
135.6 Voluntary Reduction

140 **Emergency Procedures**

200 TIME OFF

205 **Benefit Time**
205.1 Available Benefit Time (ABT)
205.2 Asking for Time Off
205.3 Benefit Statements
205.4 Correction of Official Time Records

210 **Holidays**
210.1 Eligibility for Holiday Pay
210.2 Holidays Observed
210.3 Scheduled Work on a Holiday
210.4 Effect of Separation from Employment on Holiday Pay

215 **Personal Business Leave**
215.1 Accumulation of Personal Business Leave
215.2 Use of Personal Business Leave
215.3 Effect of Employment Termination on Personal Business Leave

220 **Vacation**
220.1 Accumulation of Vacation Days
220.2 Use of Vacation
220.3 Fractional Vacation Balances
220.4 Effect of Employment Termination on Vacation

225 **Sick Leave**
225.1 Accumulation of Sick Leave
225.2 Use of Sick Leave
225.3 Visits to a Veterans' Hospital
225.4 Service-Connected Injury or Disease
225.5 Non Service-Connected Injury or Disease
225.6 Advancement of Sick Leave
225.7 Sick Leave Bank
225.8 Effect of Employment Termination on Sick Leave

230 **Leaves of Absence**
230.1 Types of Leaves of Absence
230.2 Extensions of Leaves of Absence
230.3 Returns from Leaves of Absence
230.4 Failure to Return from Leaves

235 **Other Time Off**
235.1 Time Off to Take Tests
235.2 State Service Job Interviews
235.3 This Section was Intentionally Left Blank
235.4 School Visitation
235.5 Jury Duty
235.6 Voting in Elections
235.7 Intolerable Physical Working Conditions
235.8 Time Off to Donate Blood
235.9 Excused Time
235.10 Inclement Weather
235.11 Emergency Shutdown of Work Sites

240 **Affirmative Attendance**
240.1 Affirmative Attendance
240.2 This Section was Intentionally Left Blank
240.3 Vacation Leave
240.4 Sick Leave
240.5 Proof Status
240.6 Grievances

300 YOUR SALARY

305 **Your Paycheck**
305.1 Pay Dates
305.2 Pay Plan
305.3 Higher than Minimum Entrance Salary
305.4 Shift Differential

310 **Payday**
310.1 Direct Deposit
310.2 Non-Receipt of Pay

315 **Payroll Deductions**
315.1 Income Tax Deduction Changes
315.2 Optional Payroll Deductions
315.3 Insurance

400 PROGRAMS FOR EMPLOYEES

405 **Programs That Help Employees**
405.1 Employee Assistance Program (EAP)
405.2 Assistance for Employees with Disabilities
405.3 Staff Development
405.4 Upward Mobility
405.5 Workers' Compensation
405.6 Unemployment Insurance
405.7 State Library
405.8 Indemnification

500 STATE EMPLOYEES' RETIREMENT SYSTEM (SERS)

505 **The Retirement System**
505.1 Amount of SERS Deduction
505.2 Retirement Benefit Package
505.3 Non-Occupational Disability Benefits
505.4 Occupational Disability Benefits
505.5 Death Benefits
505.6 Refund Contributions
505.7 Establishing Additional Service Credit
505.8 Pre-Retirement Workshops

600 WHAT THE DEPARTMENT EXPECTS FROM YOU

605 **Personal Conduct**
605.1 Work Rules
605.2 Political Activities
605.3 Drug-Free Workplace
605.4 Smoking Restrictions

610 **Conduct on the Job**
610.1 Conflicts of Interest
610.2 Administrative Malfeasance
610.3 Sexual Harassment
610.4 Referral of Alleged Employee Misconduct
610.5 Reports of Ex Parte Communications in Rulemaking
610.6 Whistle Blower Protection

615 **Protection of Department Data**
615.1 Confidentiality of Department Information
615.2 Reporting Abuse and Neglect
615.3 Employees Applying for or Receiving Medical or Child Support Services
615.4 Segregation of Medical and Personnel Records

620 **Employee Relations**
620.1 Maintaining and Reviewing Personnel Records
620.2 Discipline
620.3 Grievances
620.4 Your Rights in an Equal Employment Opportunity (EEO) Investigation
620.5 Personal Mail

625 **Use of Office Equipment**
625.1 General Policy
625.2 Photocopying Machine
625.3 State Vehicles

630 **Telephone Policy**
630.1 Cautions
630.2 Monitoring Appropriate Use
630.3 Agency-Purchased Cellular Telephones
630.4 State-Issued Telephone Calling Cards
630.5 Use of Personal Telephones to Conduct Agency Business
630.6 Personal Use of the State Telephone System
630.7 Payment for Unauthorized Calls

635 **Computer and Internet Security**

640 **Debts**
640.1 Consumer Debts
640.2 Educational Loans

645 **Work-Related Activities**
645.1 Membership Fees
645.2 Travel Expenses
645.3 Travel Sponsored by Another Agency

650 **Public Information**
650.1 Press Inquiries
650.2 Freedom of Information Act (FOIA)
650.3 Elected Officials

655 **Loss of Personal Property**

660 **Solicitation in Departmental Offices**