620 Employee Relations

620.1 Maintaining and Reviewing Personnel Records

You are responsible for keeping the personal information in your personnel record current by formally notifying the supervisor when changing an address or name. You (or your authorized union representative) may, on request, review the contents of your personnel file or attendance record. This includes the file maintained by your supervisor.

620.2 Discipline

The agency adheres to the principles of corrective and progressive discipline. When disciplinary action is necessary, consideration is given to the seriousness of the action and the facts of the case. One of the following actions may be taken:

- counseling (Merit Comp Employees Only)
- oral reprimand
- written reprimand
- suspension
- discharge

620.3 Grievances

The grievance procedure is a means to resolve employee dissatisfaction over circumstances or conditions of employment. You may discuss such problems with your immediate supervisor. If not resolved, you may seek resolution from higher levels.

620.4 Your Rights in an Equal Employment Opportunity (EEO) Investigation

A. Non-bargaining Unit Employees:

In any meeting, investigation, negotiation, conference, or other proceeding between a state employee and an EEO officer, a state employee who is

- not covered by a collective bargaining agreement, and
- who is the complaining party, or
- who is the subject of such proceeding,

may be accompanied, advised and represented by:

- an attorney licensed to practice law in the State of Illinois, or
- a representative of an employee organization whose membership is composed of employees of the state and of which the employee is a member.

If the person accompanying the state employee is an attorney, the person may actively participate and advise the state employee during the course of such proceeding. A representative of an employee, other than an attorney, may observe but may not actively participate or advise the state employee during the course of such proceeding.

Any representative of an employee cannot, during or after termination of the relationship with the state employee, use or reveal any information obtained during the course of the meeting, investigation, negotiation, conference or other proceeding without the consent of the complaining party and any state employee who is the subject of the proceeding. Intentional or reckless disclosure of information in violation of confidentiality requirements constitutes a Class B misdemeanor.

The state does not pay for or reimburse an employee for legal representation when an employee is involved in an EEO investigation.

B. Bargaining Unit Employees:

Refer to your collective bargaining unit agreement for information about your rights in an EEO investigation.

620.5 Personal Mail

Departmental mail distribution facilities are maintained solely for the distribution of official work-related correspondence. Personal mail including packages should be addressed to your home address or other designated address.

The staff person assigned to handle incoming mail will open and date-stamp all mail except that marked "personal" or "confidential." Mail marked "personal" or "confidential" will be given directly to the office administrator or head of the office. The decision to open or not open mail marked in this manner is the decision of the office administrator or head of the office.