600 WHAT THE DEPARTMENT EXPECTS FROM YOU

605 Personal Conduct

The impression you make in your contacts in the community reflect not only on you but also on the department and state government. For this reason, you are expected to conduct yourself in a professional manner while at work, make maximum use of work time and be courteous and helpful to people you meet. You are also expected to be appropriately dressed and groomed.

605.1 Work Rules

You may be subject to disciplinary action for reasons such as (but not limited to) the following:

A. Rules of Personal Conduct

1. Violation of Work Rules.
2. Repeated and excessive tardiness or absenteeism and/or violation of the Affirmative Attendance Policy.
3. Inappropriate behavior or discourteous treatment.
4. Failing or refusing to follow Department policy or supervisory instructions.
5. Unsatisfactory work performance or neglect in the performance of duties.
6. Participation in a strike or slowdown.
7. Engaging in prohibited political activity. (Refer to Section 605.2).
8. Violating the Department's Conflict of Interest policy. (Refer to Section 610.1)
9. Failing to report outside employment or business interests violating Department policy.
10. Misuse or theft of state property, falsification or misrepresentation of information orally or in writing.
11. Fraudulent conduct or attempting to defraud Healthcare and Family

Services or the State of Illinois.

12. Misappropriation of state funds. (Refer to Section 610.2).

13. The direct or indirect threat of bodily harm.

14. Carrying or possessing a firearm or other deadly weapon, as defined within the Illinois Compiled Statutes, during working hours in any State of Illinois owned or leased premises or vehicle.

15. Attempting to commit a crime, commission of or conviction of a crime other than a minor traffic violation.

16. Sexual harassment. (Refer to Section 610.3).

17. Unauthorized access to, review of, or release of, Department information. (Refer to Section 615.1).

18. Violation of local regulations regarding matters such as eating in the office, outside visitors, and use of radios, etc., which depend upon individual office circumstances involving size, layout, security, and working conditions.

19. Misrepresentation of position or responsibilities with the Department.

20. Failure to practice regular hygiene, to be clean, to be groomed or to be appropriately dressed for one's respective assignment in the conduct of state business.

21. Misuse of computer systems (Refer to Section 635).

22. Reporting for work or being on duty while in a condition or state in which you are unable to perform the duties of the job.

23. Use of alcoholic beverages, or possession, use, sale, or purchase of cannabis, unauthorized prescription drugs, or illegal controlled substances during working hours, or in any State of Illinois owned or leased premises or vehicle. (Refer to Section 605.3)

24. Smoking in areas where smoking is not permitted. (Refer to Section 605.4).

25. Failure to display state-issued photo ID badges at all times when in a work facility and to follow proper facility security measures.

B. Procedural Work Rules

1. You must sign in on a designated time sheet when you arrive at work. You must sign out when you leave the work site at the end of the work schedule. (Refer to Section 120.5).

2. You are allowed to come to the Division of Personnel and Administrative Services while in a "present" status only when an appointment has been agreed upon by the Division of Personnel and Administrative Services and the appropriate administrator.

3. Employees who leave their general work area should inform the immediate supervisor or designated alternate. "General work area" is defined as those areas normally frequented by you in the performance of your job.

4. Whenever possible, you shall call your immediate supervisor or designated alternate at the same work site, within one hour of the start of the work shift to report your absence and reason(s) for such.

5. Whenever possible, requests for available benefit time other than unscheduled sick leave, emergency personal business and inclement weather situations, shall be made reasonably in advance, in writing, using HFS 2053, Employee Absence Request/Report. For bargaining unit employees, consideration of such requests shall be in accordance with the master contract.

== 605.2 **Political Activities**
01/05/2005

A. Prohibited Political Activities

A State employee cannot participate in any of the following activities during work time. If you want to engage in any of these activities during work hours, you must use vacation time. An employee may never engage in any of these activities using work facilities (such as state office telephones, state cell phones, photocopiers, or computers).

- **Prepare for, organize, or participate in any political meeting, political rally, political demonstration, or other political event.** This includes, for example, sending an e-mail about a political rally to friends and colleagues during work hours or from a work computer, or making a telephone call during your workday from a work telephone to a campaign office about an event.

- **Solicit contributions, including but not limited to purchasing, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event. Contributions from state employees to the Governor's political campaign will not be accepted.**
  You cannot ask your office colleagues or your employees for political contributions or to buy a ticket to a political event while you are in the office or during the workday.

- **Solicit, plan the solicitation of, or prepare any document or report regarding any thing of value intended as a campaign contribution.**
  You cannot, for example, write up a plan for a political fundraising event while you are at the office.

- **Plan, conduct, or participate in a public opinion poll in connection with a campaign for elective office, on behalf of a political organization for political purposes, or for or against a referendum.**
  While you are at work, you cannot conduct or participate in a poll for a political organization on an issue or about a candidate.

- **Survey or gather information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office, on behalf of a political organization, or for or against a referendum.**
  While at work, you cannot survey your colleagues on behalf of a candidate or campaign on how they are going to vote. However, this does not mean that you and your colleagues cannot talk casually about an upcoming election.

- **Assist at the polls on Election Day on behalf of any political organization, political candidate, or referendum question.**

- **Solicit votes on behalf of a candidate, political organization, for or against a referendum, or help in an effort to get voters to the polls.**
  For example, you cannot distribute campaign literature in the office during your work hours.

- **Initiate, prepare, circulate, review or file a petition.**
  For example, you cannot pass around a petition for a referendum at your work site.

- **Make a contribution on behalf of any candidate for elective office.**
  While you can make a contribution to a candidate while you are at home, you cannot do so in the office, on the work site, or during work hours.

- **Prepare or review responses to candidates' questionnaires.**

- **Distribute or prepare campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office.** You cannot use your office photocopier or office computer to prepare any type of campaign material.

- **Campaign for an elective office or a referendum.**

- **Manage or work on a campaign for elective office or a referendum.** Any campaign work you engage in must be on personal time.

- **Do work related to serving as a delegate, alternate, or proxy to a political party convention.** You must take a vacation or personal time to serve as a delegate at a political convention.

- **Participate in a vote recount.**

B. Prohibited Offer or Promise

A State employee **cannot** promise anything of value related to State government in consideration for a contribution to a political committee, political party or a candidate for political office.

- **What is "anything of value related to State government"?**—For example, job positions or appointments in State government, promotions, salary increases, or the award of a state contract.

C. Contributions on State Property

Political campaign contributions **cannot** be solicited, accepted, offered or made on State property.

- **What is State Property?**—Any building or portion of a building owned or exclusively leased by the State or a State agency. This includes an office of the State within a privately owned office building.

- Any portion of a building that is rented or leased from the State or any State agency by a private person or entity is not State property. For example, a privately owned restaurant within a state building, or a private party being held in part of a State building that the private person has rented for the evening. Also, a state employee's own personal residence is not State property, unless it is owned or paid for with State funds.

- **Inadvertent contribution.—**An inadvertent solicitation, acceptance, offer or making of a contribution is **not** a violation if reasonable and timely action is taken to return the contribution to its source.

D. Candidacy for Public Office

You may not be a candidate for any public office that is obtained through a partisan election. A partisan election is any election in which a candidate represents a political party which nominated a presidential candidate in the last presidential election.

E. This Section was Intentionally Left Blank

605.3 Drug-Free Workplace

It is the policy of the State of Illinois and the department to provide a drug-free workplace.

For the purposes of this handbook, the term “drug” shall include, but not be limited to, any illegal substance such as cannabis or heroin, any controlled substance obtained illegally and any prescription or over-the-counter pharmaceutical product. The phrase “being under the influence” shall mean that the employee is in such condition that a reasonable person would consider him or her unfit for duty.

The department prohibits the unlawful use, manufacture, distribution, dispensation or possession of drugs or alcohol at any time while you are:

- on the job,
- in the workplace,
- in a state vehicle, or
- in a private vehicle operated at state expense.

The department prohibits any use, manufacture, distribution, dispensation or possession of alcohol at any time while you are:

- on the job,
- in the workplace, or
- in a state vehicle.

Furthermore, the department prohibits you from being under the influence of drugs or alcohol at any time when you are:

- on the job,
- in the workplace,
- in a state vehicle, or
- in a private vehicle operated at state expense.

You will not be permitted to remain at work if you are suspected of being under the influence of drugs or alcohol.

You are required by law to inform the department of any conviction you receive under a criminal drug statute for a violation that happens on or off state premises while on the job. You must make a written report of the conviction to the Office of Inspector General within five days after the conviction. A conviction means a finding of guilt (including a plea of "*nolo contendere*") or the imposition of a sentence by any federal or state court.

605.4 Smoking Restrictions

Smoking is banned in all work areas. Smoking is allowed only in designated non-work areas which may include lunchrooms, break rooms, lounges and designated restrooms. Smoking restrictions apply to everyone in a department facility or area.