**Section 212.210 Introduction**

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

"Administrative Services" means the Division of the Board responsible for accounting, human services and facility services.

"Allocation" means the distribution of duties within a job classification.

"Board" means the State Board of Elections created by the Illinois Constitution.

"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 Board, including the Executive Director.

"Disclosure Statement" means an internal document that is a statement of outside employment that may cause a potential conflict of interest in performing job duties for the Board.

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

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

"General Counsel" means the designated head of legal counsel as reflected in the organizational chart of the Board.

"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 to which an employee's position is assigned, as set forth in the Board's 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.

(Source: Amended at 46 Ill. Reg. 18866, effective November 3, 2022)