**Section 600.610 Introduction**

a) General

1) Subject

This Subpart establishes the basic policies governing personnel in the Office of the Auditor General.

2) Equal Employment

The Office of the Auditor General does not discriminate against any individual on any unlawful basis, including race, color, religion, sex, sexual orientation, age, marital status, physical or mental disability, national origin, citizenship status, arrest record, political affiliation, ancestry, military status or unfavorable discharge from military service.

3) Scope

All payroll employees of the Office of the Auditor General are subject to the provisions of this Subpart.

b) Definitions

"Auditor General" means the Auditor General of the State of Illinois.

"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 completion of a probationary period.

"Deputy Auditor General" means the Deputy Auditor General of the State of Illinois.

"Director" means a designated head of an organizational unit as reflected in the organizational chart in Appendix B. When appropriate, the term "director" includes the Auditor General and Deputy Auditor General.

"Executive Employee" means a Director, a Legal Counsel, the Assistant to the Auditor General, and other employees as designated in their position descriptions.

"Gift Ban Law" means Article 10 of the State Officials and Employees Ethics Act [5 ILCS 430].

"Immediate Family" means spouse, civil union partner, domestic partner, parents, mother-in-law, father-in-law, stepparents, children, stepchildren, siblings, grandparents, grandchildren, and other persons who abide within the same household. For bereavement purposes, the term also includes niece, nephew, aunt, uncle, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

"Office" means Office of the Auditor General.

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

"Probationary Period" means a period of approximately 6 calendar months preceding receipt of notice of certification and after initial hiring from outside the Office or of approximately 4 months after appointment to a position within the Office in which the employee has not previously been certified. Probationary periods of longer duration may be imposed as provided in this Subpart.

"State Auditor" means a State payroll employee of the Office who has been authorized by the Auditor General to conduct audits, investigations and studies and who has been appointed State Auditor in accordance with this Subpart.

(Source: Amended at 44 Ill. Reg. 5873, effective April 1, 2020)