



# Illinois Ethics Matters

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*Honesty, Integrity, Service*

A newsletter from the Office of Executive Inspector General for the Agencies  
of the Illinois Governor

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## Recent News

- The OEIG is pleased to announce the hiring of **William Kilroy, Francesca Lynn, and Sarah Williams** as Investigators and **Keshia Wrightsell** as a HEM Analyst in the Chicago office; and **Christopher Heurman** as an Investigator in Springfield.

## Statewide Hiring Training on the Requirements of the Comprehensive Employment Plan

Beginning this September, the OEIG's Hiring & Employment Monitoring (HEM) Division assisted the Department of Central Management Services (CMS) with implementation of an eight-part Statewide training program including requirements of the Comprehensive Employment Plan (CEP) for agency personnel staff.

The trainings – led by CMS's Senior Policy Advisor and Chief Compliance Officer, with HEM's Director serving as a panelist – provided an in-depth review of the general principles, commitments, and agreed-upon procedures applicable to State hiring processes for both non-exempt and exempt positions. Each training session was approximately two hours in length and covered the following topics: Session 1- Introduction & Exempt Employment Plan; Session 2 – Position Descriptions; Session 3 – Hiring Sequence Pre-Work; Session 4 – After Posting Closes; Session 5 – Interviews/Evaluation; Session 6 – Miscellaneous Topics (e.g., Temporary and Interim Assignments/Personal Services Contracts); and Session 7 – Compliance & Reporting.

The training also included instruction on reporting political contacts. Pursuant to the CEP, State employees are obligated to report any and all political contacts to CMS and HEM. The CEP defines a political contact as 1) any contact, whether in person, in writing, or by any other means from any elected or appointed official or any agent acting on behalf of an elected or appointed official, attempting to affect any employment action for a non-exempt position, and 2) any unsolicited contact related to a non-exempt position directed to any personnel involved in an employment action. The CEP requires that any State employee who receives or has reason to believe such political contact has occurred or is occurring is required to report it within 48 hours, and CMS must maintain records documenting these reports.

Since the CEP's filing, in addition to reporting on the number of political contacts it has received or discovered, the OEIG also advocated for a user-friendly system for receiving and tracking all political contacts. During the seventh training session, CMS announced and demonstrated a new, online system that allows State employees to report political contact information that is immediately shared with CMS and HEM. The political contact form is slated to be available for use in December 2020. Additional training for others who may be in a position to receive political contacts, such as Legislative Liaisons, General Counsels, Ethics Officers, and Chiefs of Staff, is forthcoming.

The last, eighth training session on the CEP, covering "Future Plans & Summary/Questions/Discussion," is expected to occur in December 2020. All of the training sessions were recorded and are available to agency personnel staff on OneNet.