

DoIT Key Resources/Contacts

DoIT Agency Website: DoIT.Illinois.gov

Visit this site for up-to-date information regarding the IT Transformation!

Service Desk Numbers:

Internal: Dial 4-DoIT (3648)

Springfield: 217-524-DoIT (3648)

Chicago: 312-814-DoIT (3648)

IT Transformation Mailbox

IT.Transformation@Illinois.gov

DoIT Security Mailbox

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Bruce Rauner, Governor
Hardik Bhatt,
Secretary Designate and State CIO



*Employee Desk Guide
As of June 30th, 2016*





General Information

On July 1, will I become a DoIT employee, or will I remain an employee of my agency until I'm relocated?

On July 1, 2016 identified IT employees will become employees of DoIT. For the time being, you will remain at your current work location and continue to receive human resource support from your client agency. You will have a DoIT employee badge and retain your agency's badge to facilitate physical access to your work location.

Will any employees be laid-off because of the IT Transformation? I heard that all jobs will be eliminated within a year. Is this true?

The answer is 'no'. In fact, we need all of our IT staff and more. We are currently working to identify additional positions that need to be filled.

Do I continue to work on my home agency Director's IT priorities?

In the short term, client agency IT personnel will work on agency priorities. As new services are rolled out in DoIT, those employees delegated to agencies may move to new services where it is appropriate and as it fits the needs of the employee. As part of IT Transformation, the State is also implementing a new governance model that will help build shared IT priorities and enable better collaboration across agencies and between agencies and DoIT, this model will allow agency priorities to be supported while also helping to identify when resources can be shared. This model will also help the State prioritize and allocate resources most effectively, whether it is a statewide project or agency initiative.

Which employee handbook do I follow?

All IT employees who become part of DoIT on July 1st will continue to be subject to their respective client agency employee handbooks until further notice. The IT Transformation program team will continue to develop a single DoIT employee handbook and make it available once it is fully developed.

My position is represented by a collective bargaining unit. Will that impact the IT Transformation?

The Transformation project will be implemented consistent with all obligations imposed by collective bargaining agreements and the provisions of the Public Labor Relations Act. The State's Labor Relations team will provide information about the Transformation to the unions representing affected employees, and when this program impacts the conditions for employees, the State's Labor Relations Team will engage in good faith negotiations with the employees' exclusive representatives to ensure a seamless and positive transition.



Logistical Information

Will my pay date or pay schedule change?

In the immediate term, the pay dates and pay schedules for all DoIT employees will remain the same as your current client agency. In the future, payroll dates and schedules may need to change. As with most other major changes, advance notice will be provided.

Can I plan a summer vacation? What if I want to attend a conference this summer? Who should review my request for time off?

Until further notice, please follow the current process for requesting time off (for either vacation or illness) from your client agency. Travel requests should be submitted through your current client agency process and once approved, to the DoIT Chief of Staff.

Will I lose my parking space?

As a DoIT employee, your access to agency parking at your work location will be governed by the agency's policy and past practice. DoIT is requesting that client agencies adjust their parking policies as needed to minimize the impact on parking for the IT employees who will transition to DoIT after July 1.

How should I track my time?

Until further notice, follow the current procedure for tracking time worked at your client agency.

Will I move to a different building? Will we be retaining the same office space within the agency? Will I have to move out of my office into a cubicle?

Personnel will remain located in their client agency until further notice. If/when IT employees become part of new services at DoIT, some agencies may need to address secure access requirements by relocating office space. You will be notified by your CIO if this is the case at your location. This will be determined over the next few months.

As long as you are located at your client agency location, space allocation will be determined by the agency's space coordinator. As with the parking spaces, DoIT is requesting that client agencies adjust their policies as needed to minimize impact on workspace for the IT employees who are transferring to DoIT after July 1.

As with all other changes, advanced notice will be provided. Proper and timely labor notifications will be made for any change in working condition, including changes in work location, in order to comply with the requirements of labor agreements and labor laws.